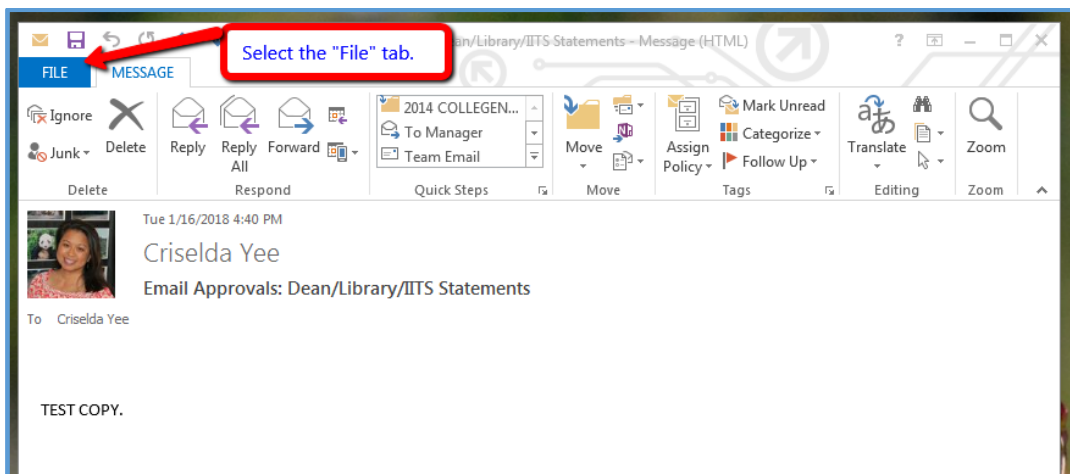


How to Convert an Email into a PDF and Upload it to Curriculog

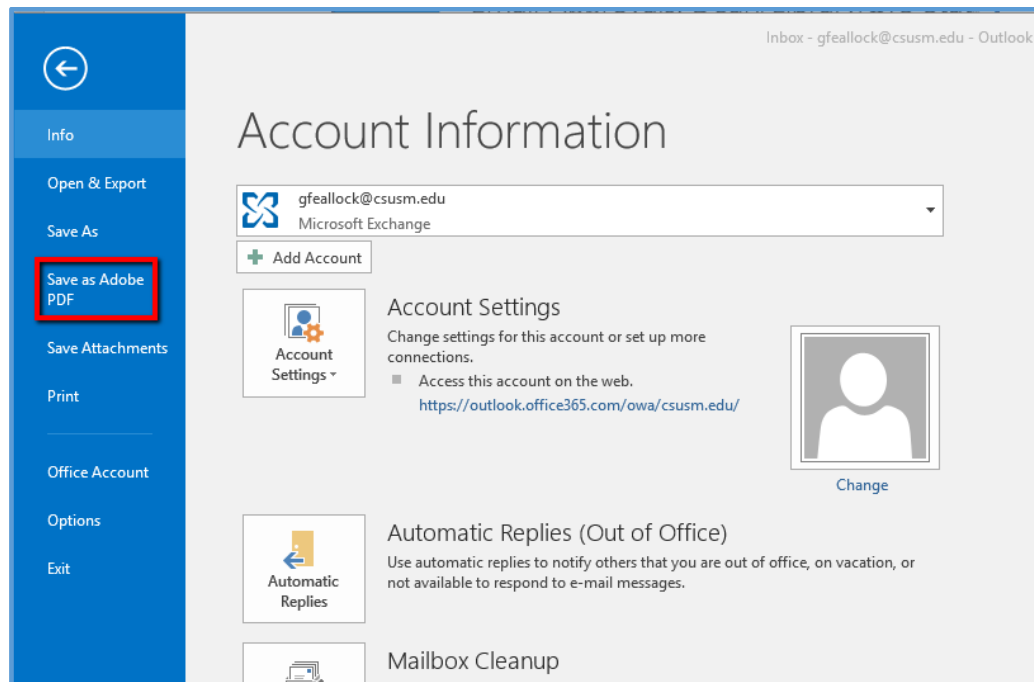
1/22/2018

1. Double-click the email to open it in a separate window.
2. Select the "File" tab.
3. Select "Save As" or "Save As Adobe PDF".
4. Name your file with title and date, select your location to save, and click Save.
5. Upload into Curriculog using the "Files" button in the Proposal Toolbox (right side of screen).
6. Click the "Browse" button to search for your pdf.
7. Click "Upload".

