Converting files to PDF:

Step by Step

Convert from Word to PDF:

Step 1: Open your Word document

Step 2: Click on "File" in the upper left-hand corner

Step 3: Click "Save As"

Step 4: Choose the folder you would like to save the document in

Step 5: On the drop-down menu (where it says "Word Document"), choose PDF (*.pdf)

Step 6: Click "Save"

iPhone:

Step 1: Select Notes APP

Step 2: Select new note

Step 3: Select camera icon at the bottom of the screen

Step 4: Select scan documents

Step 5: Take a clear picture

Step 6: Save

*Scanned file automatically saves as PDF

Android:

Step 1: Open Google Drive APP

Step 2: Select add at the bottom right

Step 3: Select Scan

Step 4: Take a photo *Edit or crop if you need to

Step 5: Save finished document and select Done

*All files must be converted to PDF before uploading to OneDrive