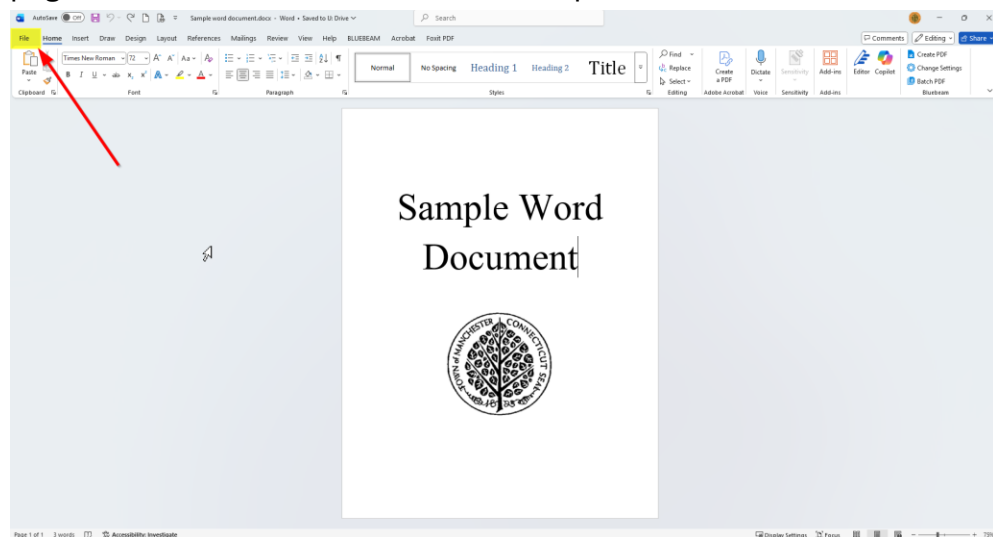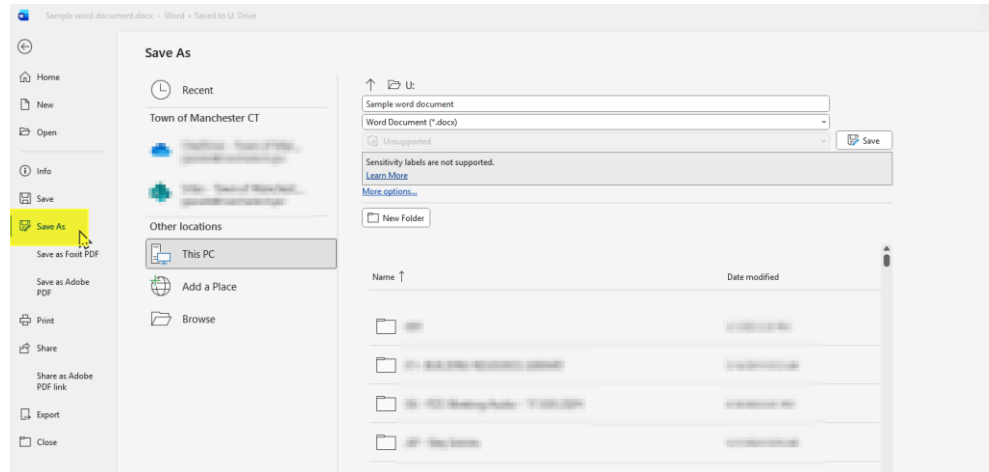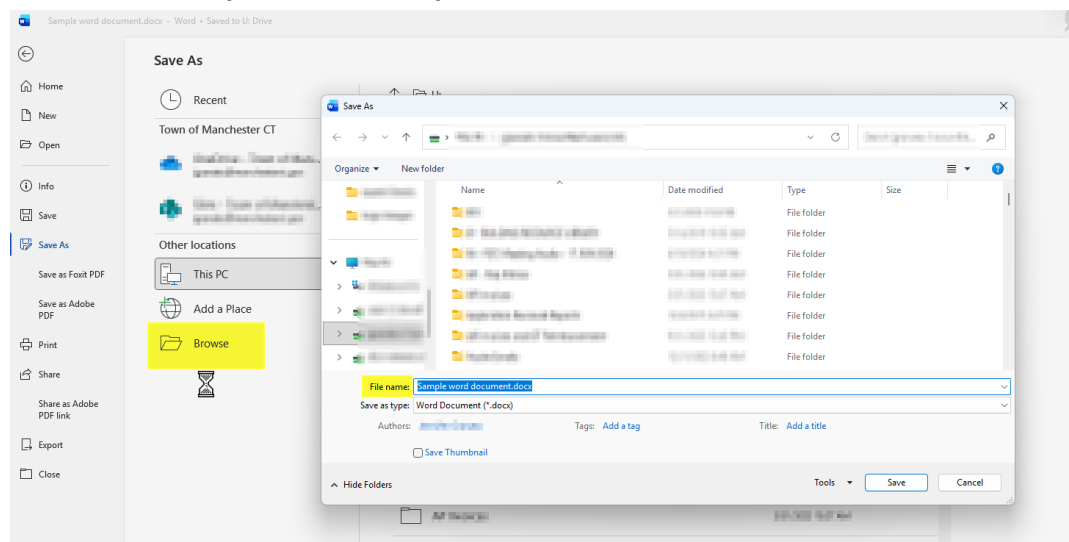# *Converting a File to PDF*

