

Converting and Merging Supporting Evidence to PDF

When submitting your application pack for the funds, supporting evidence must be submitted as a single PDF document.

Why? Think about the large number of students applying for these funds and help us to make the process as quick and efficient as possible. Every attachment we receive needs to be uploaded into our system. It takes us twice as long to process 2 attachments than it does to process 1, which only makes for a longer waiting time for students.

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 and merge for free. While it may be easier to do this on a computer, it is also possible to do this using a tablet or smartphone.

Before you are ready to convert and collate your supporting evidence to PDF you will have...

- Completed the application form and identified what supporting evidence is required.
- Downloaded your supporting evidence.

TOP TIP: Most, if not all, of the supporting evidence we need will download as a PDF. 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.

Any piece of evidence that is not already in PDF format should first be converted into PDF format. To convert Word, JPG or other files to PDF on ilovepdf.com:

- Select the relevant icon from the homepage. This will depend on the type of file you wish to convert e.g. JPG to PDF.
- Then, select or drag and drop JPG files. If you have more than one JPG you need to convert, you can convert multiple files in one go.
- Next, click 'Convert to PDF'.
- When the conversion is complete, you will be able to click 'Download PDF' and save the new PDF with a relevant title.
- If this is only *part* of your supporting evidence, continue converting until you have all your evidence saved as PDF files.

Now that every piece of supporting evidence is in PDF format, you are ready to merge these into a single PDF file. 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 merging 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**.

TOP TIP: There might be a limit to the number of items you can merge in one go. If you have a lot of items to merge, you may need to do this in batches. If so, remember to repeat the process until you have a single PDF with all supporting evidence merged.

You now have a single PDF document containing all your supporting evidence, but your new PDF may be too large to attach to an email.

We cannot accept evidence submitted via link to external cloud 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 'Reduce'.
- Download the reduced-size version, saving this with your **full name, and Banner number**.

You should now have a single PDF file incorporating all your supporting evidence, and ready to submit.

Your application form remains a separate Word document. When applying to the Discretionary 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 separate attachments.

The collage consists of four screenshots from a PDF conversion tool website, arranged in a 2x2 grid. A central green circle with the text "JPEG TO PDF" is overlaid on the images.

- Top Left:** A grid of conversion options. The "JPG to PDF" option is highlighted with a red border. It states: "Convert JPG images to PDF in seconds. Easily adjust orientation and margins."
- Top Right:** A file selection dialog box titled "Open" showing the "Downloads" folder. Files listed include "Logo 1", "Logo 2", "merge pdf 1", and ".jpeg to pdf". A red button labeled "Select JPG images" is visible above the dialog.
- Bottom Left:** A settings panel for "Image to PDF". Options include "Page orientation" (Portrait selected), "Page size" (A4 (297x210 mm)), and "Margin" (Small selected). A "Convert to PDF" button is at the bottom, highlighted with a black border.
- Bottom Right:** A confirmation screen titled "The images have been converted to PDF". A red button labeled "Download PDF" is highlighted with a black border. Below it are various tool options like "Compress PDF", "Merge PDF", "Split PDF", "Add watermark", "Rotate PDF", and "Protect PDF".

split, compress, convert, rotate

Merge PDF
Combine PDFs in the order you want with the easiest PDF merger available.

Split PDF
Separate one page or a whole set for easy conversion into independent PDF files.

Compress PDF
Reduce file size while optimizing PDF quality.

Word to PDF
Make DOC and DOCX files easy to read by converting them to PDF.

PowerPoint to PDF
Make PPT and PPTX slideshows easy to view by converting them to PDF.

Excel to PDF
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