**Instructions for saving an Editable PDF as a JPG**

Some of the Editable PDFs included in the Diverse Learning Environments Survey Promo Pack must be converted to .JPGs if you plan to post them to social media or embed in an email.

How to Convert:

1. Open PDF.
2. Type your school’s information into any of the light blue boxes. If you chose to leave some boxes blank, delete the placeholder copy.
3. Go to File > Save As in Acrobat
4. Change the “Format” to .JPG
5. Click save.