



# Charities Registration – Convert to PDF

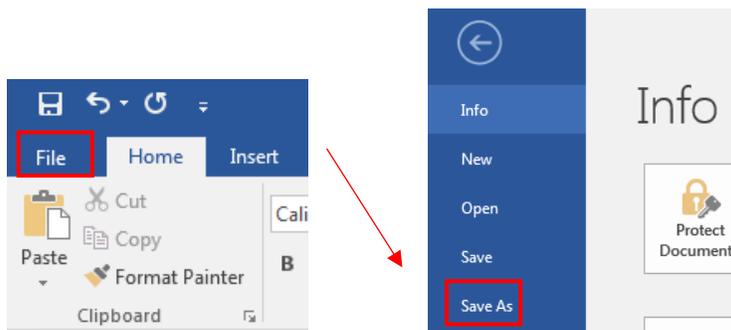
## User Guide

### Convert a file to pdf:

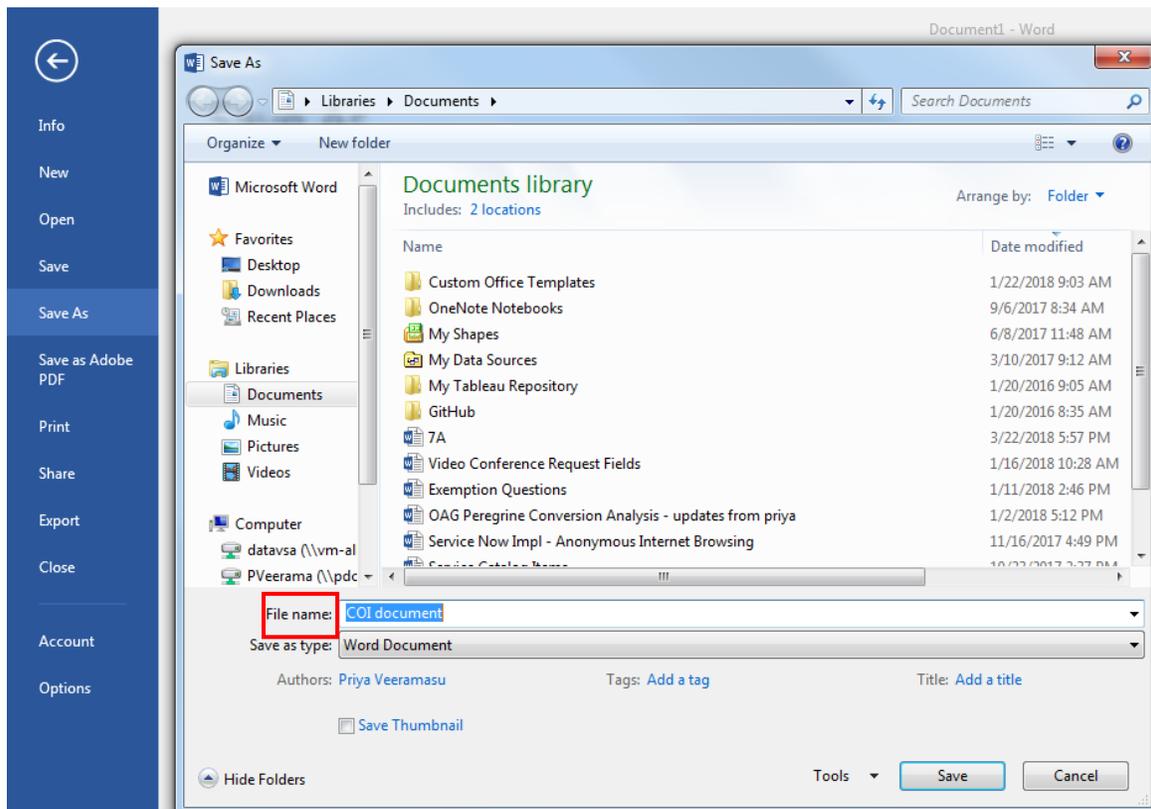
The Charities Bureau’s online registration portal will not accept any other document formats other than PDF’s. If you have the documents in other formats convert them to PDF’s before uploading. Use one of the 2 methods below to convert a document to PDF.