The Building Department's permitting software requires all documentation submitted with your application to be in PDF format as they are the most suitable type of file to download, store and evaluate during the permit application review process. If your document to be submitted is not currently in PDF file format, a conversion can be done so that it is acceptable to our permitting system.

- **Converting a Word document to .pdf:**
  - Open your document in Word, click on File in the upper left corner of the page and then choose Save As from the options in the left side menu.
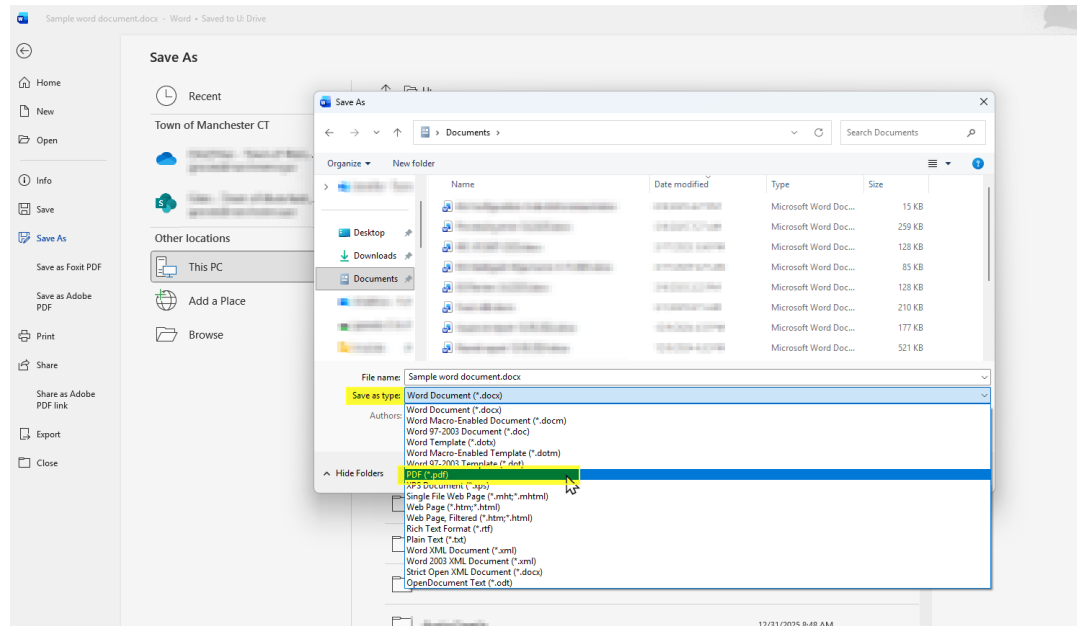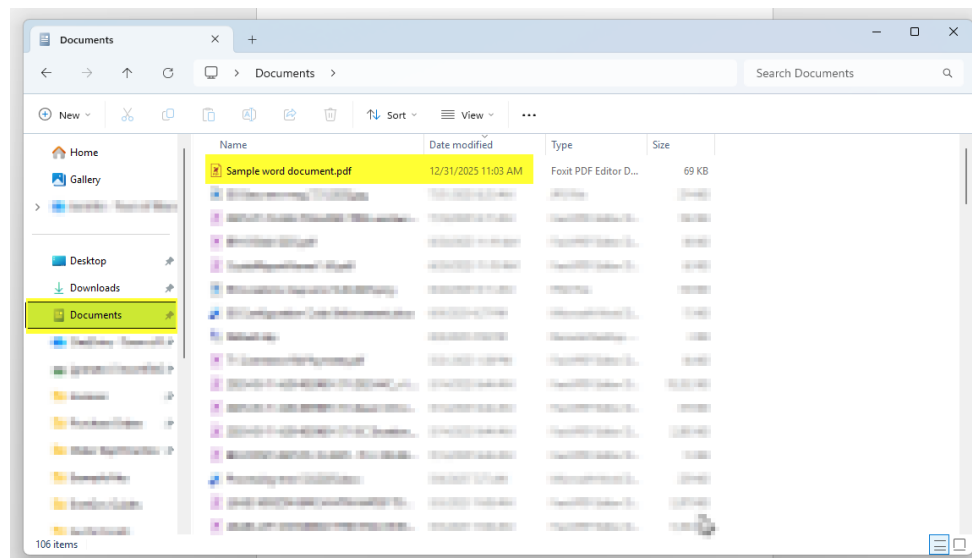
o Next, you will click on Browse, which will open a pop-up, allowing you to decide where you want to save the document, and what you want to name it. Enter the name you choose for your document on the File Name line.

