When documents are moved between operating systems, the formatting can be altered. If a document is just for information access (such as a PowerPoint), you can prevent these annoying changes by converting the file to a PDF. The file can then be uploaded to SEQTA, K drive etc. without any formatting issues.

**On a Mac laptop:**

1. Open the document you wish to use. For this example, we will use PowerPoint.
2. Go to **File > Print**, then choose the **PDF** button in the bottom left corner of the pop up window.

3. A drop down box appears. Click **Save As PDF** and edit the filename if required.
4. Save the document in the appropriate folder and then you can attach and send it somewhere while keeping the formatting.

**On an iPad:**

1. Open the document you wish to use. For this example, we will use a Keynote (Powerpoint) document.

2. While the file is open, tap on the spanner icon and choose **Share and Print.**
3. Then choose **Open in Another App**. The following window will appear:

4. Choose **PDF**. The file will convert over.

5. Then you can choose the app to import into – GoodReader or Adobe Reader are good choices for PDFs, or you may wish to email your document.
6. Open your file in the desired app and you are finished.

**On a PC:**

1. Open the document you wish to use. For this example, we will use a Powerpoint document.
2. Go to **File > Save As**, and then choose **PDF** from the drop down menu next to **Save as type**.

2. The document will then open in PDF in the location that you specified.
Note: