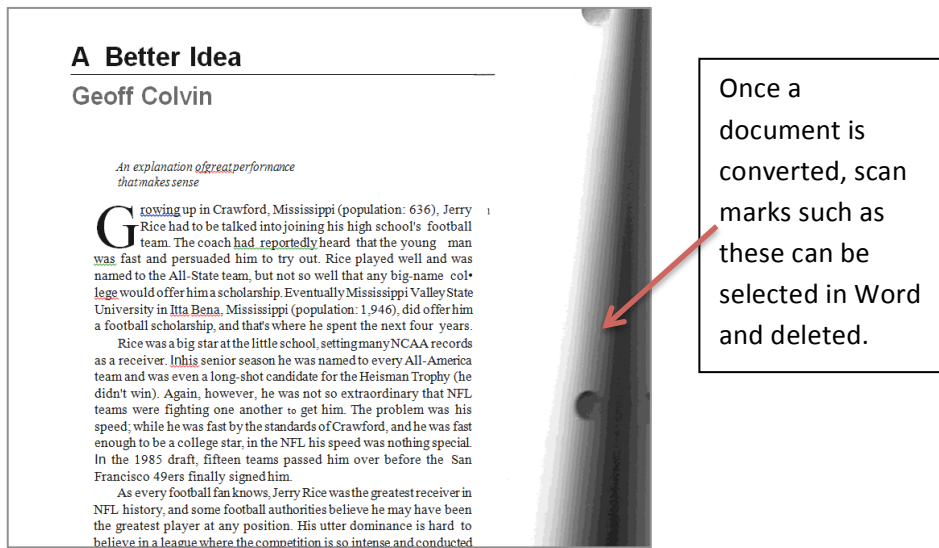


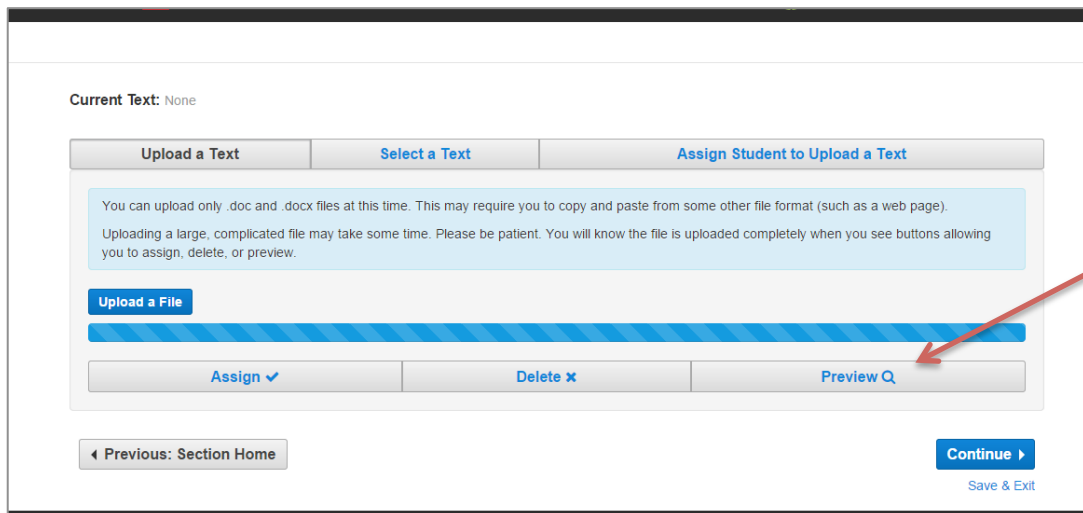
Quick Tips for Converting and Uploading a PDF into Power of Process

This guide will assist you in converting a PDF into a Microsoft Word document and uploading that document into Power of Process. Detailed instructions, including visuals, follow the simple 3-step process below.

1. Go to www.Smallpdf.com (our recommended free converter) to convert your file from a PDF into a Microsoft Word document.
2. View the new Word document and remove any unnecessary images, borders, or scan marks.

