



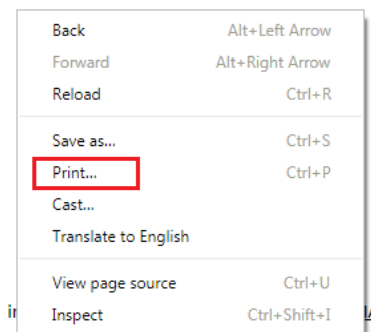
## How to Print to PDF (PC)

This guide is to assist you in Printing to PDF from:

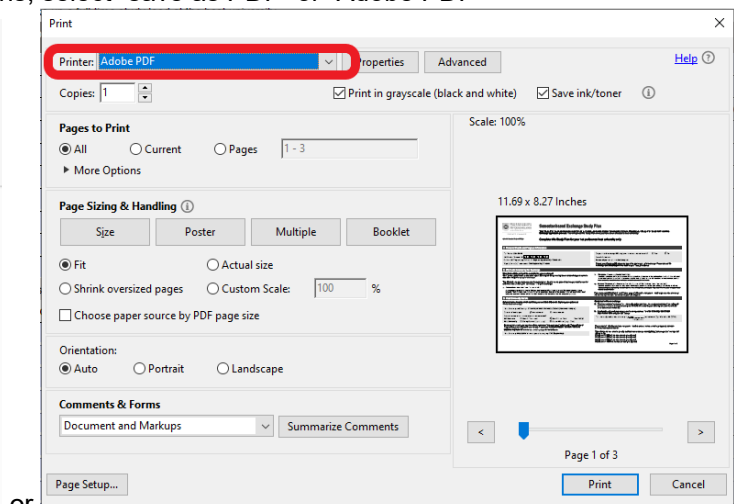
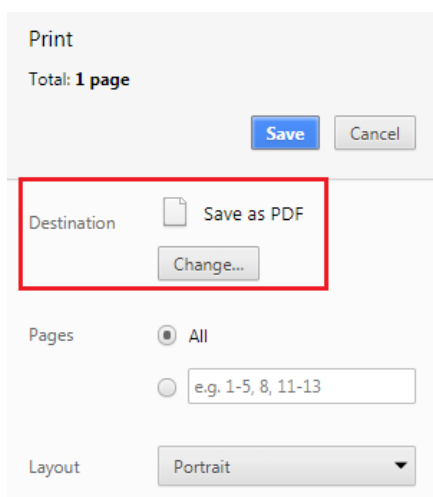
- Completed Study Play
- Email

Once you have opened the relevant document (filled-in study plan PDF or the email sent to you by the Internships and Global Experiences Team:

1. From the “File” menu, select “Print”

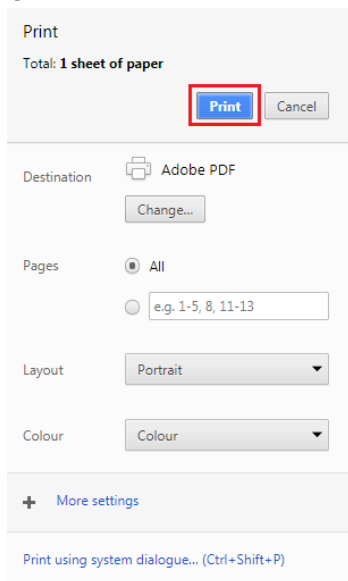


2. Under the Printer Options/Destinations, select “save as PDF” or “Adobe PDF”

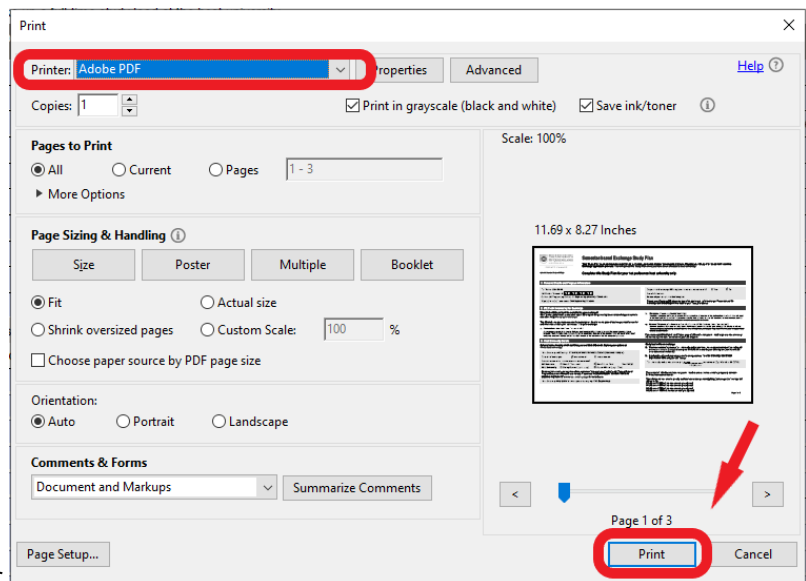




3. Click "Print"

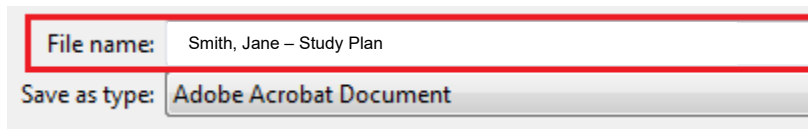


or



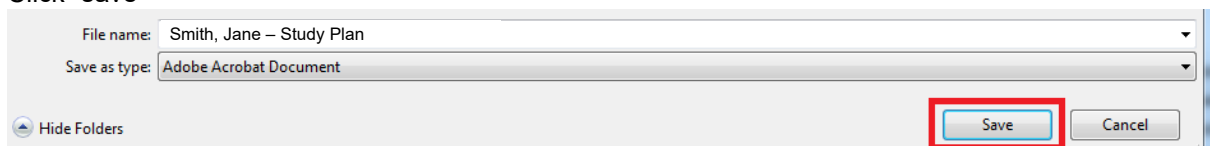
4. Name the pdf file with a relevant name

- **File name for Study Plan:** SURMANE, First name – Study Plan
- **File name for Email:** SURMANE, First name – Confirmation of Eligibility and Host Allocation



5. Select you desired location to save the file

6. Click "save"





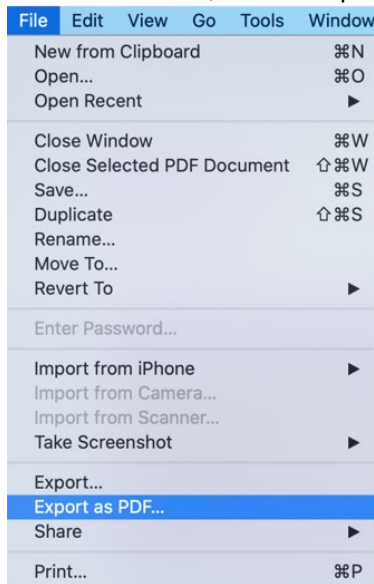
## How to Print to PDF (Apple)

This guide is to assist you in Printing to PDF from:

- Completed Study Plan
- Email

Once you have opened the relevant document (filled-in study plan PDF or the email sent to you by the Internships and Global Experiences Team:

1. From the “File” menu, select “Export as PDF”



2. Name the pdf file with a relevant name

- **File name for Study Plan:** SURMANE, First name – Study Plan
- **File name for Email:** SURMANE, First name – Confirmation of Eligibility and Host Allocation

Select your desired location to save the file

Click “save”