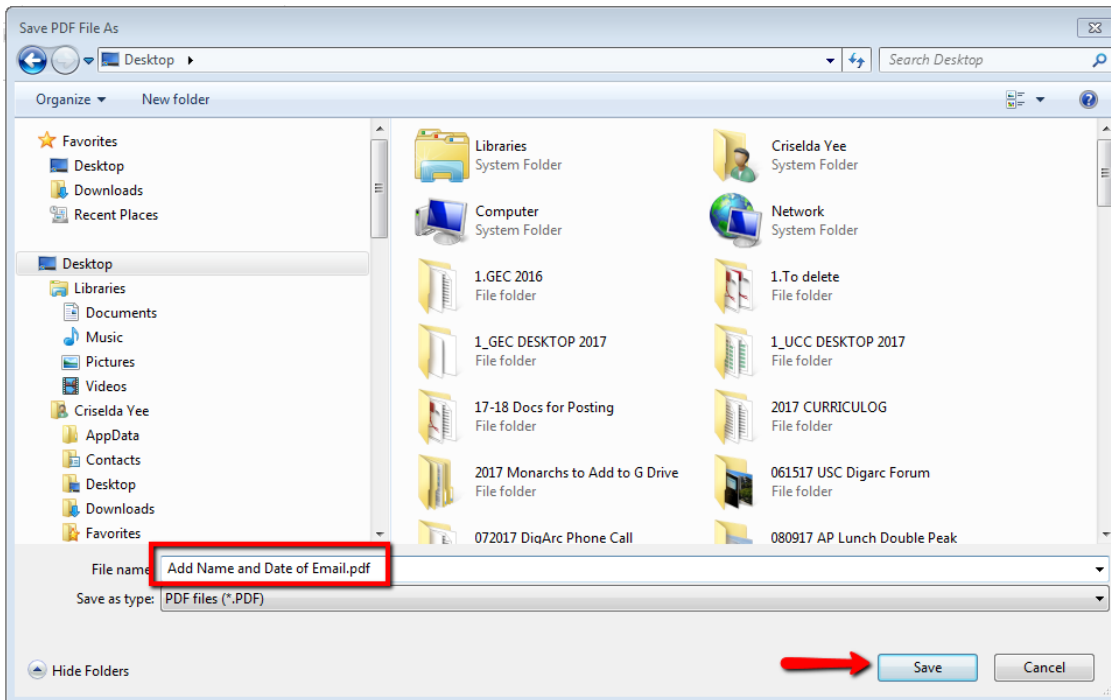
1 & 2.



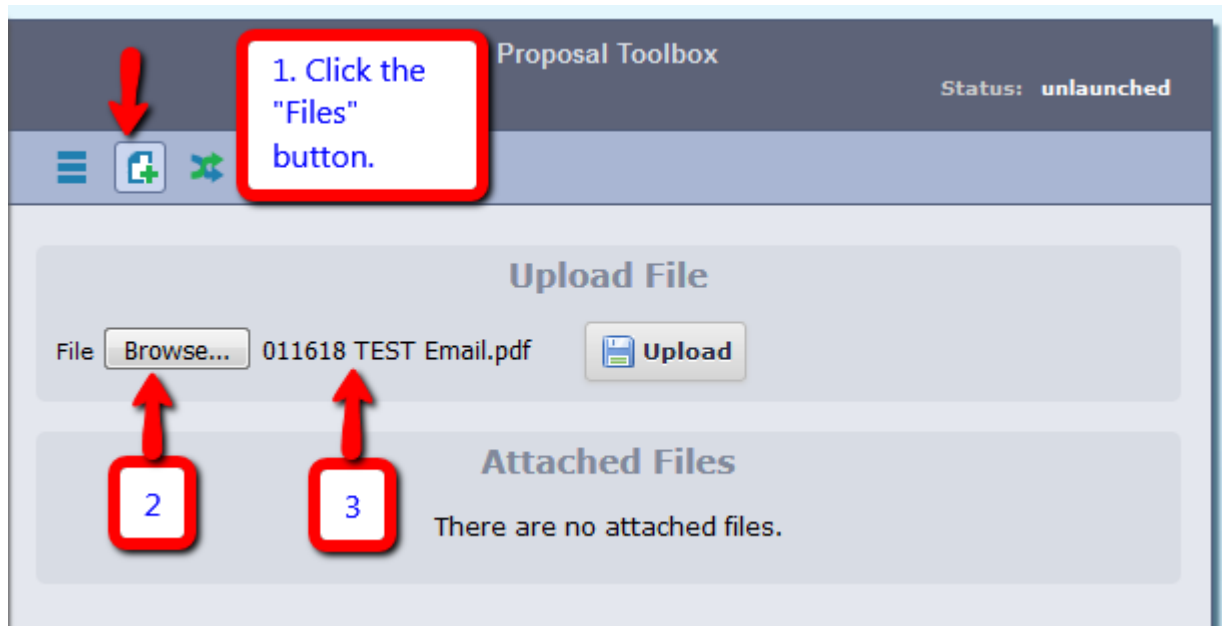
3.



