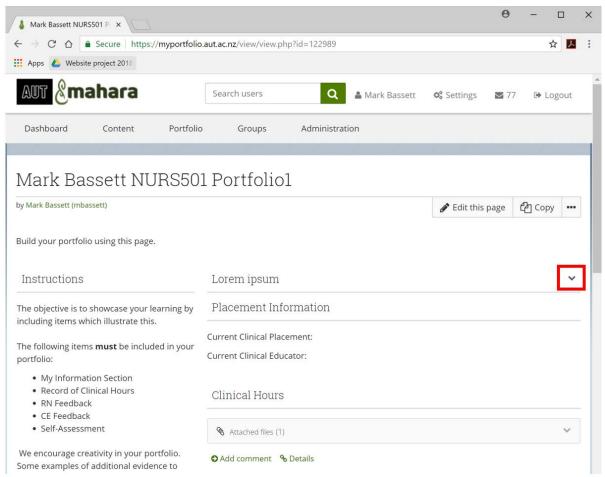


CONVERTING A PORTFOLIO PAGE TO PDF

You may be asked to submit your portfolio page as a pdf file. Follow these instructions to convert your page:

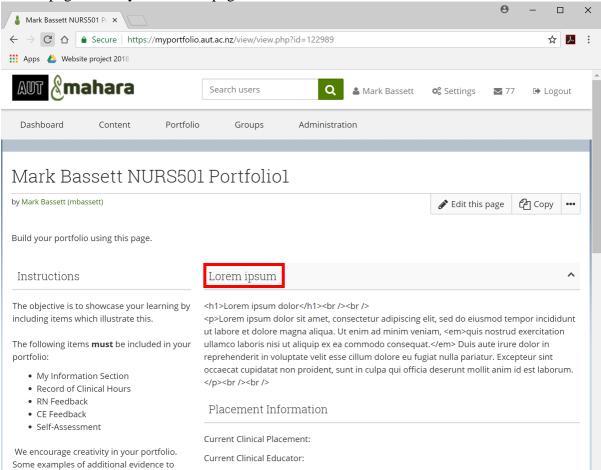
- 1. Open the relevant portfolio page in Google Chrome.
- 2. Make sure that any collapsible parts of the page are open (if you don't open them, their contents will not be displayed in your pdf file).

If a collapsible part of the page is open, it will have a downward pointing icon in its title:

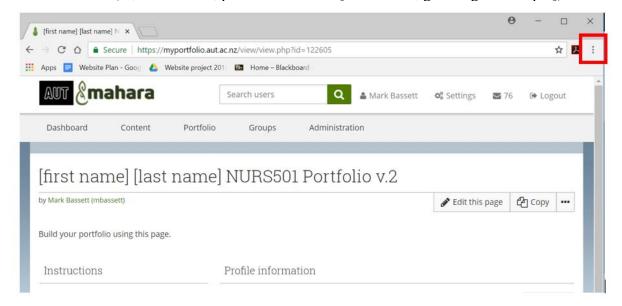




Click on all titles that contain downward pointing icons to open those parts of the page before you save the page:

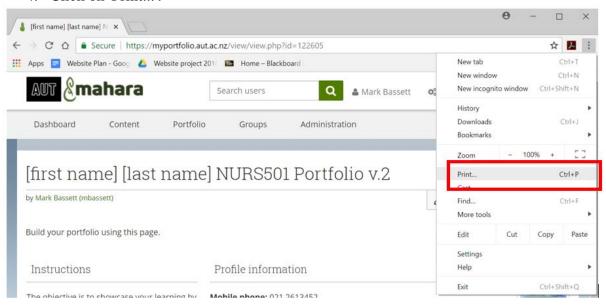


3. Click on the settings icon (three dots) in the top right-hand corner of the browser window (or, if on a Mac, press: 'Ctrl' + 'P' [in this case, go straight to Step 4]):

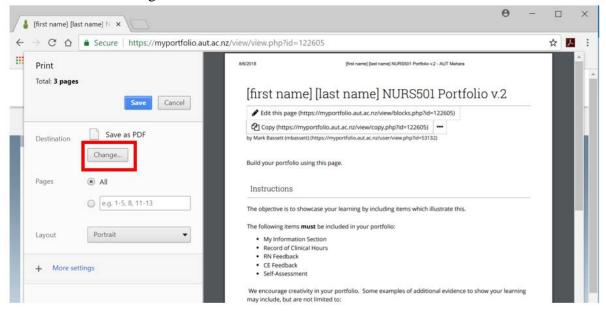




4. Click on 'Print...':

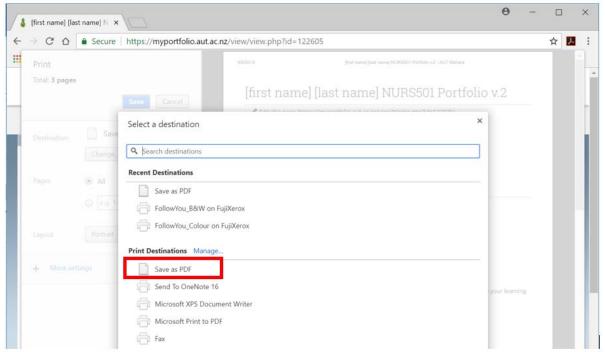


5. In the window that then pops up, look at the left-hand menu. Look for 'Destination'. Click on 'Change':

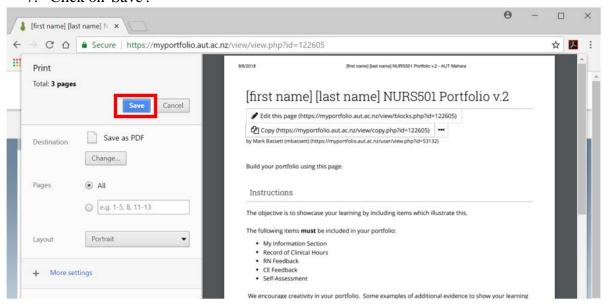




6. In the window that then pops up, click on 'Save as PDF':



7. Click on 'Save':



8. Follow the normal steps to save the file in a relevant folder on your computer.