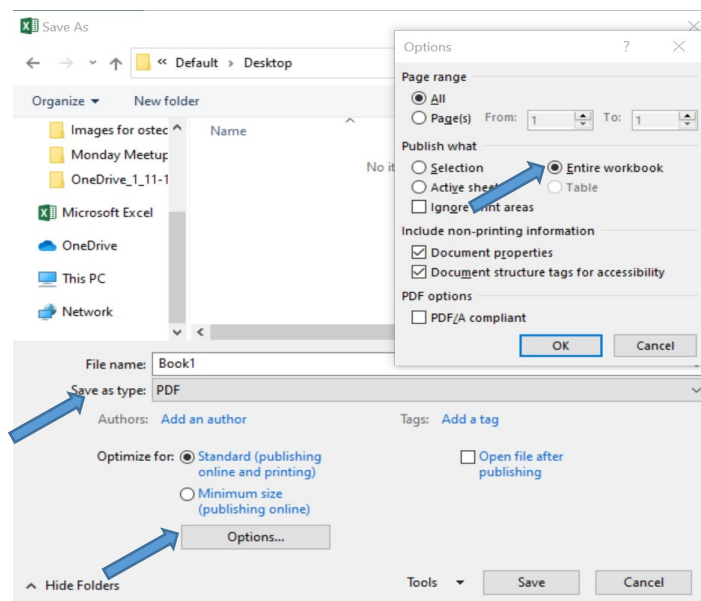


PD Submission as One PDF Document (if you don't have the adobe acrobat suite)

1. Fill the appropriate form from the CCFA website:
<http://camosunfaculty.ca/professional-development/pd-forms/>
2. Complete all the Excel tabs (2 or 3 depending on the form) from the file
3. Convert your Excel PD form application into one PDF document. Make sure that all excel pages are converted. Click file, save as, then select PDF from the save as type, click on Options, and then select the radio button for Entire workbook.

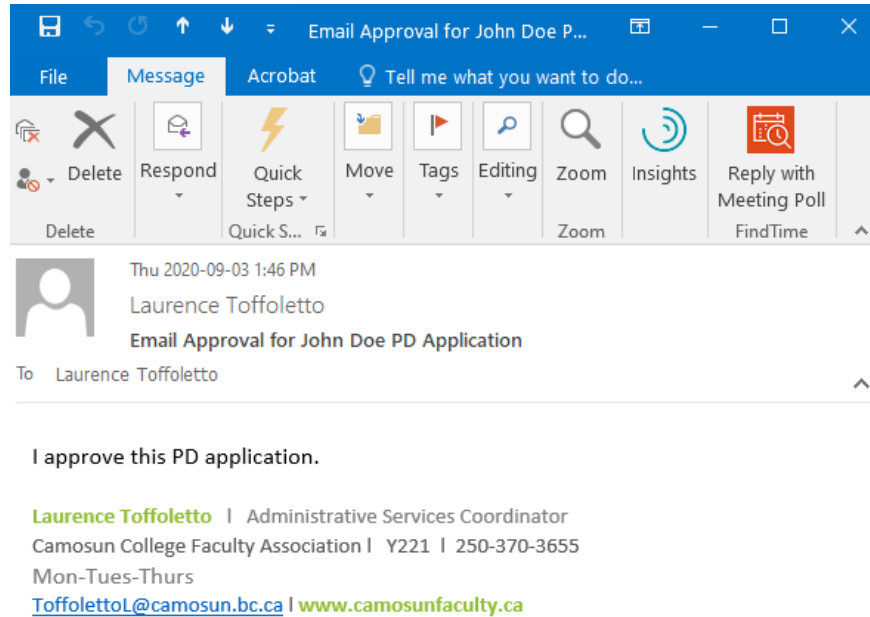


4. Once you have your application form as a PDF document, you will have to add all other supporting documentations and email approvals (Chair and Dean).

