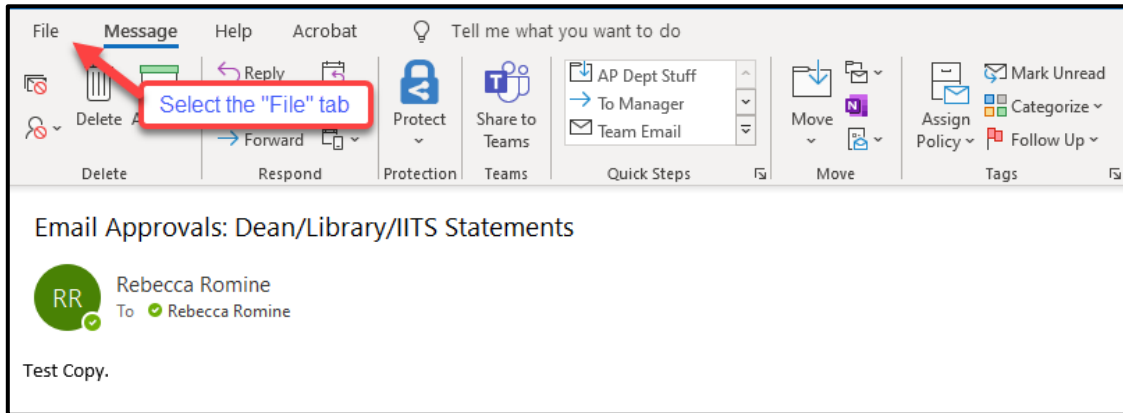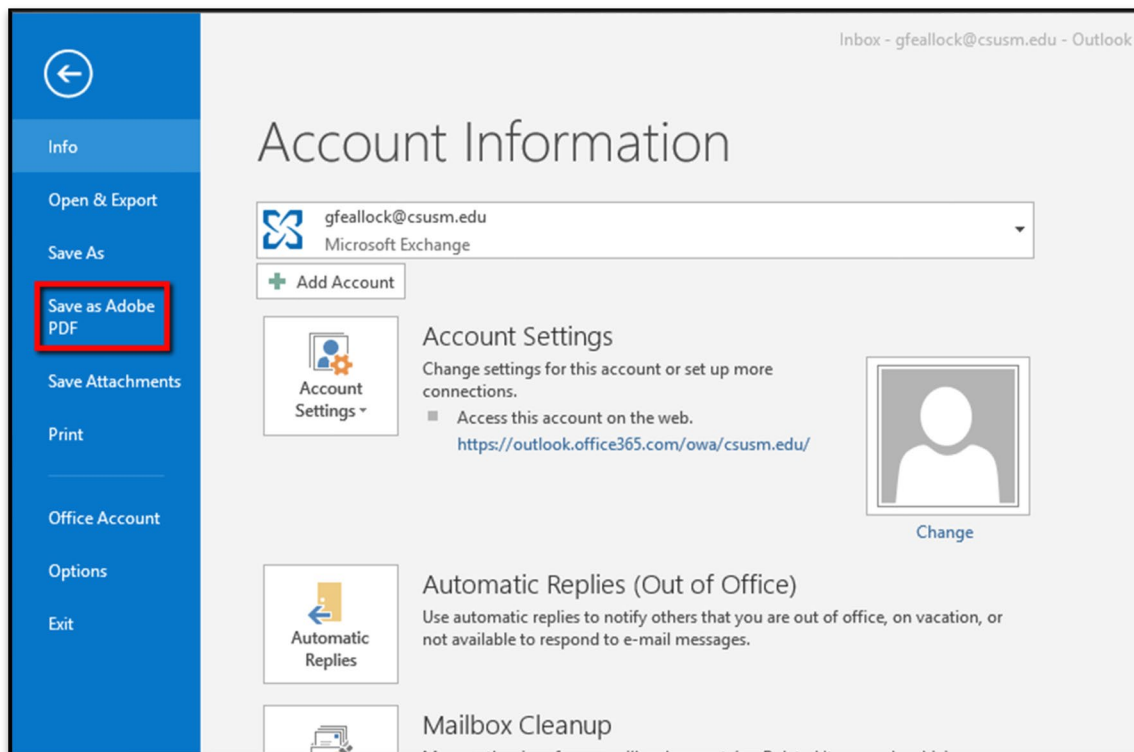# How to Convert an Email into a PDF and Upload it to Curriculog
For a visual version of this guide, watch this [short video](#).
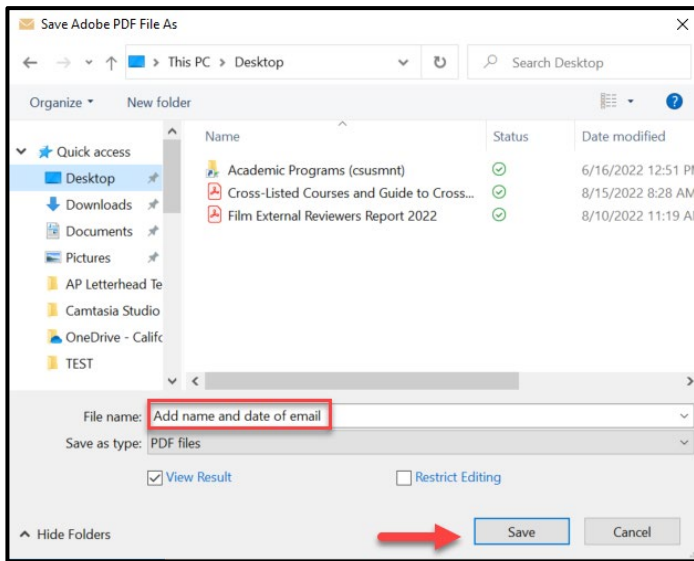
Step 1 – Double-click the email to open it in a new window and select the "File" tab.
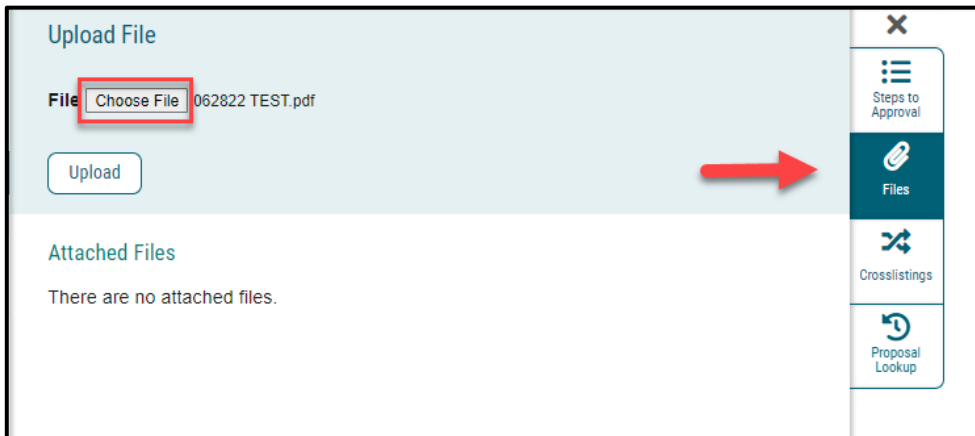