#### Method-1:

1. Open the file you want converted into PDF format.
2. Click on the tab labeled “File” and select “Save As.”



3. Type a name for your file next to “File Name.”

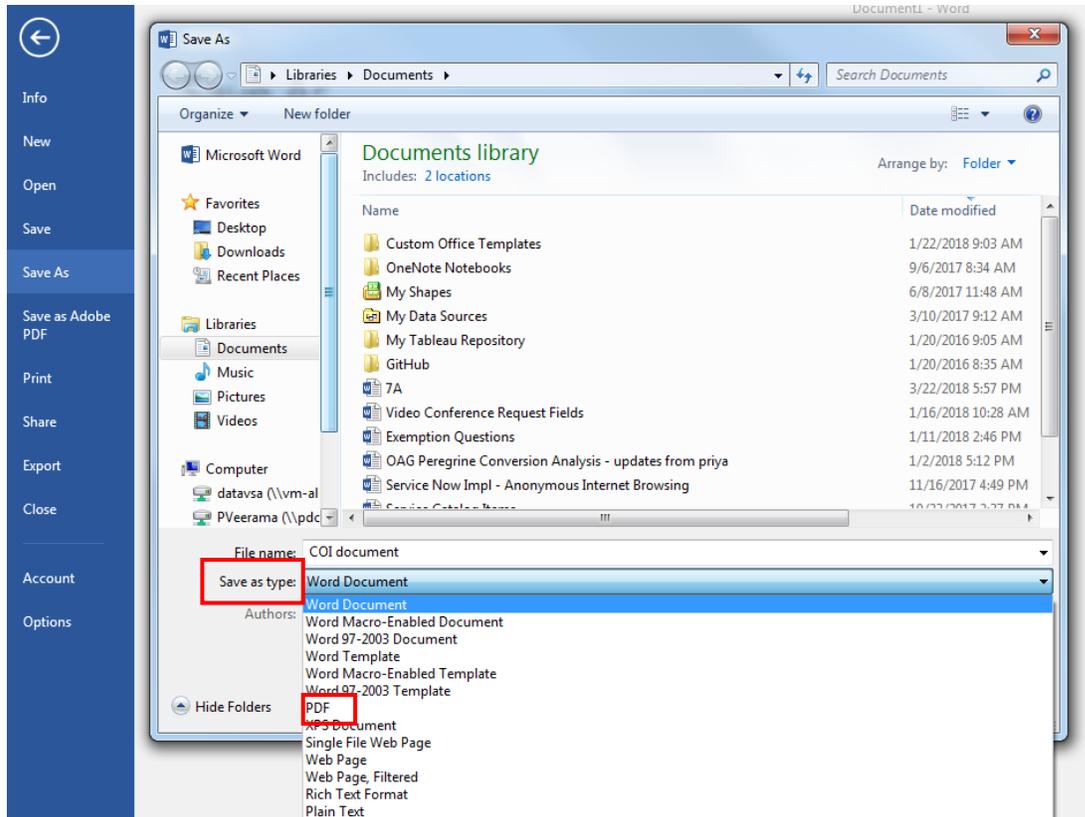




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## User Guide

4. Click on “PDF” next to “Save as type.”

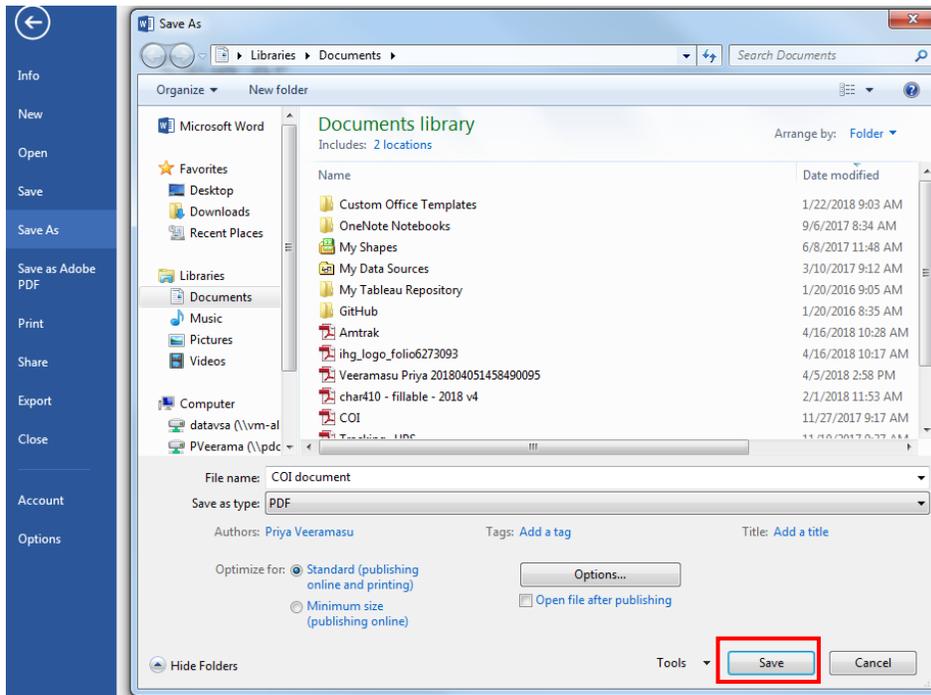


5. Click on “Save.”



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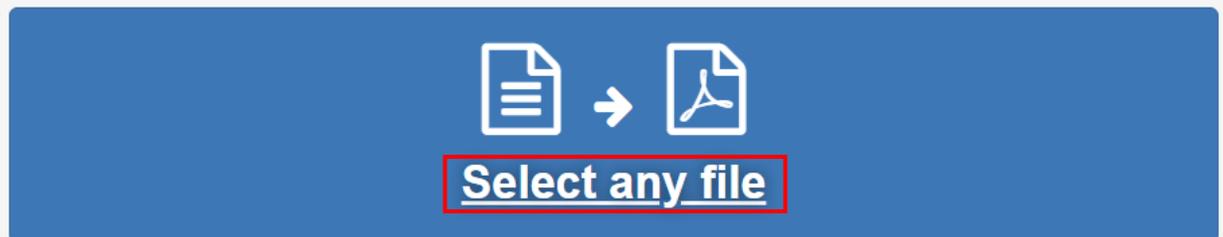
