

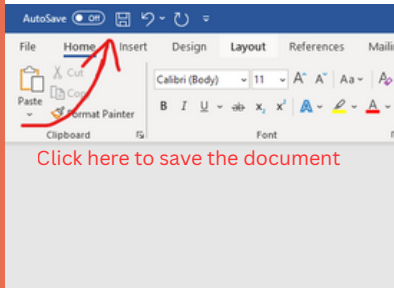
Working in Google Docs? We have instructions for that, too!  
Find them on our website: [www.caddocareer.com/scholarship](http://www.caddocareer.com/scholarship).

## 1

### Name your document:

To name your Word document, you can save the document. You can save by clicking the save icon on the top left of the screen, clicking "File," and "Save," or by pressing **ctrl + s** on your keyboard.

**Tip:** Your document, if untitled, will use the first piece of text for it's name.



Click here to save the document

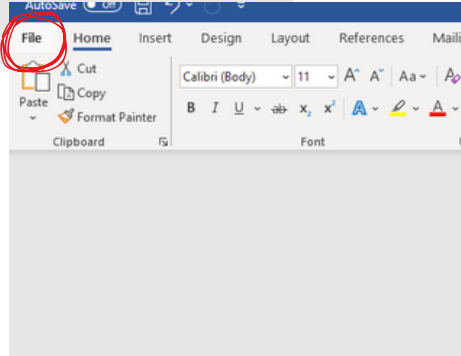
Now rename your document

File name: SIGMA GRINDSET.docx  
Save as type: Word Document (\*.docx)

## 2

### Click on "File":

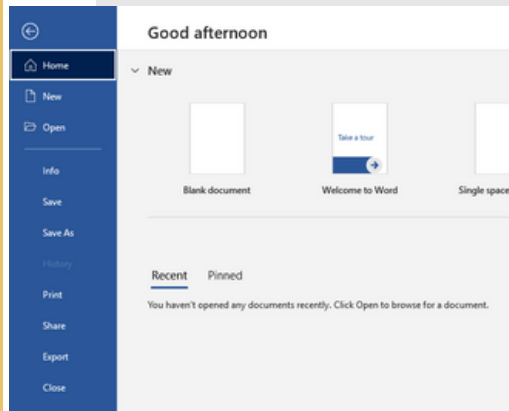
Click on the File menu in the top left.



## 3

### Click on "Export":

After clicking on "File," find and click on the "Export" button. This page allows you to choose a variety of formats to change your document to, but we will be choosing pdf for this.

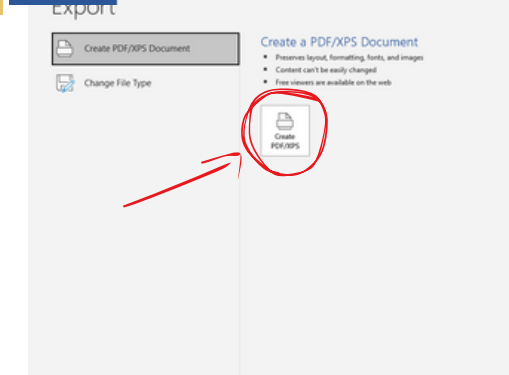


## 4

### Click on "Create PDF/XPS"

Select the option to create a PDF file.

Note: Only PDF files will be accepted by the application form.



## 5

### Choose your location and click on "publish":

First, select a location on your computer.

Note: It's probably a good idea to make one folder to save all of your application files in.

Then, select "Publish."

