

How to Convert Documents to PDF Files

PDF Converting Instruction

You are responsible for converting your application documents from whichever format (ie. JPEG, GIF or paper copy) into a Portable Document Format (PDF) electronic file. PDF is a widely-used file format and a secure way of saving digital documentation.

There are many online resources available to help assist you with PDF conversions. If you do not have the tools to create PDF's, please enter the following keywords into any search engine:

- "converting files to PDF's"
- "converting GIF and JPEG files to PDF"
- "free JPEG to PDF converter"
- "PDF conversion".

File Naming Instruction

In order to ensure quick and efficient processing of your application, please name all documents uploaded to the Westmount SchoolEngage system. Please apply the following file naming conventions:

General example: Student last name_First name_Document type (if applicable).pdf.

Please use underscores (_) to separate the various terms included in your file name. All file names should end with ".pdf".

Examples:

- Carpenter_John_birth_certificate.pdf
- Carpenter_John_psychological_assessment.pdf
- Carpenter_John_Reportcard.pdf
- Carpenter_John_Cdn_Passport.pdf
- Carpenter_John_mathassessment.pdf

By naming your files according to the above specifications, we can more easily process your application. Thank you for your cooperation.