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.

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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 <u>Artist</u> <u>Fellowship</u>, 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.