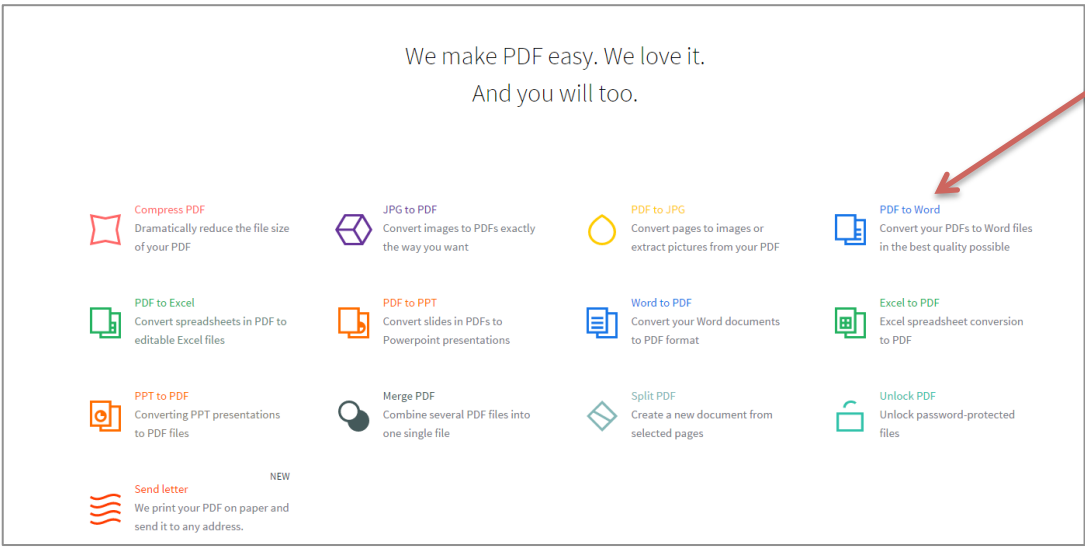


3. Upload the Word document into Power of Process. Once the file is uploaded be sure to preview before Assigning.

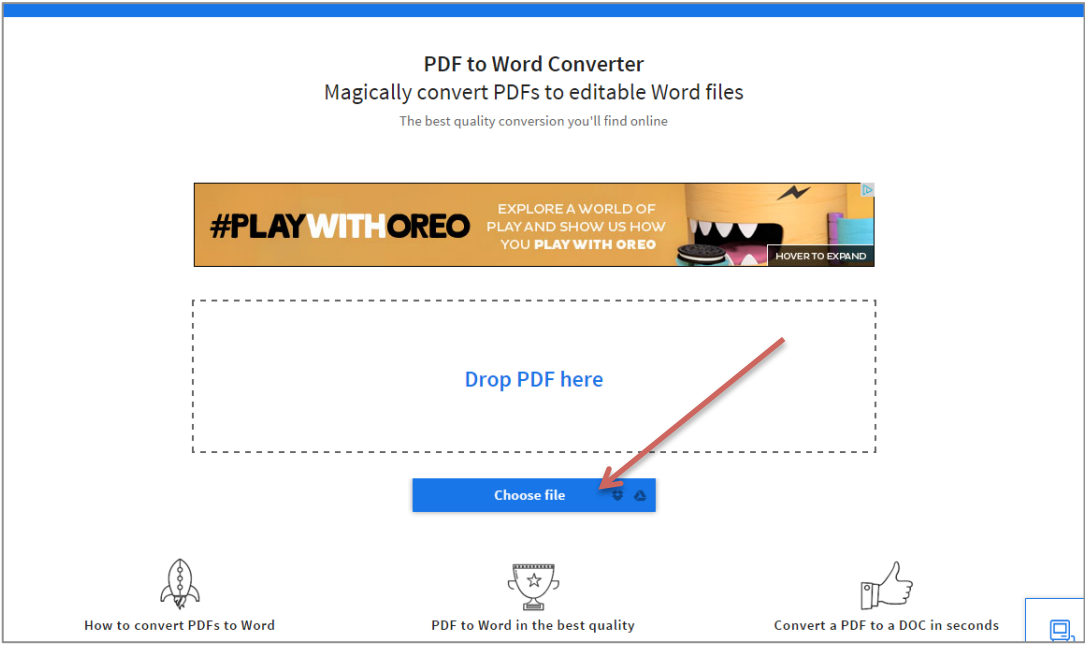


Detailed Instructions with Visuals for PDF to Word Conversions

Step 1: Go to www.SMALLPDF.com and choose the PDF to Word converter.



Step 2: Click "Choose File" and upload the document.



Step 3: Download and Save new File.

Step 4: Review the new document. Be sure to delete any unnecessary images, borders, or scan marks.



Black marks such as this one can be selected in the MS Word document and deleted to make the document look clean.



Cleaned up!

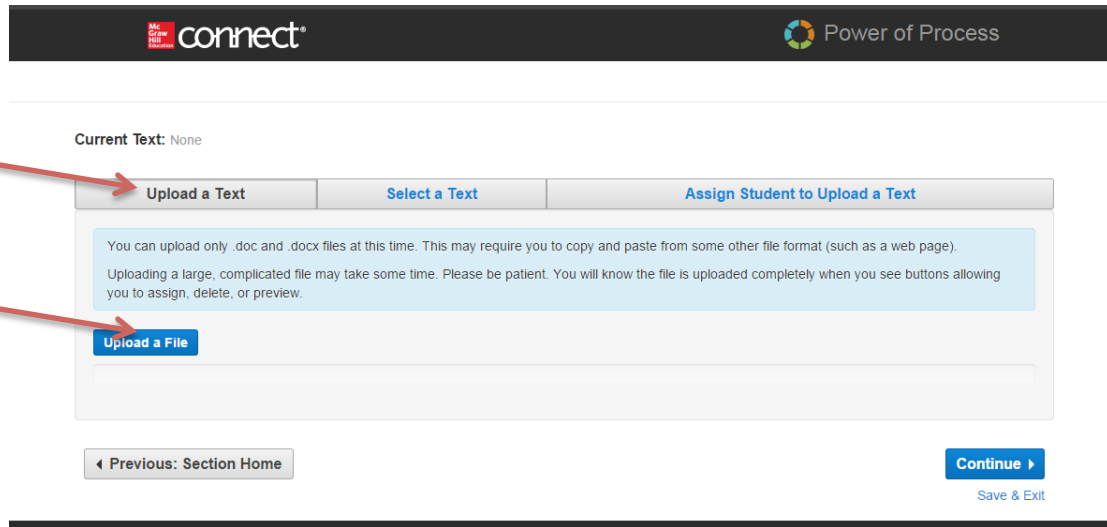
Helpful Tips

Did the font style change? Highlight the changed section and make the necessary adjustments before uploading. Columns can also be adjusted if they were shifted during conversion.

Images may have shifted during the conversion. You can select the image and move it back to its proper location in Microsoft word by dragging it back to its original location.

It is recommended to delete any extraneous images that are unrelated or insignificant to the text. Deleting extraneous images may help reduce upload issues in Power of Process.

Step 5: Log into Connect and choose Power of Process. To upload the document, first select “Upload a Text” and then click the “Upload a File” button.



Step 6: Preview the file to make sure it loaded properly before assigning.