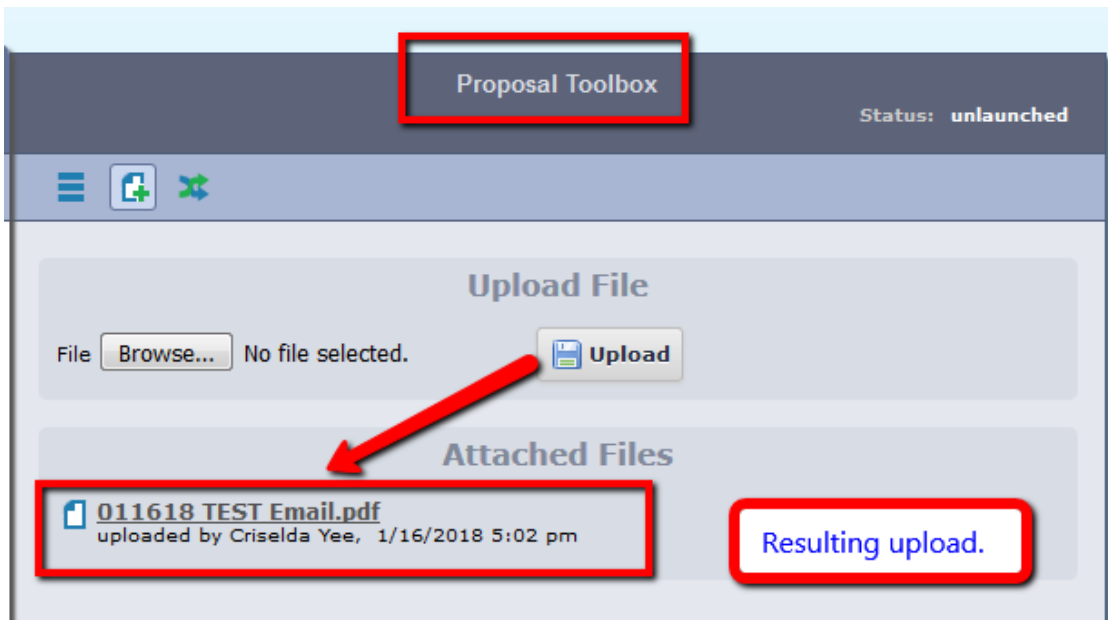
4.



5.



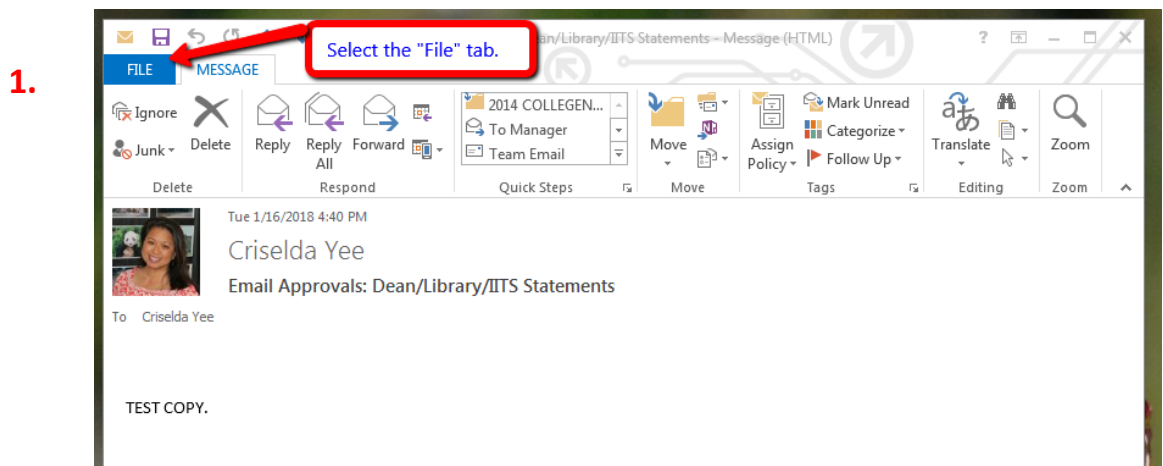
6 & 7.