Step 2 – Click "Save As Adobe PDF"

Step 3 – Enter a name for your file, select your desired save location, and click "Save". Note: It is helpful to include the email subject and date in the file name

Step 4 – To upload to your Curriculog proposal, click the Files tab on the proposal toolbar. Click "Choose File" to search for your PDF.
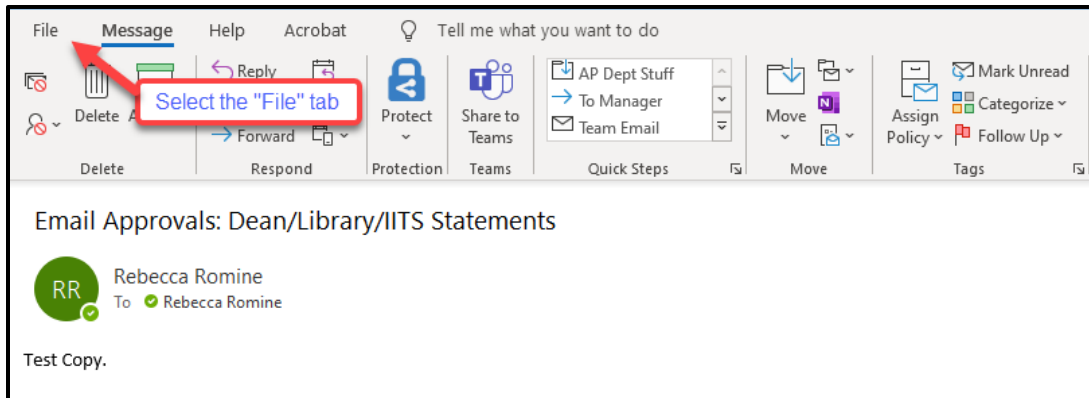

