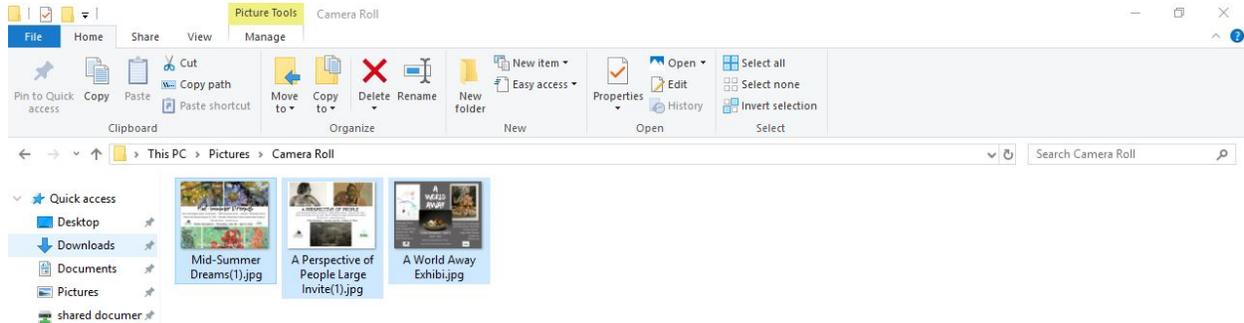
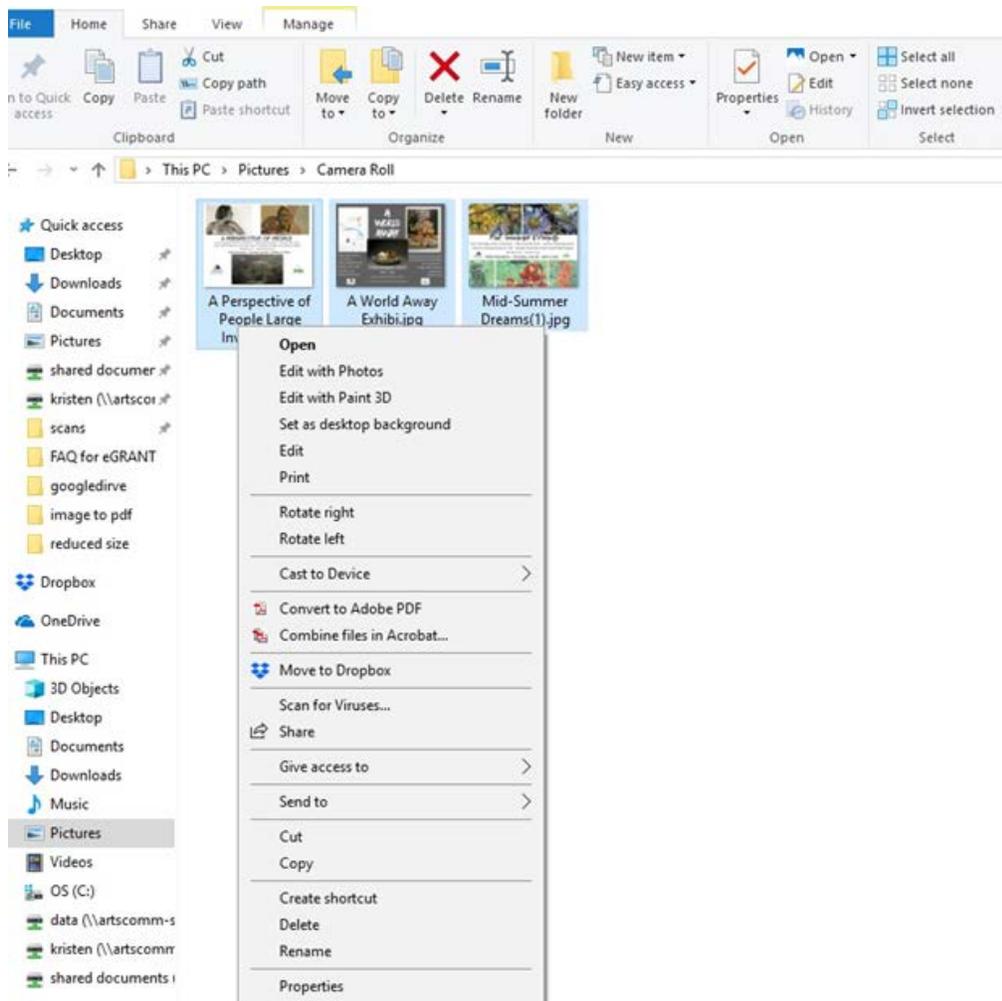


