

Saving & Uploading your résumé as a PDF from Google Drive

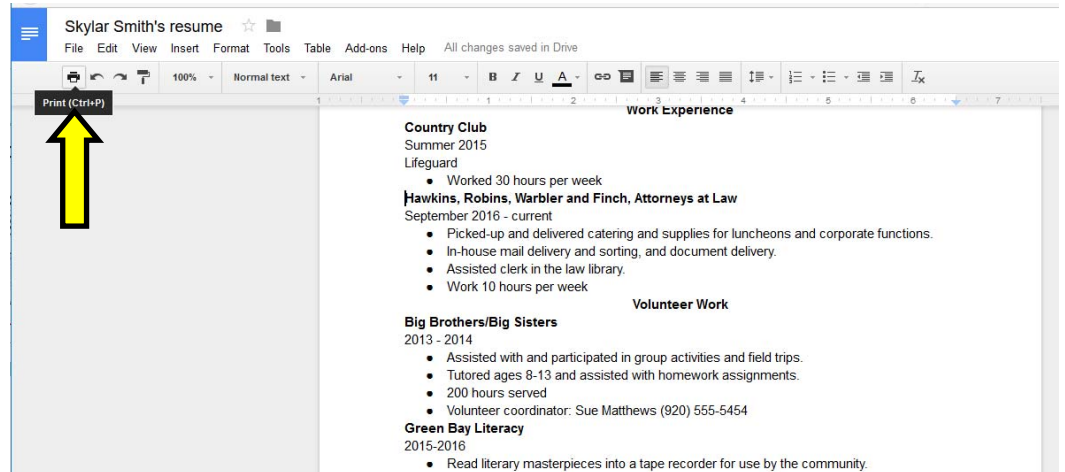
Documents MUST be uploaded to your Scholarships, Inc. application in **PDF, JPEG or Word document** format **ONLY**.

Other formats will not be accepted.

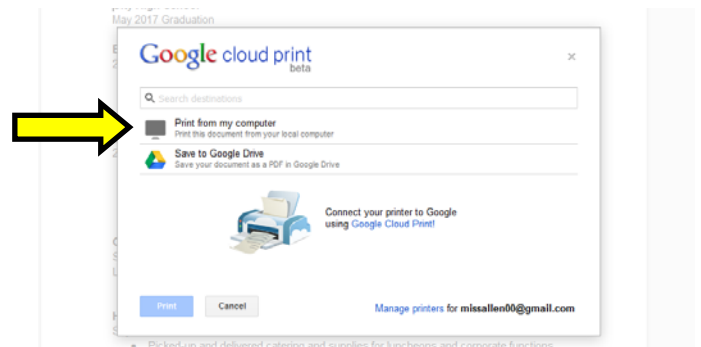
Your application will be **INCOMPLETE** if Scholarships, Inc. cannot access your résumé.

Saving your Google Doc as a PDF:

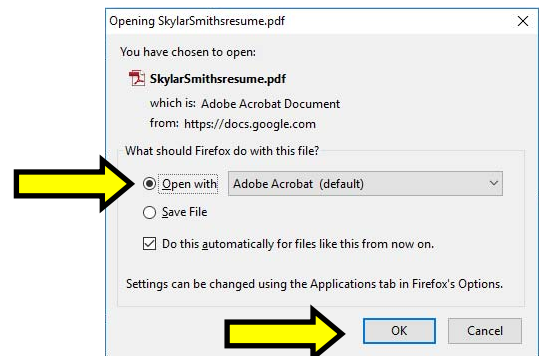
STEP ONE: Sign into Google Drive and open your résumé. Click on the printer icon in the top left (or use **CTRL+P** or select **File > Print**)



STEP TWO: Your **Google Cloud Print** menu will appear—select the “**Print from my computer**” option.



STEP THREE: When this PDF menu appears, choose the “**Open With**” option and click **OK**.



STEP FOUR: Once your PDF document opens, go to **File > Save As** to save it onto your computer. Do not use spaces or special characters.

STEP FIVE: Now go back into your Scholarships, Inc. application and upload the document by browsing your computer and choosing the PDF that you just created. Easy!