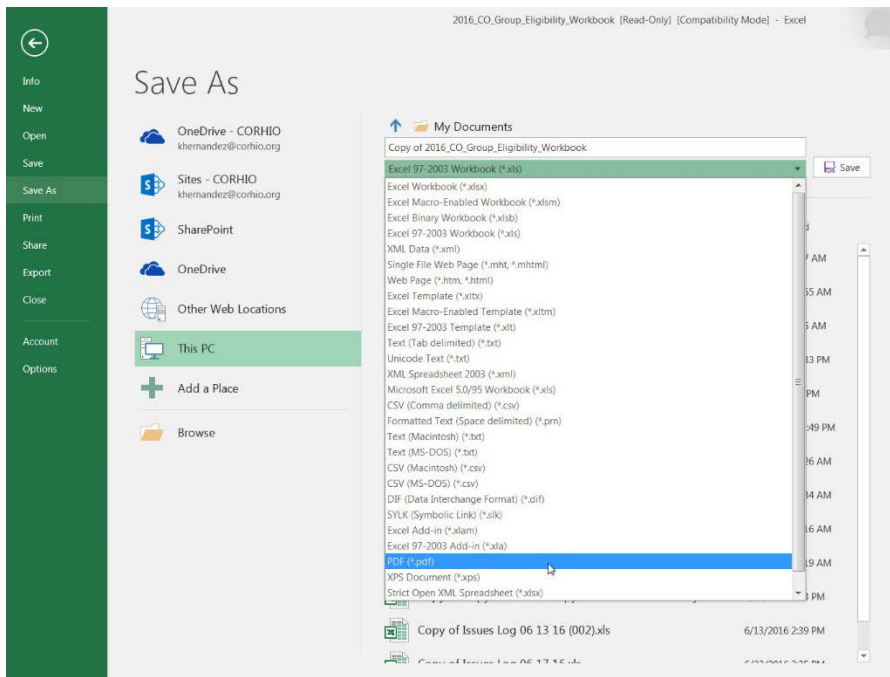


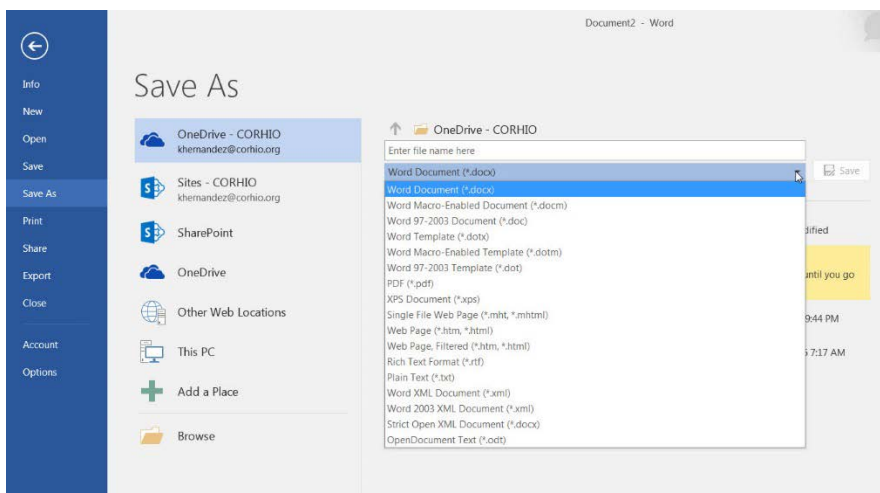
How to Save PDFs

New this year, all documents required for upload into the CO R&A website must be in PDF format. Below are some examples of how to save Excel and Word documents as a PDF.

Once in the Excel document (workbook), go to “File” and click “Save As”. The document type is Highlighted in green, click the drop-down list, select “PDF” and save.



When saving an image or a JPG, copy and paste the JPG to a Word document. Once in the Word document go to “File” and click “Save As.” The document type is Highlighted in blue, click the drop-down list, select “PDF” and save.



Most documents can be converted to a PDF format using the above instructions. It is suggested to also save all documents in their original format for future reference.