# How to Save a Document in PDF File Format Using Microsoft Word

When applying for a position at LHSC, all document attachments such as resume and cover letter must be uploaded using a PDF file format.   To save a Microsoft (MS) Word document as a PDF file format, please following these instructions:
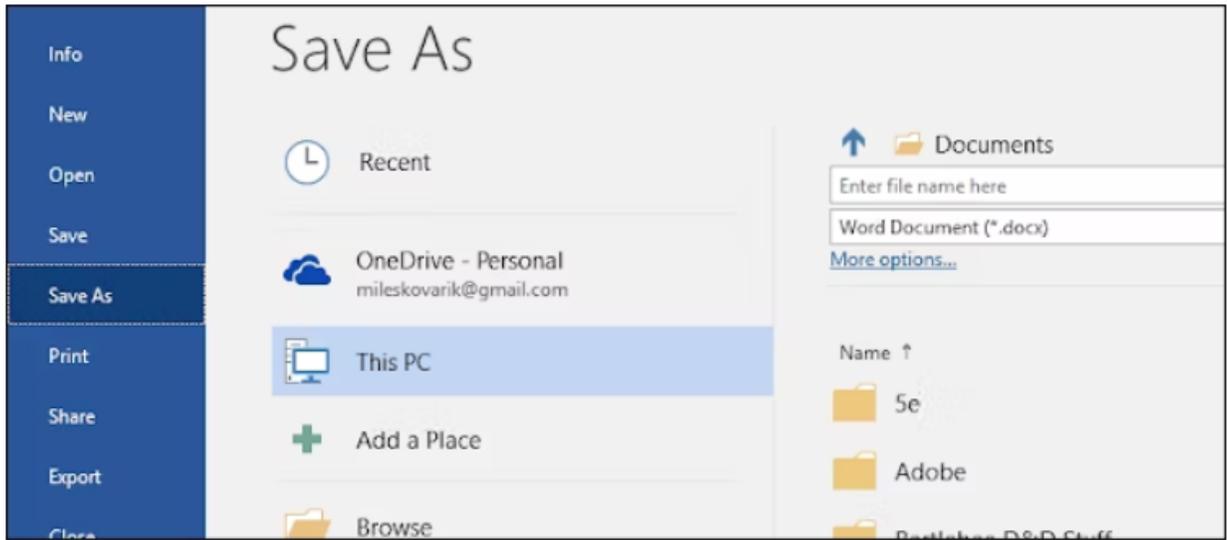
1. Open the MS Word document that you wish to save as a PDF file.
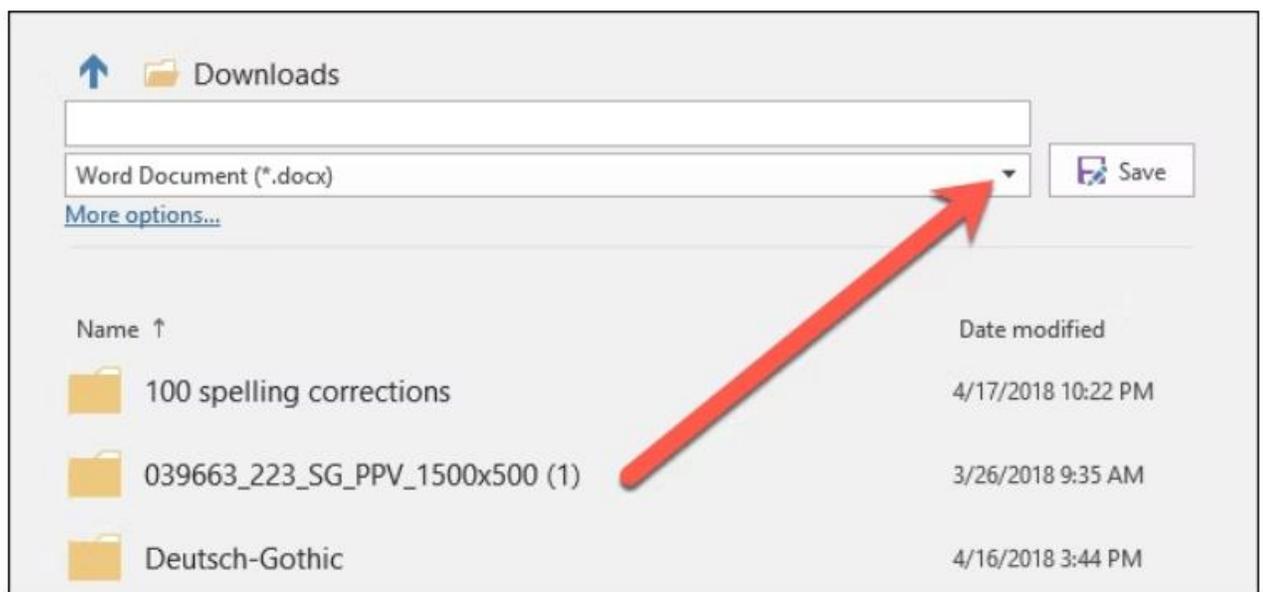
2. Click the **File** tab.
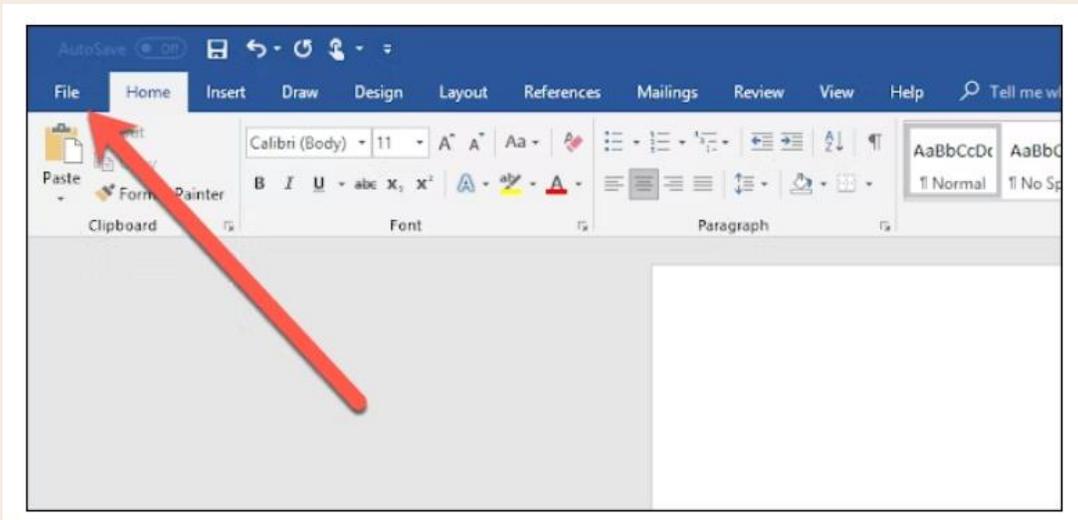
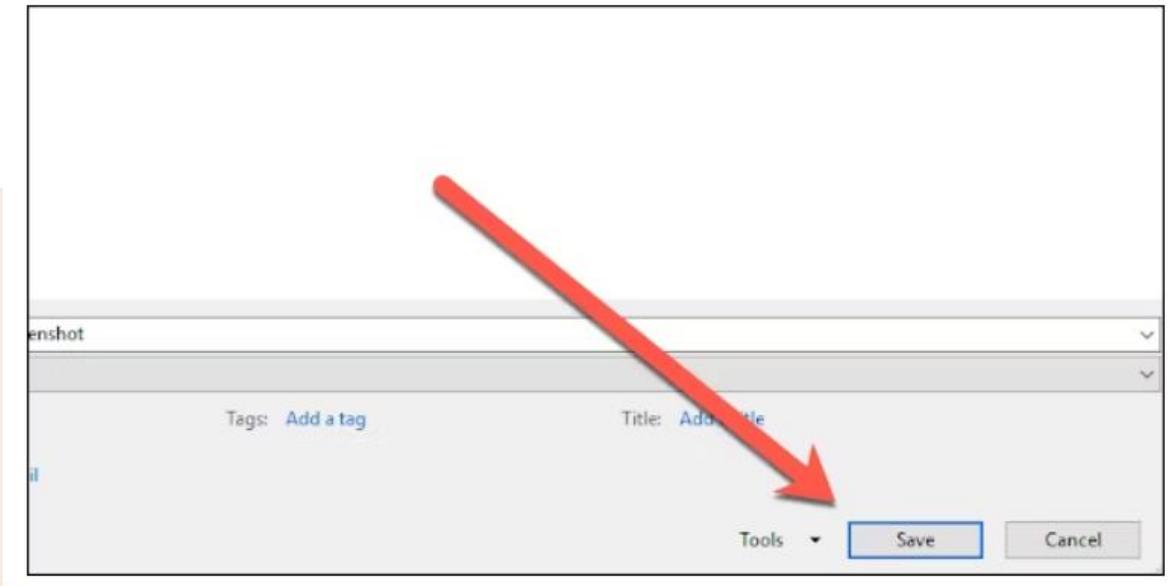3. Select **Save As** from the list on the left.
