

# Converting and Collating Supporting Evidence to PDF

Use the guidance to complete your application, this will help you to identify the supporting evidence that you need to submit. This supporting evidence must be submitted as a single PDF document, and this guidance will explain how to do that.

## **To create your single PDF file, follow the steps below:**

1. While it may be easier to do this on a computer, it is also possible to do this using a tablet or smartphone.
2. Create a new folder where you can save all of your individual documents.
3. Download each online document in turn, and save it to the folder with a relevant title. You'll find that most download services (e.g. online banking) will offer PDF as an option.
4. You might have documents which you can't download as PDFs. Download these in whichever format is available and save them to your folder with relevant titles, ready to convert.
5. Where it's not possible to download a specific piece of supporting evidence, you can take screen shots – these must include identifying details (your name, address, account number etc.). Screen shots will create image files, usually in JPG format.
6. Save these images with relevant titles in your folder. Where there is more than one page of the same document, save these in number order e.g. "Credit Card page 1", "Credit Card page 2" etc. so that they merge in number order later.
7. There are many different free and paid-for PDF converter tools available. You can use any search engine or app store to find them, and choose the one that suits you best. The website **ilovepdf.com** is one option, which allows you to convert/merge up to 10 items\* at a time for free. By way of example, points 8 – 10 below explain how to do this, and the process will be similar for most websites/apps.

## **8. To convert Word, JPG or other files to PDF on ilovepdf.com:**

- Select the relevant icon from the homepage e.g. "JPG to PDF".
- Then, select or drag and drop up to 10\* JPG files from your folder.
- Where more than one file of the same type is being converted, this website will automatically select the "Merge all items in one PDF file" but other tools may not.
- Next, click "Convert to PDF".
- When the conversion is complete, you will be able to click "Download PDF" and save the new PDF to your folder with a relevant title.
- Remember, this might only be *part* of your supporting evidence at this point. Continue converting until you have all your evidence saved as PDF files in your folder.

## 9. To merge multiple PDF files on ilovepdf.com:

- Select “Merge PDF” from the homepage.
- Then, select or drag and drop all\* of your saved PDF files onto the webpage.
- Next, click “Merge to PDF”.
- When the merger is complete, you will be able to click “Download PDF” and save your new single file of all evidence with your **full name, and Banner number** (if known).

\* If you have more than 10 items to convert/merge, you can convert files in batches and save them as part 1, part 2 and so on. For example, if you have 29 items, you can convert/merge the first 10 to create a single PDF (1 file); convert/merge the next 10 to create a single PDF (you now have two files); convert/merge the remaining 9 items (you now have three files) – merge those 3 files to create a final single PDF.

## 10. Your new PDF may be too large to attach to an email.

We cannot accept evidence submitted via link to external storage, so you’ll need to reduce the digital size of your PDF, to send as an attachment. The same tool you used to convert and merge your files is likely to have a “Compress” or “Reduce Size” option which will reduce the digital size of your file. As before, it will be case of:

- Select the Compress or Reduce Size option
- Select or drag and drop your file.
- Click “Compress” or equivalent.
- Download the reduced-size version, saving this with your **full name, and Banner number** (if known).

You should now have a **single PDF file** incorporating all of your supporting evidence. Your application form remains a separate Word document. When applying to the Funds, these are the only two documents you should attach to your email. The only exception to this is where Childcare Funding is also being applied for, in which case the Childcare Provider form(s) will be included as a third attachment.

