PDF Format:

How to Make your Advance Directive a PDF

If your document is a physical copy...

There are multiple ways to scan a physical document and create a PDF. You can:
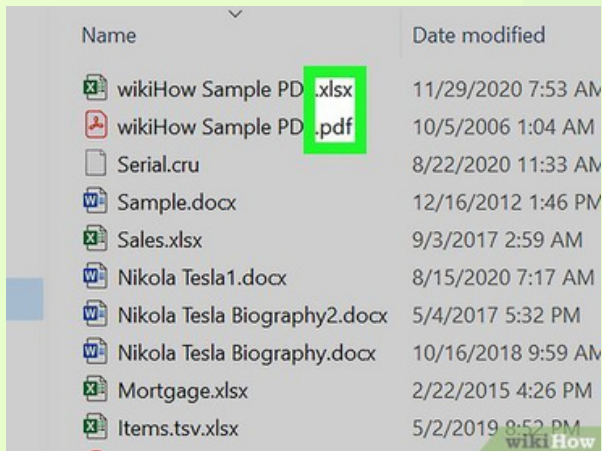
- Use the scan feature of a printer/scanner to send a digital copy of your advance directive to your email address. All scanners automatically convert to PDF format. If you don't have a scanner at home, you can use one at your local library, print shop, or office supply store.
- Use a scanning application on your smart phone to scan each page of your advance directive. Scanning apps include:
  - **CamScanner**
  - **Genius Scan**
  - **Scanning with an iPhone or iPad**
  - **Scanning with an Android Smartphone**

If your document is on your computer already...

If your document is already on your computer, it may already be a PDF. The best way to check is to look at the file name of your document in your file finder or documents folder.

A PDF file will have '.pdf' at the end of the file name.

If your file is a Word Document ('.doc' or '.docx'):
Follow the step by step conversion instructions by WikiHow:
4 Ways to Convert a Word Document to PDF Format

If your file is an image ('.jpg', '.png', or '.webp'):
Follow the step by step conversion instructions by WikiHow:
4 Ways to Convert Images to PDF Format

Still not sure if you need to convert your document? Call us!
Phone support available 9:00-4:00, Mon-Thurs, at **1-802-828-2909** or
email us your document at **VADRSupport@vtethicsnetwork.org**