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### Method-2:

1. Go to <https://www.freepdfconvert.com/> and click on “Select any file” link

Convert Word, Excel, PowerPoint and other files to PDF

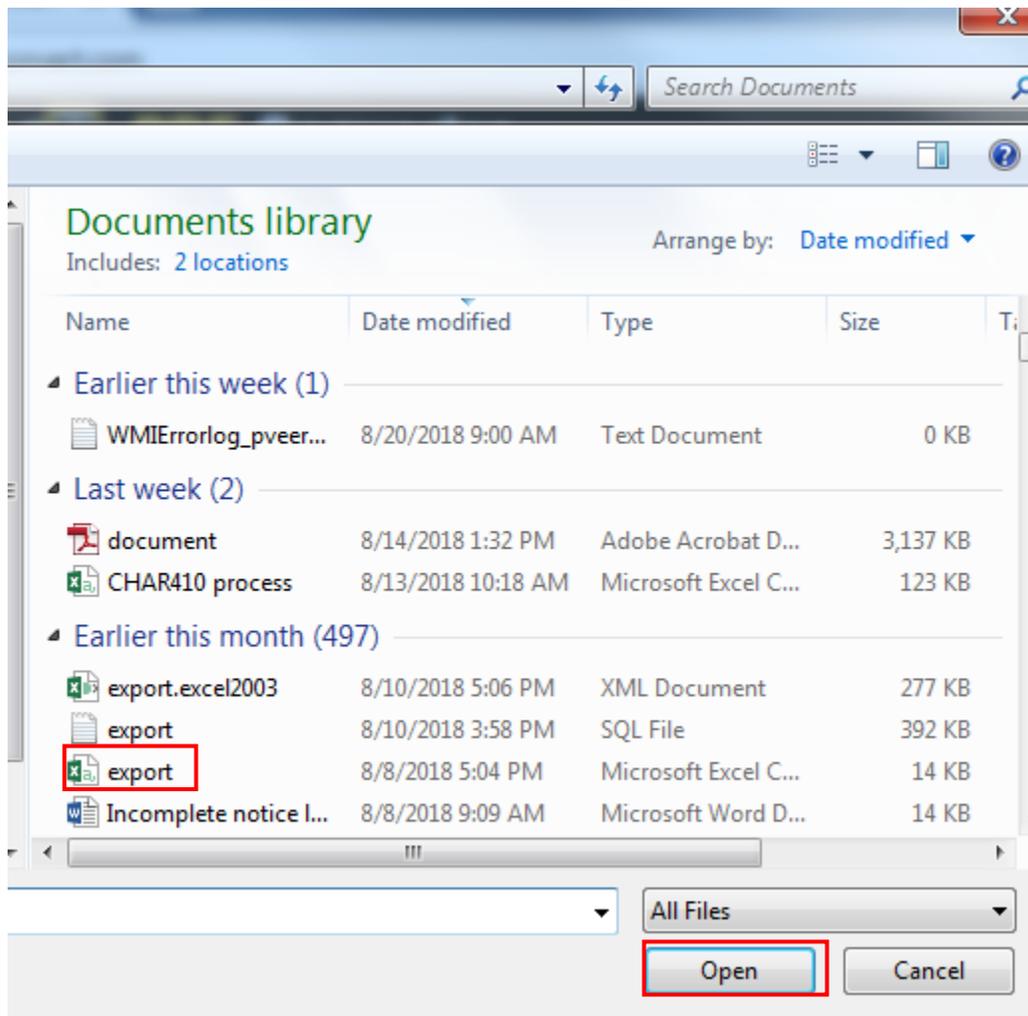


2. Open the document that you want to convert to PDF



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## User Guide



3. Click on “Download” button after the conversion is done. It might take a minute or two to convert the document depending on the file size