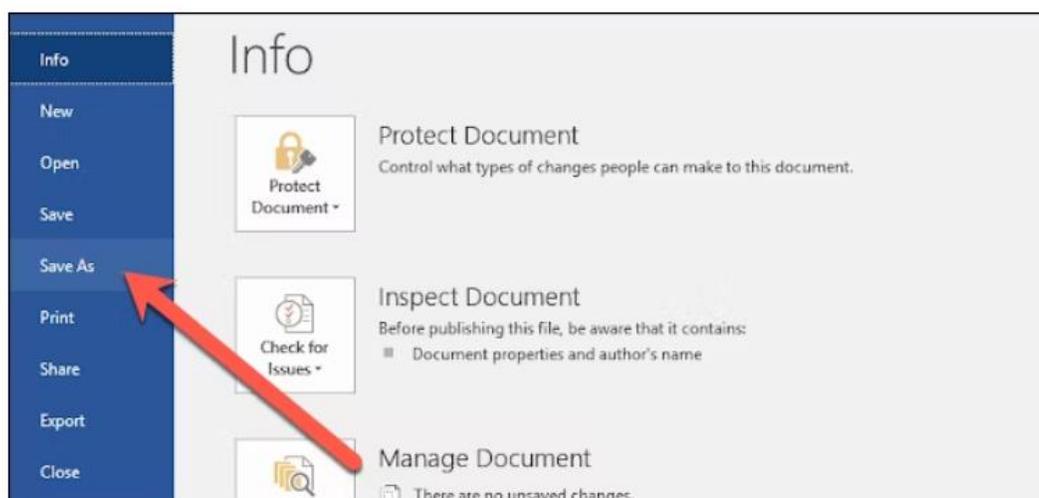
4. From the **Save As** screen, select where you would like the PDF to be saved (OneDrive, This PC, a particular folder, etc.)

5. Click the dropdown arrow on the right of the **Save As Type** box and select **PDF (*.pdf)** from the dropdown menu.

6. If you want to, you can change the filename at this time. When you're ready, click the **Save** button.

7. After saving the PDF, you'll be returned to your MS Word document, and the new PDF will open automatically in your default PDF viewer.