How to Convert Files to PDF

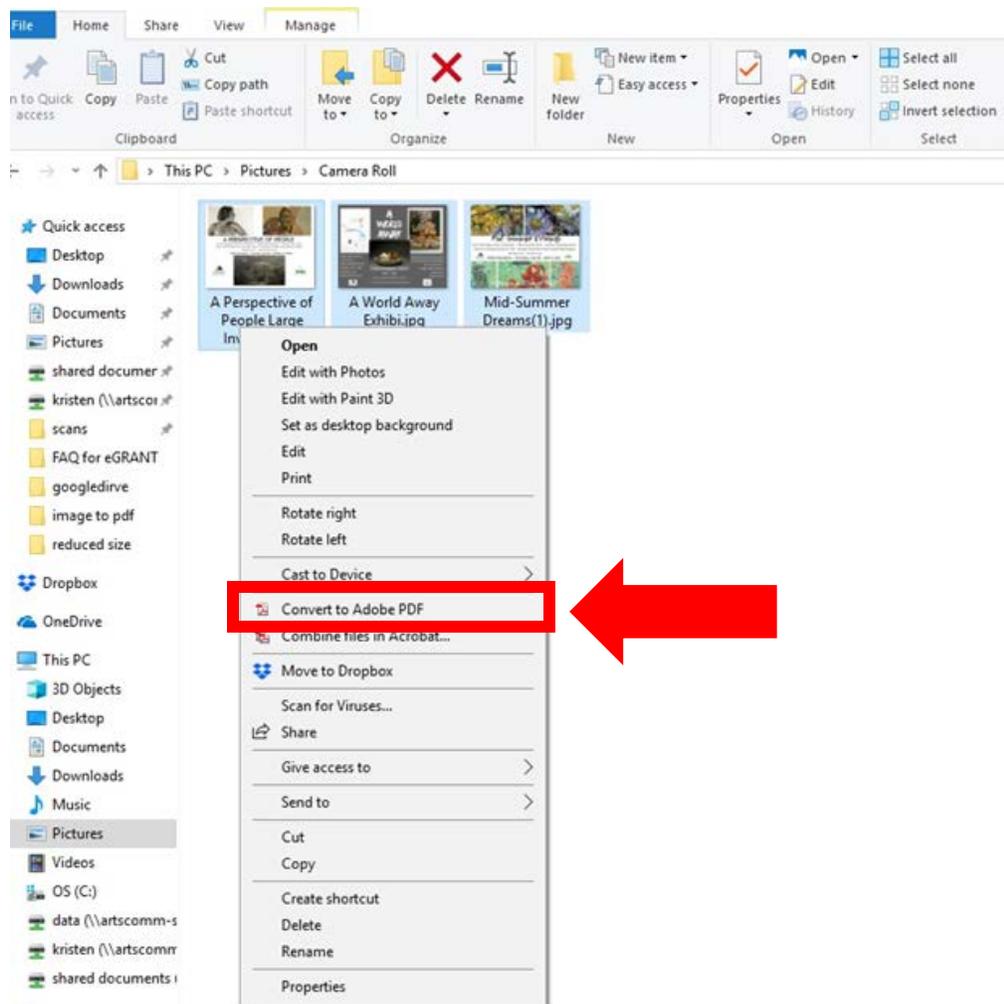
1. Select files to upload by clicking the first item while holding [CTRL] and selecting the remaining files.



2. Right click over selected files.



3. Select “Convert to Adobe PDF.” Each file will open as an individual PDF.



4. Name and save each file to your computer.

—Remember, if you are applying for an **Artist Fellowship**, your name cannot be in the file name or content.

5. If you wish to combine these files, review the “How to combine files in PDF” document on MAC’s FAQ.