

Tips for Saving Receipts as PDF or JPG files

Please do not submit HTML files for reimbursement. In most cases, such files cannot be opened by the person receiving those kinds of attachments, and this will delay reimbursement.

Only submit a receipt that's been saved as either a PDF or JPG file.

Save something as a PDF file from your iPhone / Android / iPad

CamScanner is a [free app](https://www.camscanner.net/user/download) that converts photos into PDF files. It's VERY useful for students who are unable to scan receipts for their reimbursement requests. <https://www.camscanner.net/user/download>

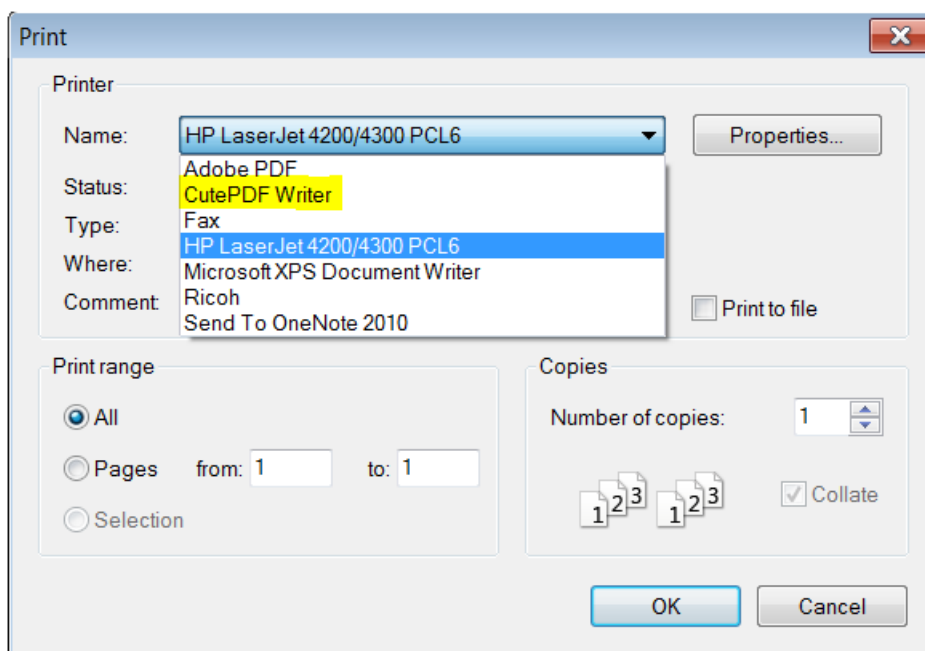
Save something as a PDF file from your Desktop / Laptop Computer

CutePDF Writer is free downloadable software that allows you to convert files (webpages, JPGs, Word documents, etc) into PDF files. The OIE has used it for years; it's legit.

You can download **CutePDF Writer** from <http://www.cutepdf.com/products/cutepdf/writer.asp>.

Once you've installed CutePDF Writer, it will appear as one of your "printers."

When you have something (like a webpage) you want to convert to a PDF file, you select File > Print or Ctrl-P and select CutePDF Writer from the printer options, like this:



When you click "OK" to "print" then you'll be asked where you want to SAVE the converted PDF – it doesn't actually print anything. Once you've saved it, the PDF should open automatically.

Ways to save online screens as JPG files

Use the Snipping Tool in Microsoft Windows:

For PC: <http://windows.microsoft.com/en-us/windows-vista/use-snipping-tool-to-capture-screen-shots>

For Mac: <http://screenshot.net/snipping-tool-for-mac.html>

Take a screenshot, edit the screenshot then save as a JPG:

1. Take a screenshot using your keyboard: <http://www.take-a-screenshot.org>
2. Edit the screenshot and save as a JPG on PC or Mac: <http://screenshot.net/edit-screenshot.html>