o After you enter your file name, you will then move down to the Save as Type line and select PDF from the drop down. Once you select PDF, you can hit Save.
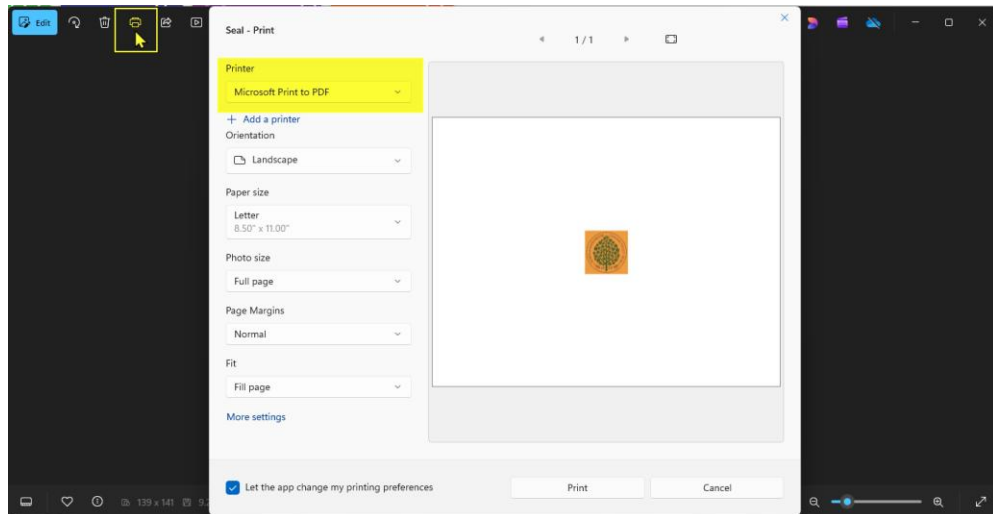
- o When you open your File Explorer, you will see that your .docx file has now been saved as a .pdf file.
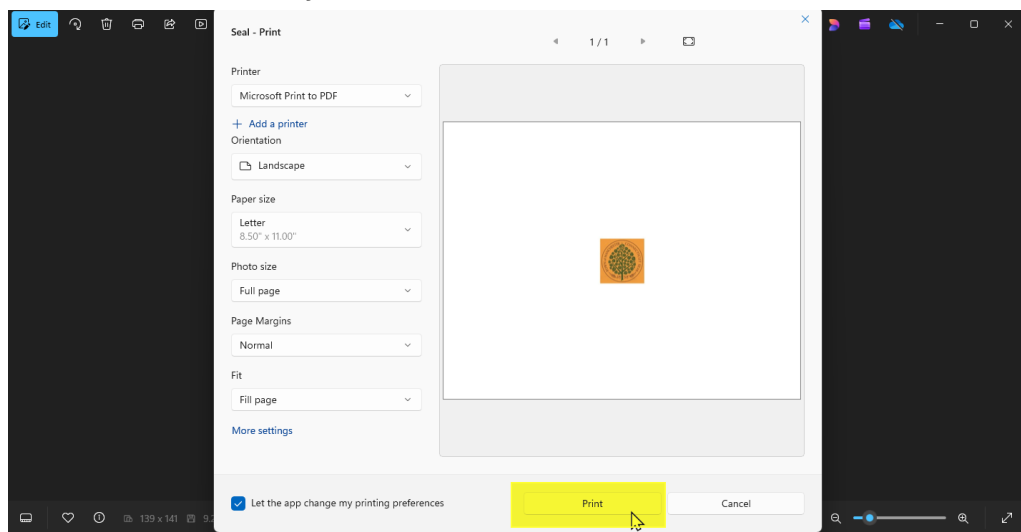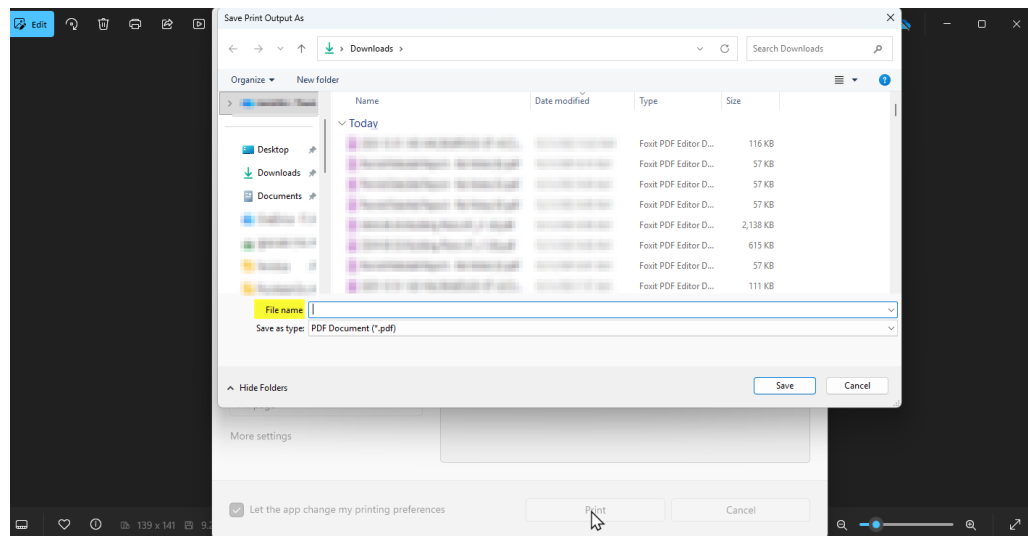

