

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:

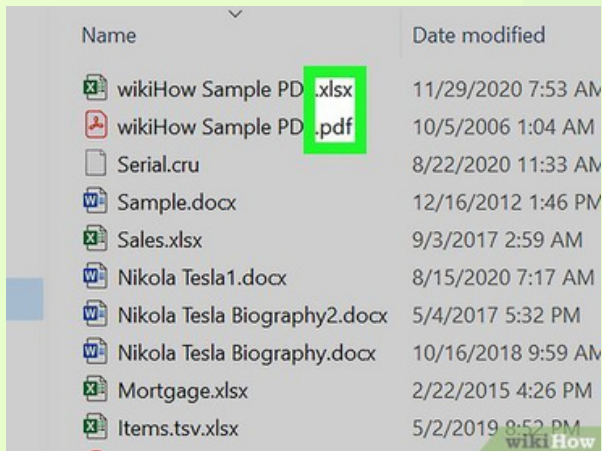
- Use the scan feature of a printer/scanner to send a digital copy of your advance directive to your email address. All scanners automatically convert to PDF format. If you don't have a scanner at home, you can use one at your local library, print shop, or office supply store.
- Use a scanning application 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.



Name	Date modified
wikiHow Sample PD .xlsx	11/29/2020 7:53 AM
wikiHow Sample PD .pdf	10/5/2006 1:04 AM
Serial.cru	8/22/2020 11:33 AM
Sample.docx	12/16/2012 1:46 PM
Sales.xlsx	9/3/2017 2:59 AM
Nikola Tesla1.docx	8/15/2020 7:17 AM
Nikola Tesla Biography2.docx	5/4/2017 5:32 PM
Nikola Tesla Biography.docx	10/16/2018 9:59 AM
Mortgage.xlsx	2/22/2015 4:26 PM
Items.tsv.xlsx	5/2/2019 8:52 PM

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**