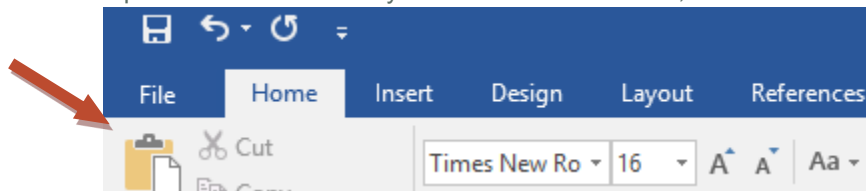


Converting SDS Files to .pdf Format

The system now only accepts document submissions in PDF format. However, it is quite easy to convert most files to .pdf. Below are several methods which describe the steps to convert a .doc, .docx, .txt, .gif, .tiff & .jpg to the appropriate .pdf format. If a method is not listed, please contact CUSTOMERASSISTANCE@SAFETEC.NET.

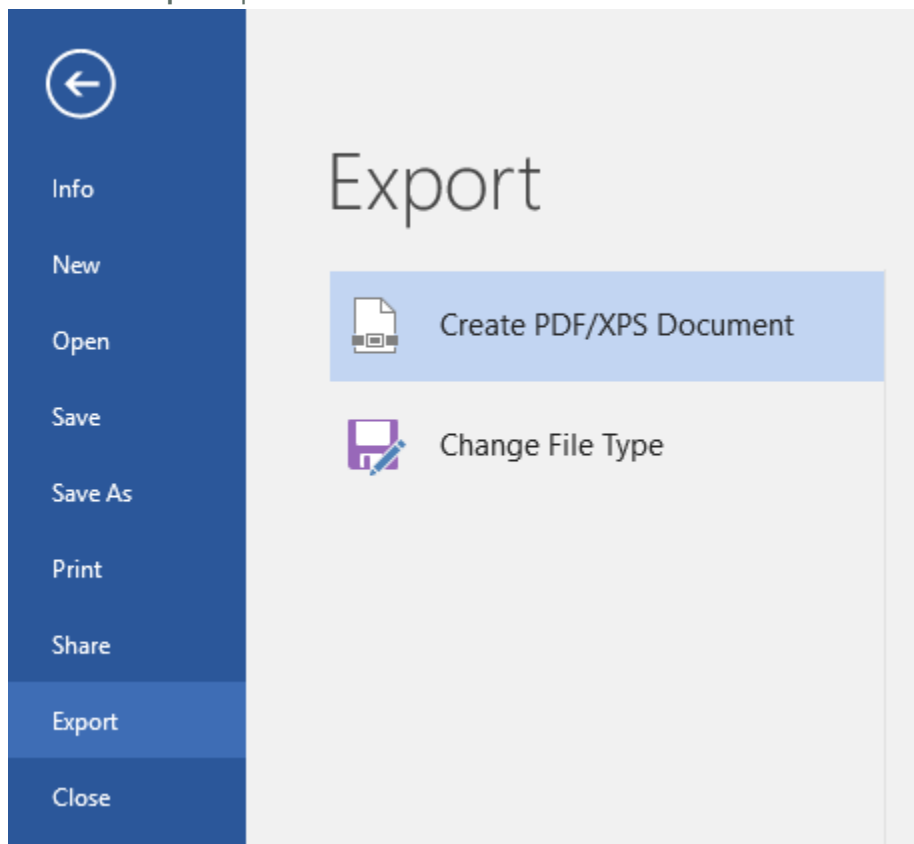
How to convert .doc or .docx file types...