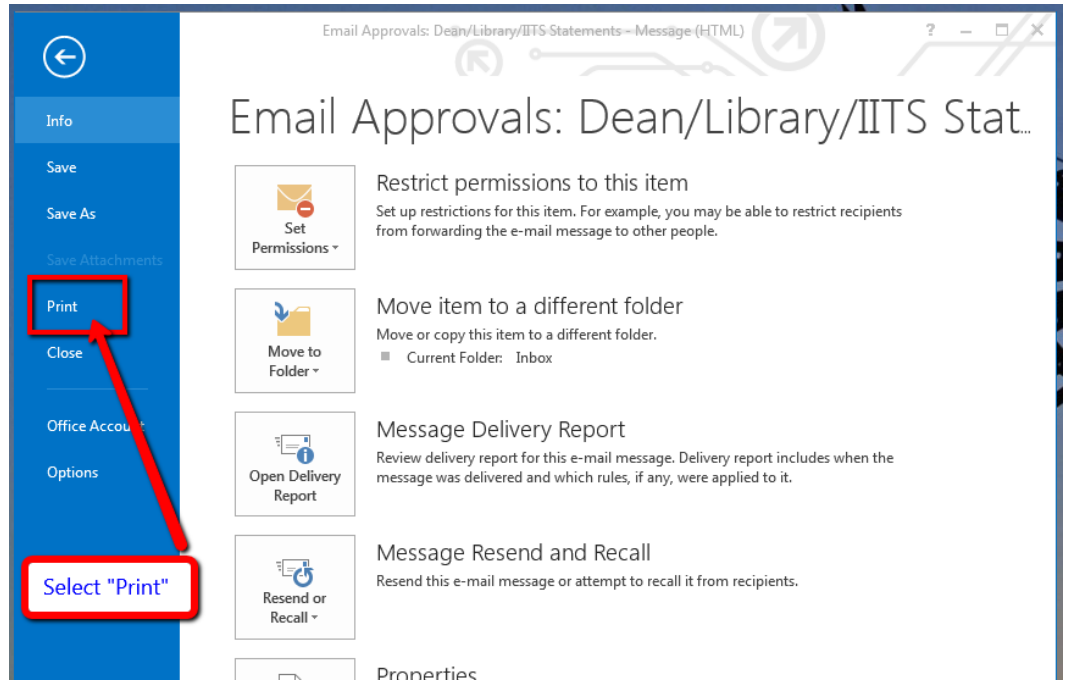
OPTION:

