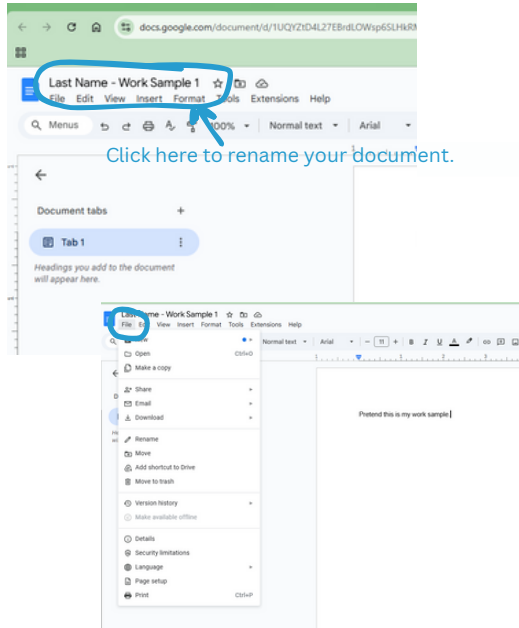


Working in Microsoft Office? We have instructions for that, too!  
Find them on our website: [www.caddocareer.com/scholarship](http://www.caddocareer.com/scholarship).

## 1

### Name your document:

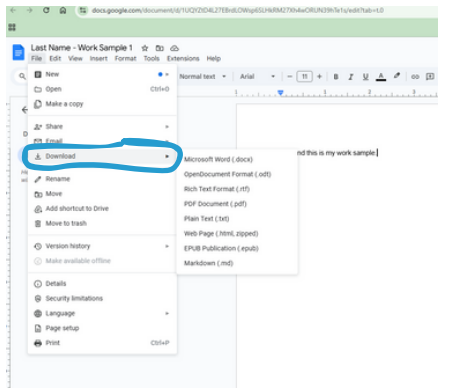
Make sure your document has a clear and unique name, like “Smith Resume” or “Doe Work Sample 1.”



## 2

### Click on “File”:

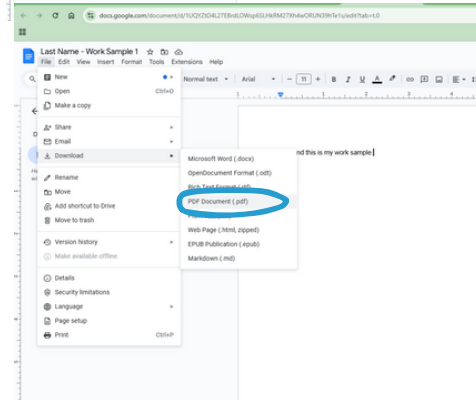
Click on the File menu in the top left.



## 3

### Hover over “Download”:

Hover the mouse over the word “download.”



### Click on “PDF Document (.pdf)”

Select the option to download as a PDF file.

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

## 5

### Choose your location and click on “save”:

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 “save.”