- **Converting a .jpg to .pdf:**
  - o Open your .jpg file and click on the print icon. This will open up the print pop-up. You will want to change the Printer option to Print to PDF.
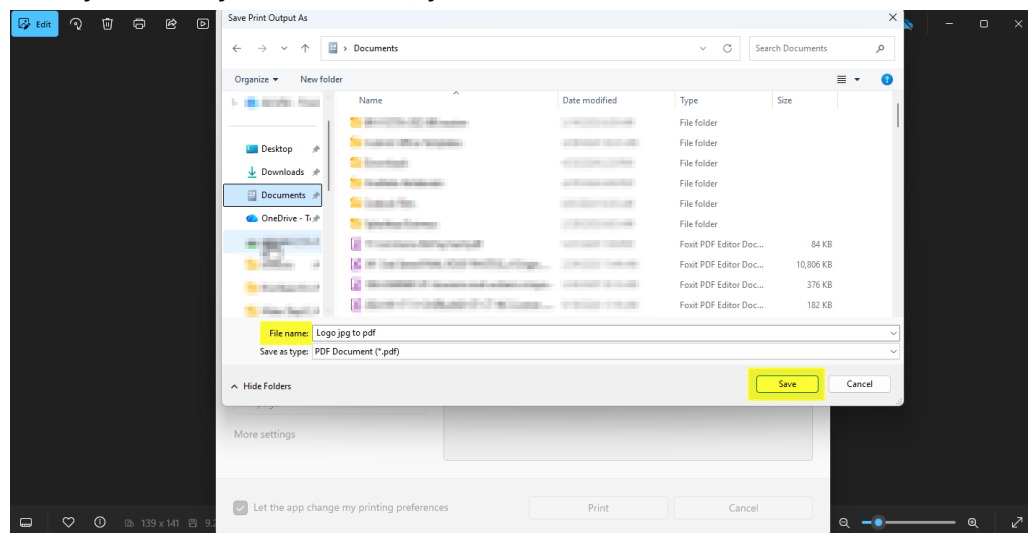
- Once you have changed the Printer option to Print to PDF, you will then hit Print, which will open a pop-up, allowing you to decide where you want to save the file and what you want to name it.

o After you enter your file name, you will click Save.

o When you open your File Explorer, you will see that your .jpg file has now been saved as a .pdf file.

Should you need more information on converting files to PDF, please contact the building department at (860) 647-3052 or buildingdept@manchesterct.gov.