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

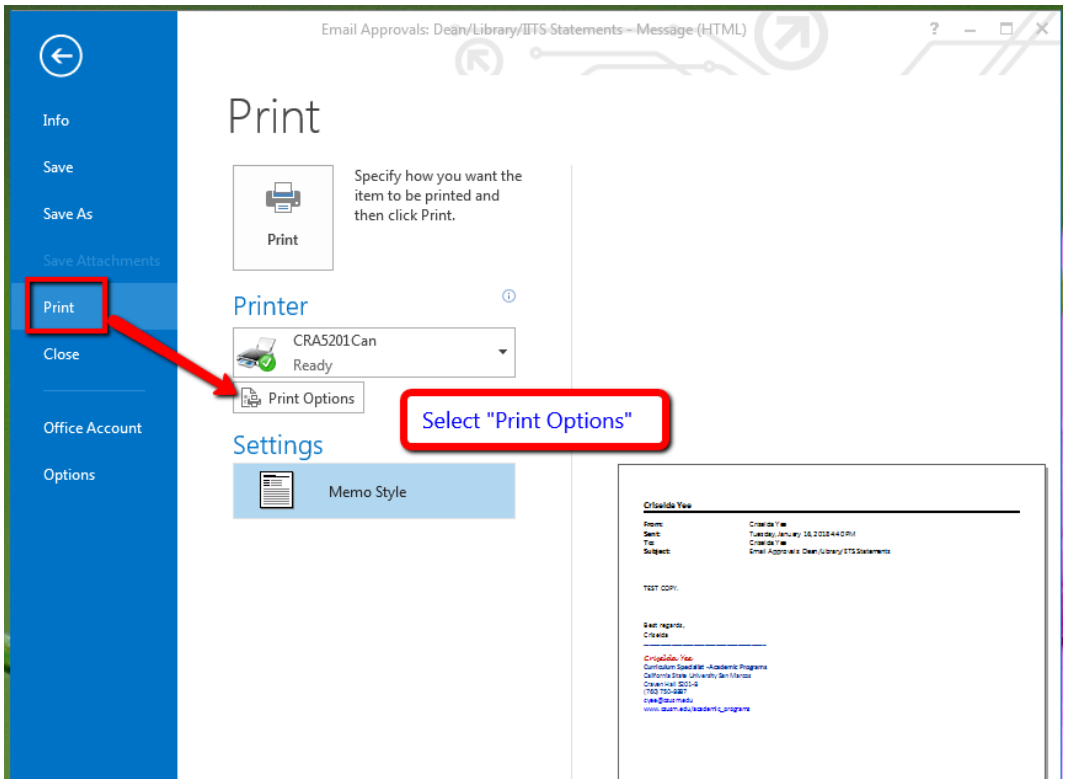
1. Double-click the email to open it in a separate window.
2. Select the “File” tab.
3. Select “Print”.
4. Select “Print Options”.
5. Change Name of Printer to “**Adobe PDF**” from the dropdown menu.
6. Click “Print”.
7. This will open the email as a pdf document. Save this (add the email title and date) on your computer.
8. Upload into Curriculog using the “Files” button in the Proposal Toolbox (right side of screen).
9. Click the “Browse” button to search for your pdf.
10. Click “Upload”.



2.

