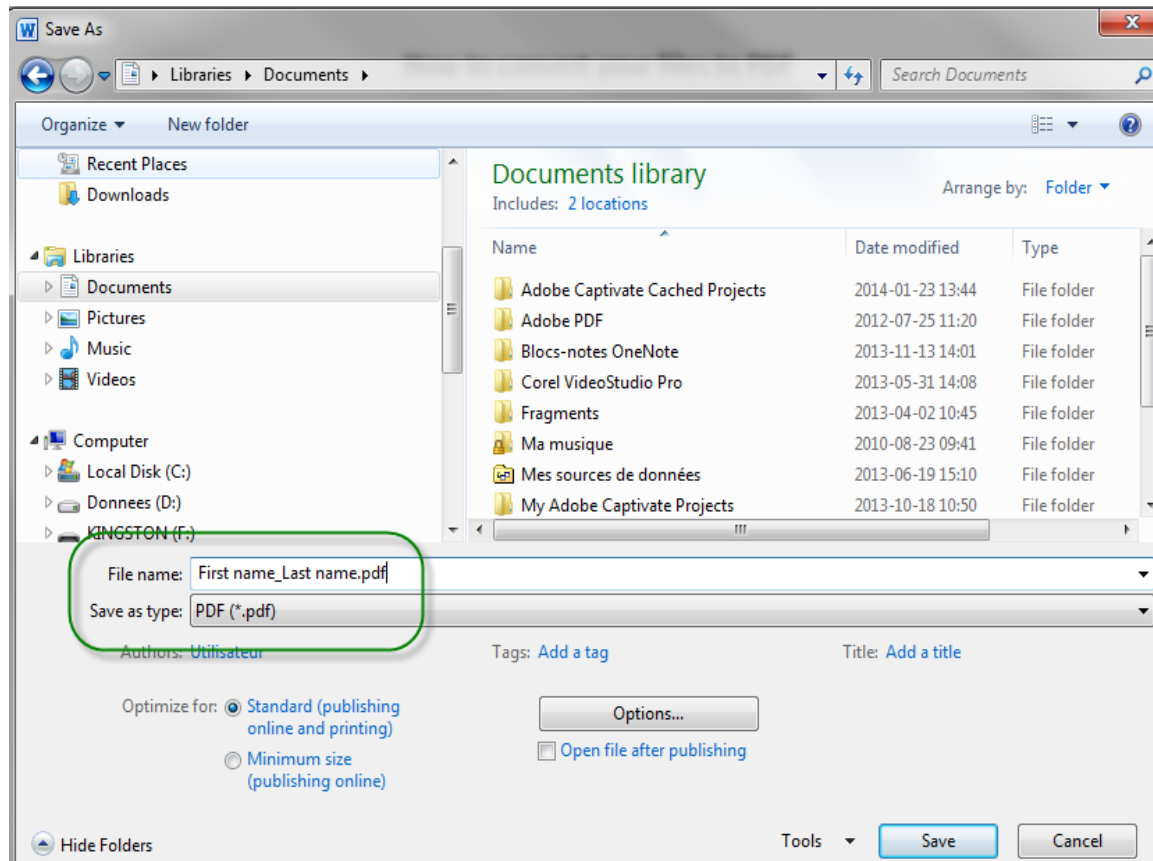# Convert Your Files into PDF Format

HEC Montreal has the right to refuse any material that does not meet the required format. There are 3 methods accepted by our services. Please consult the list below.

1 - Create your document in Microsoft Word and save it in PDF format

- Open your Word documents, click on **File**, and then click on **Save As**

- In the **File Name** list, provide a name for the document.
    - Provide a short name e.g.: transcript
- In the **Save as type** list, click **PDF**. If the PDF option does not appear and you're using MS Word 2007, you can download and install the [Microsoft Save as PDF Add-in](#)
- Next to **Optimize**, select one of the following
    - For a file size and for an optimal print quality, select **Standard** (publishing online and printing)
    - It is possible that the file size is too large; in this case, select **Minimum size** (publishing online).
- Click **Options** to set the page range to be printed, and then **OK**.
- Click **Save**.

Note: To reduce the file size:

- ✓ Decrease the resolution (DPI) of the scanned image
- ✓ Reduce the height and width of the scanned image
- ✓ Decrease compression quality, if this option is available
- ✓ Ensure that the fonts are not included

2 – Convert your files into PDF format using an Internet application

If you have no way to convert your document into PDF format, you can go to the following link and follow the instructions: http://www.en.conv2pdf.com

3 – Scan your official document (diploma, transcripts, etc.) and save it in PDF format with Adobe Acrobat and send it to us

- Open Adobe Acrobat
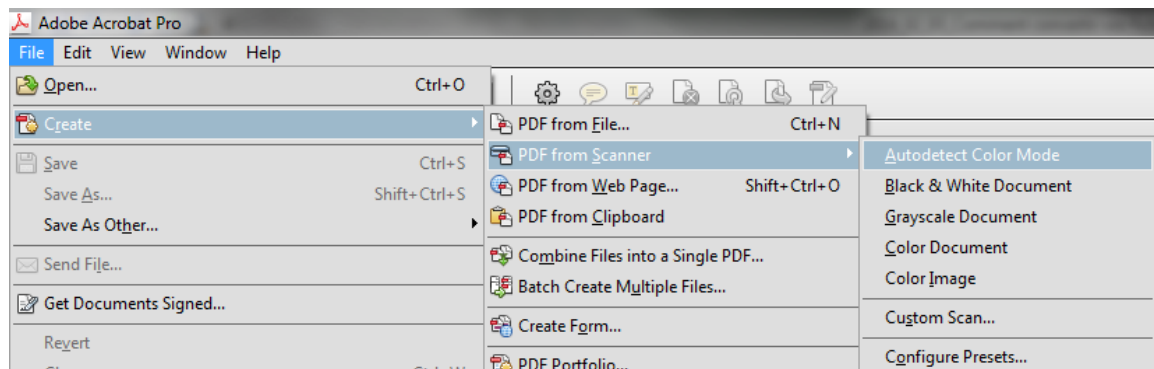
- Click **File, Create, PDF File From Scanner** and choose the color.
- Select your scanner name from the list.
- Choose **Front sides** in the drop-down menu marked **Scan**.
- In your scanner window select black and white and resolution.
- To save your PDF, click **Print** from the **File** menu and set the printer name to **Adobe PDF**.
- Be sure to deselect **Do not send fonts to "Adobe PDF"**.
- Click **OK** to close the **Properties** window, and then click **OK** to finalize the **Print** window.
- Create a file name and save to a location.

If you do not have Adobe Acrobat, you may purchase a copy at www.adobe.com. If you prefer, you can download a free PDF creator from various Internet sites, such as: www.cutepdf.com/products/cutepdf/writer.asp or www.irfanview.ca.

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