

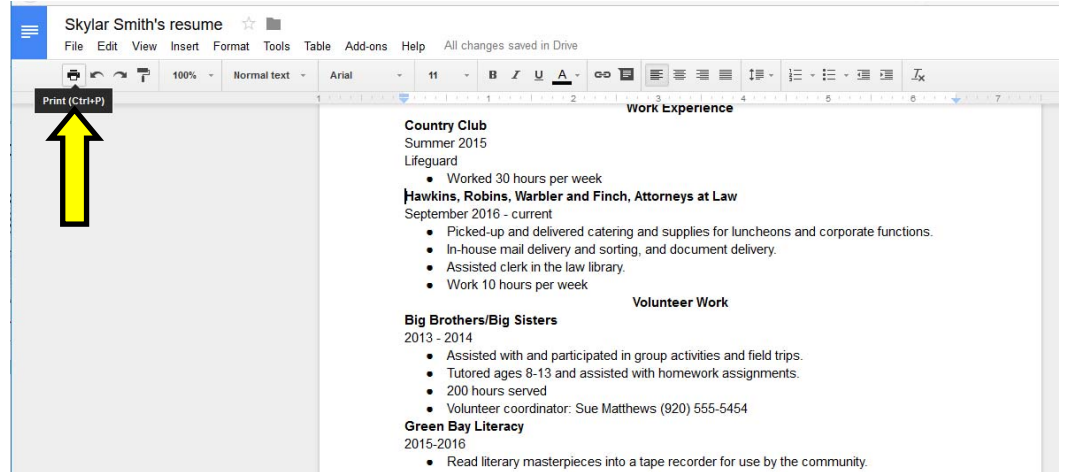
Saving & Uploading your resume as a PDF from Google Drive

Documents MUST be uploaded to your CollegeReady application in PDF, JPEG or Word doc format ONLY. Other formats will not be accepted.

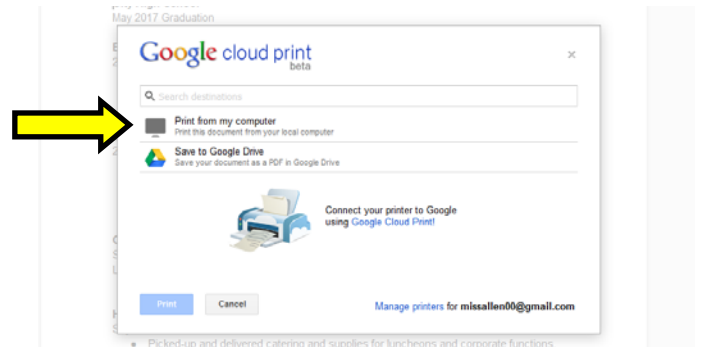
Your application will be INCOMPLETE if CollegeReady staff cannot access your resume.

Saving your Google Doc as a PDF:

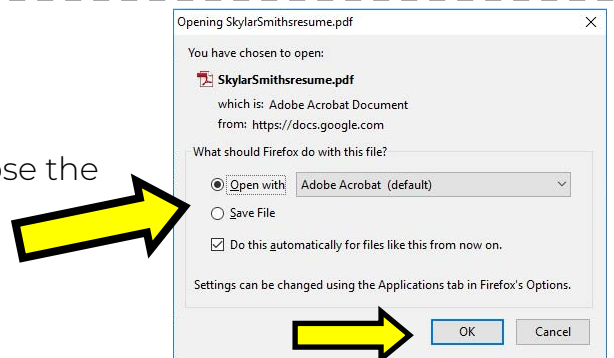
STEP ONE: Sign into Google Drive and open your resume. Click on the printer icon in the top left (or use CTRL+P or select File > Print)



STEP TWO: Your Google Cloud Print menu will appear—select the “Print from my computer” option.



STEP THREE: When this PDF menu appears, choose the “Open With” option and click OK.



STEP FOUR: Once your PDF document opens, go to File > Save As to save it onto your computer. Do not use spaces or special characters.

STEP FIVE: Now go back into your CollegeReady application and upload the document by browsing your computer and choosing the PDF that you just created. Easy!