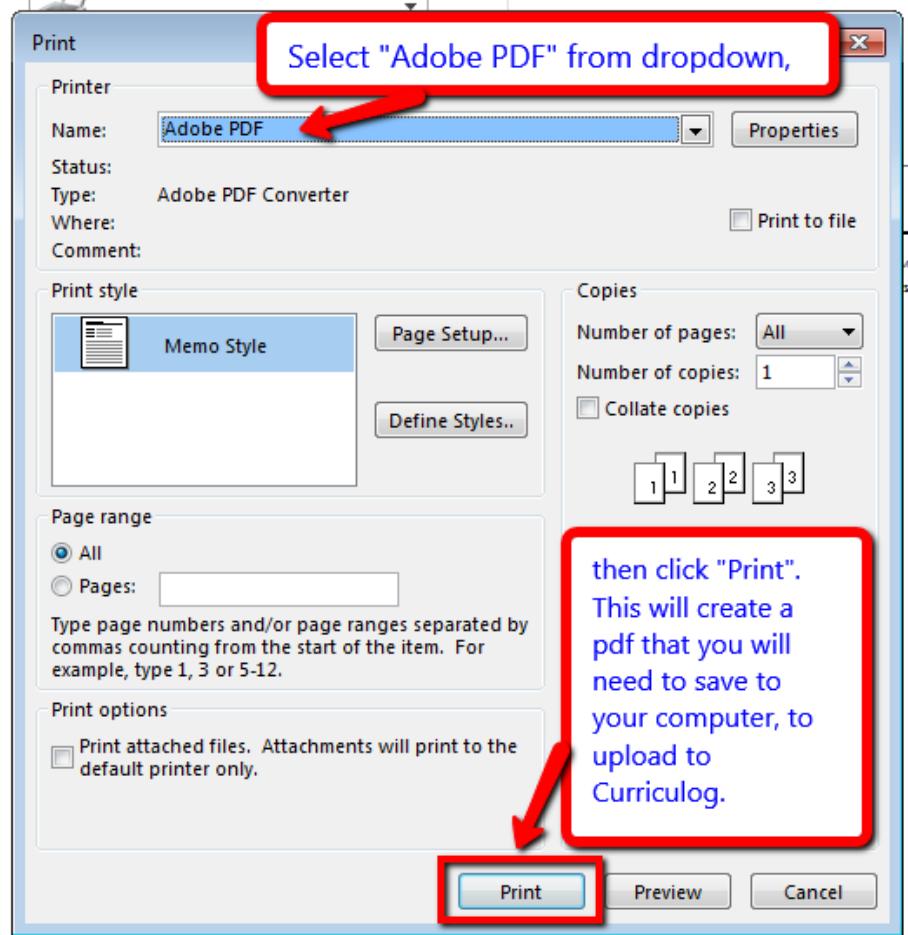


3.

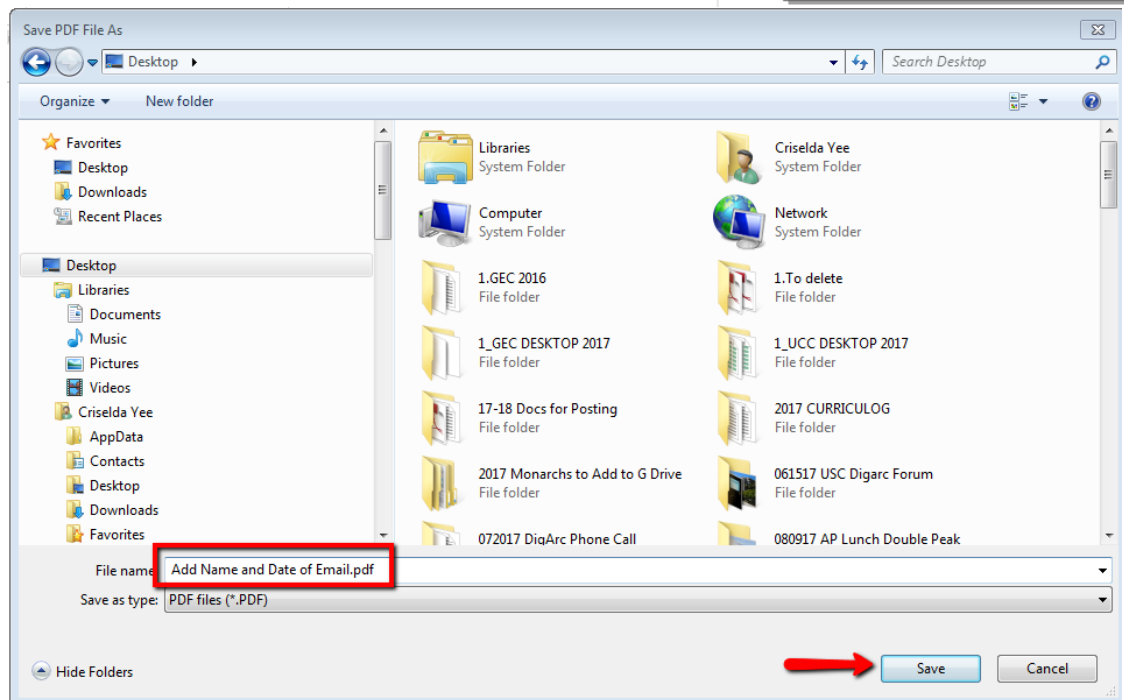


4.

5.