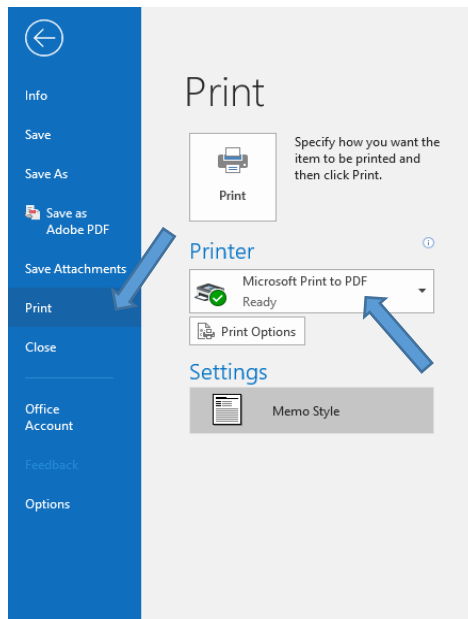
These documents will have to be saved as PDF before being added to your application.

How to save an email as a PDF?

Double click on the email in your inbox and a window will open with only the email:

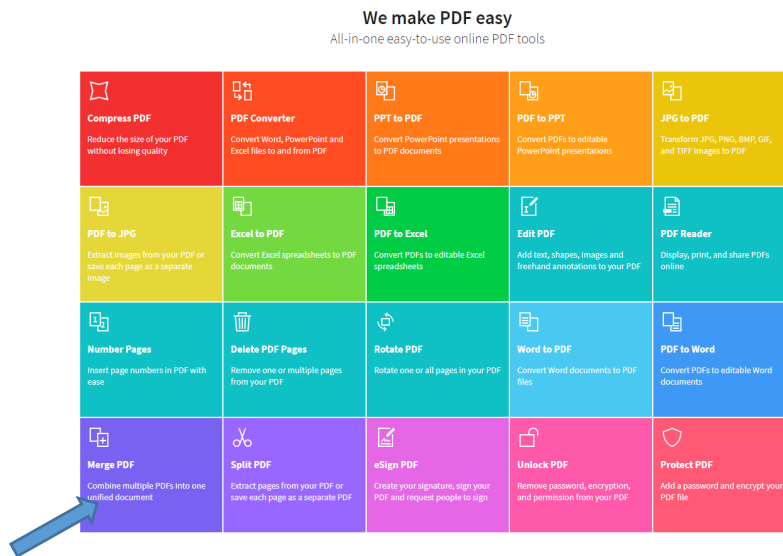


Click on File, Print, and change the printer option to 'Microsoft Print to PDF'

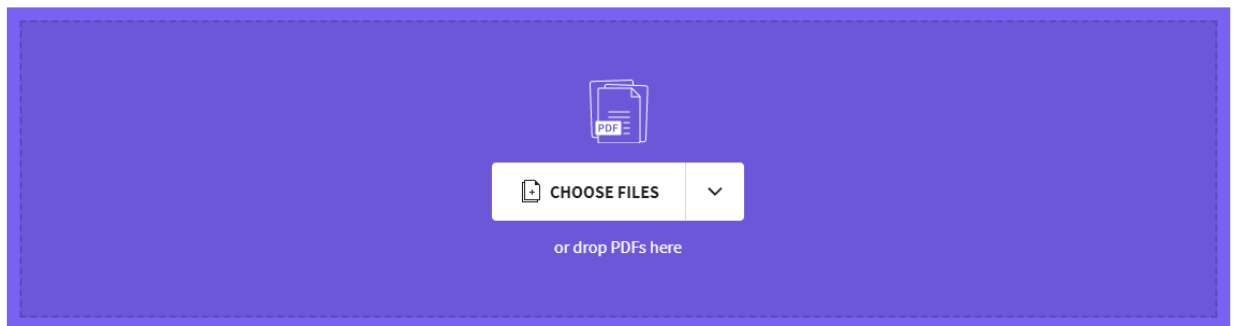


How to add PDF documents to your PDF application form?

1. You will likely need to use a free PDF online tool for this, smallpdf.com works well and there is no need to create account or log on.
2. Go to smallpdf.com and select Merge PDF



3. Select all relevant files, or drag and drop



4. Select 'Merge files', then 'Choose Option', then 'Merge'

Approvals.pdf
859 KB

Merge files
Arrange and combine entire PDFs any way you like.

Merge pages
Select, arrange, and combine individual pages of PDFs.

CHOOSE OPTION →

5. The file should now be available for download as a single PDF. Save this document as “**LAST NAME_First Name**” and send it to the CCFA Office.