1. Open the document file you would like to convert, then select the **File** tab



Option 1:

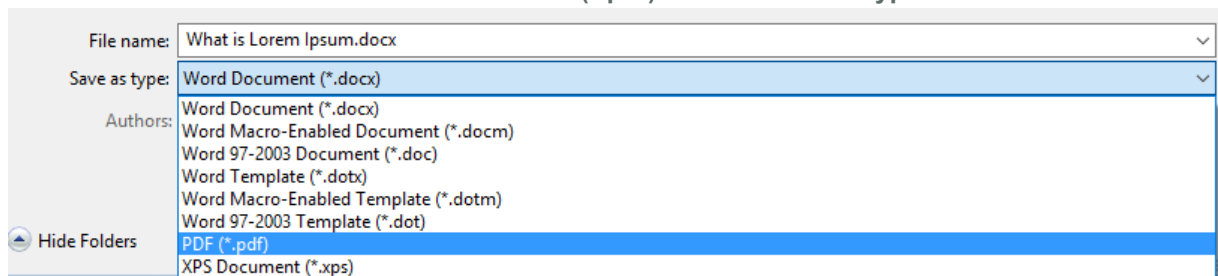
2. Select the **Export** option from the left side-bar to create PDF/XPS Document.



3. Click **Publish** to save the .doc or .docx file as a .pdf version.

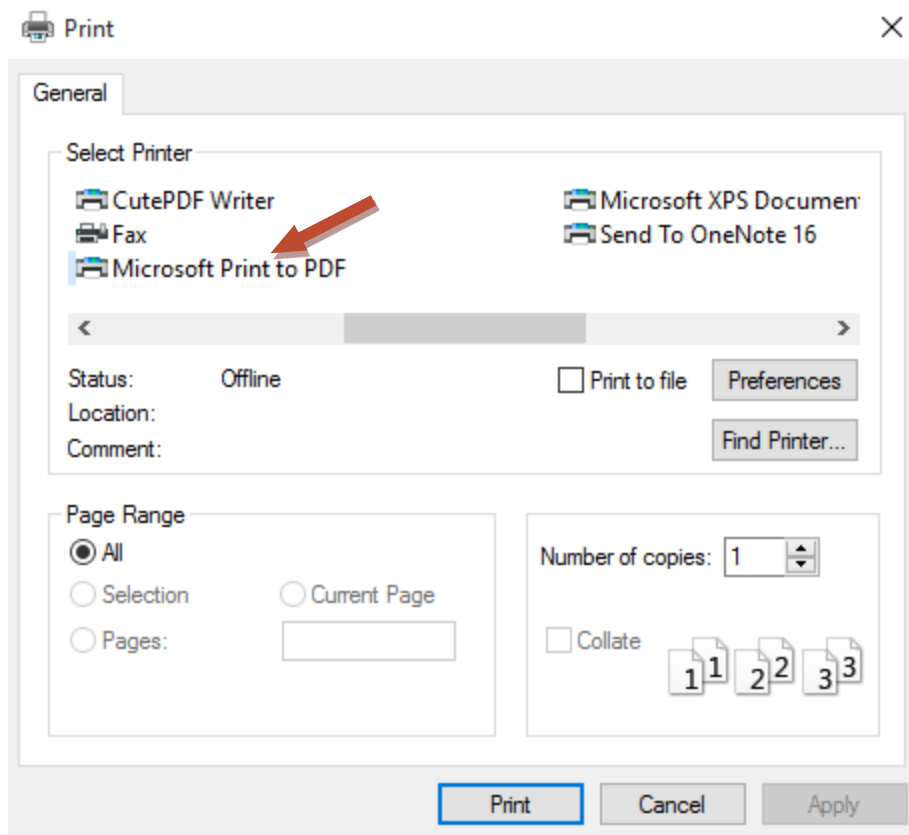
Option 2:

1. Select **Save As** on the **File Tab** and select **PDF (*.pdf)** for the **Save As Type**



How to convert .txt file types...

1. Open the text file you would like to convert, then select the **File tab**
2. Click **Print**
3. Choose the option to **Print to PDF**



How to convert .gif, .tiff & .jpg file types...

1. Open the image file you would like to convert, then select the **File** tab
2. Click on **Print**
3. Choose the option to **Print to PDF**