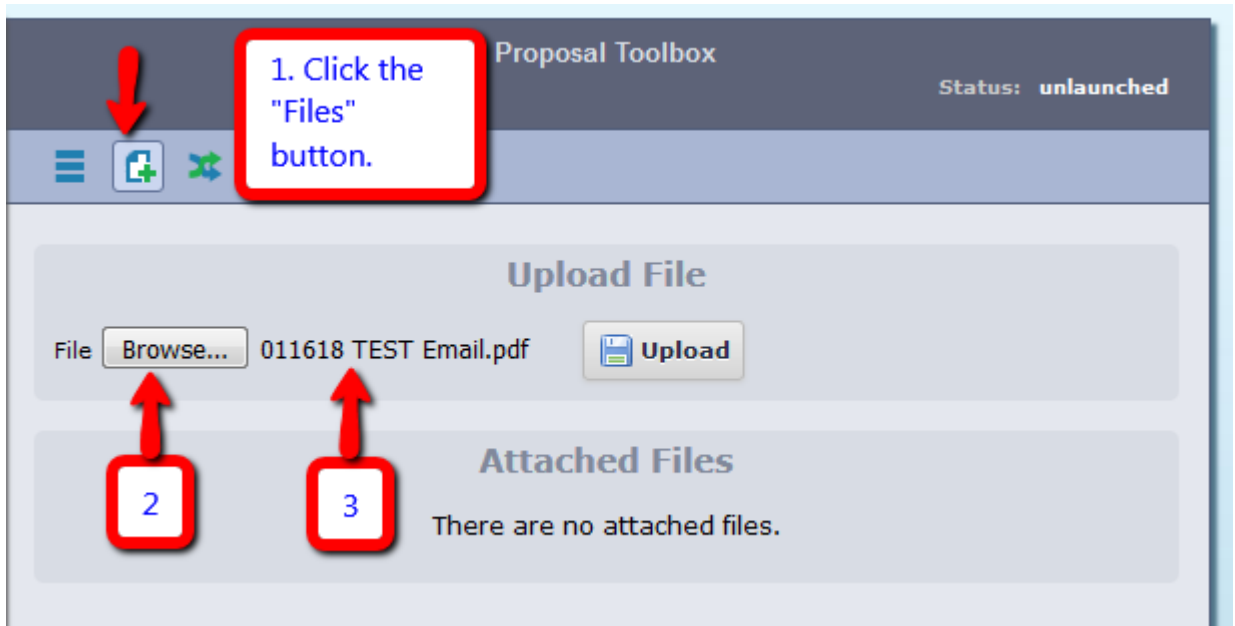


6.

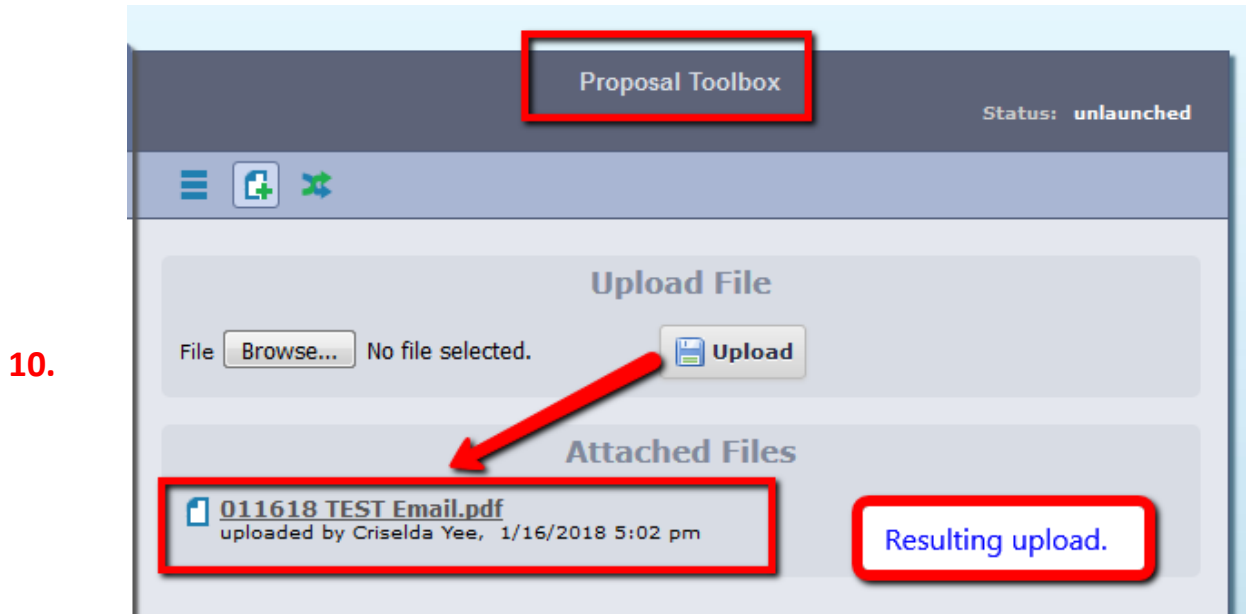


7.

8.



9.



10.