Step 5 – Select the file you wish to upload and click "Upload". You will now see the uploaded file under "Attached Files".
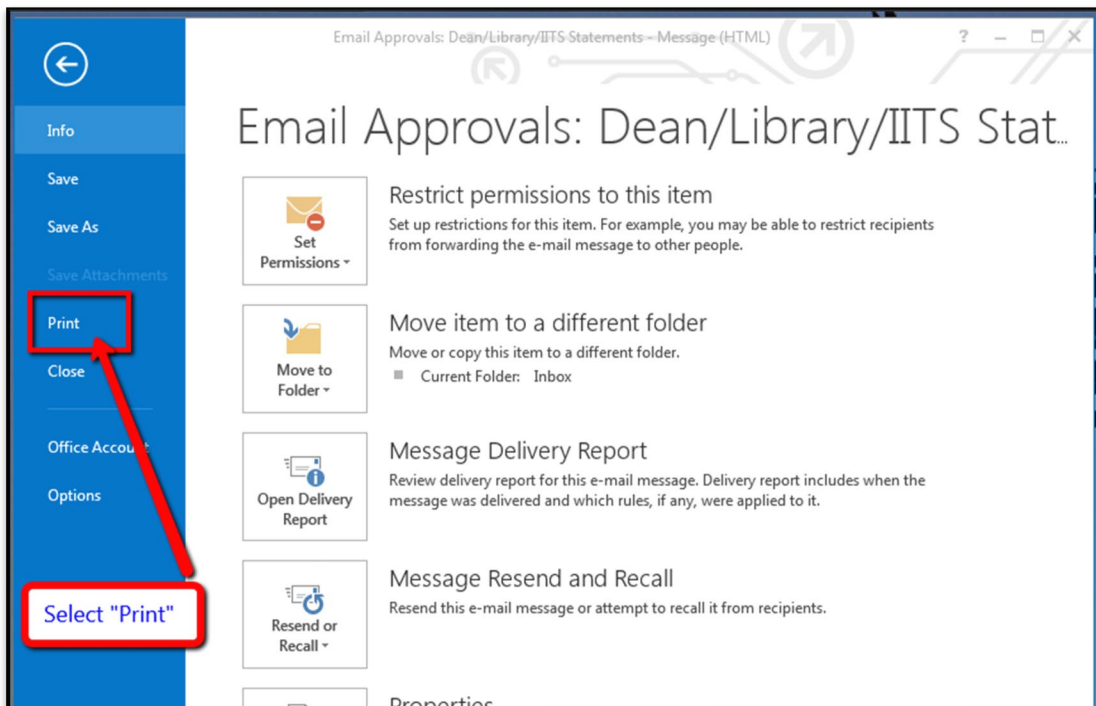
OPTION 2

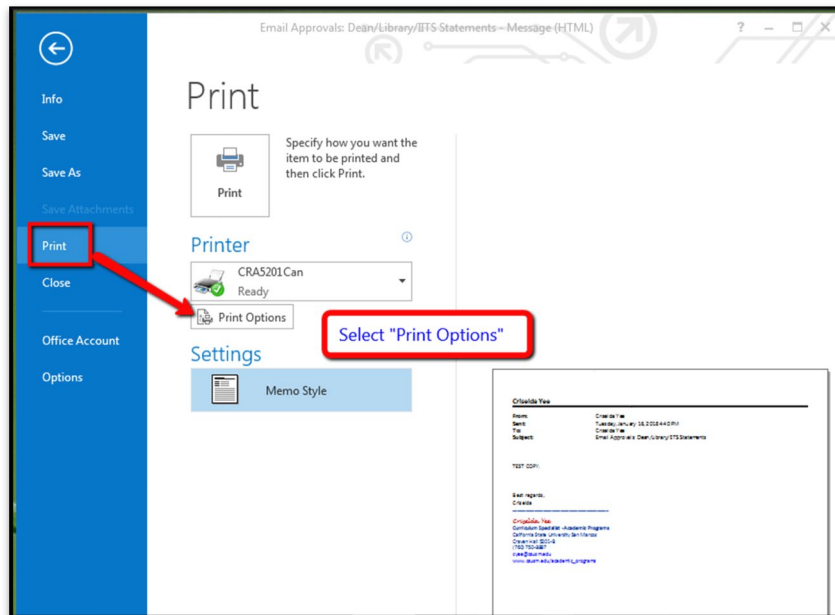**If you are unable to use the "Save As" you can also save your file using a "PRINT" function:**

Step 1 – Double-click the email to open it in a new window and select the "File" tab.
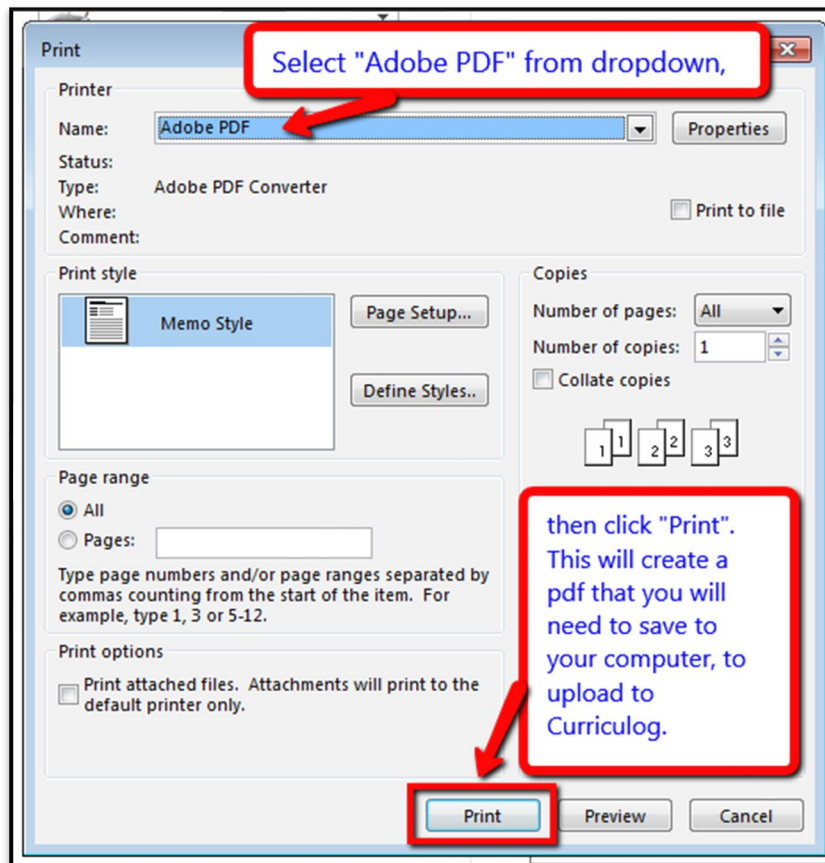

Step 2 – Select "Print"

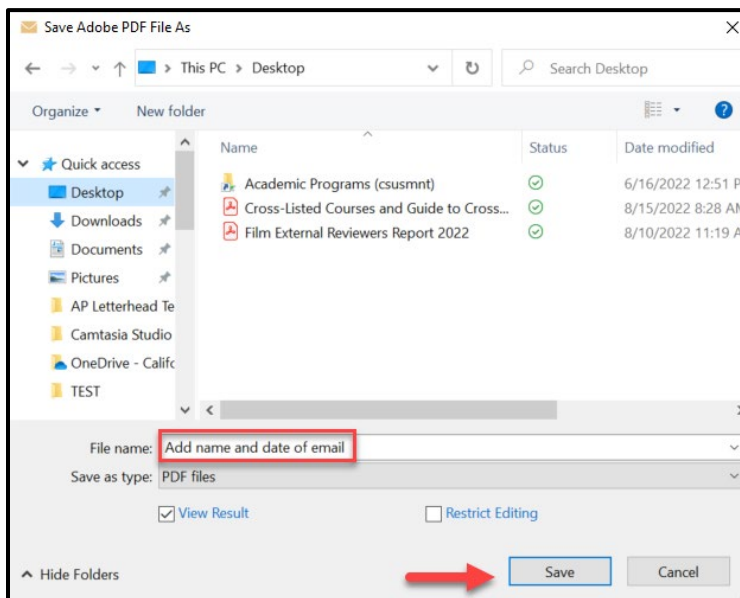## Step 3 – Click "Print Options"

Step 4 – Click the down arrow next to the printer and choose "Adobe PDF" or "Microsoft Print to PDF", then click "Print"
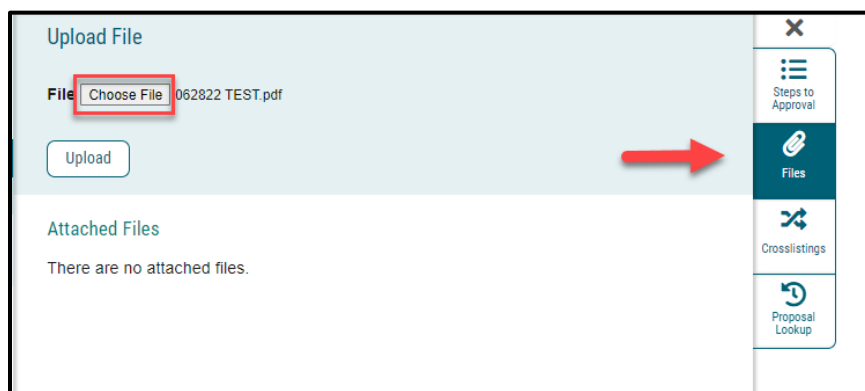
Step 5 – Enter a name for your file, select your desired save location, and click "Save". Note: It is helpful to include the email subject and date in the file name

Step 6 – To upload to your Curriculog proposal, click the Files tab on the proposal toolbar. Click "Choose File" to search for your PDF.

Step 7 – Select the file you wish to upload and click "Upload". You will now see the uploaded file under "Attached Files".