

SUBMITTING YOUR ESSAY

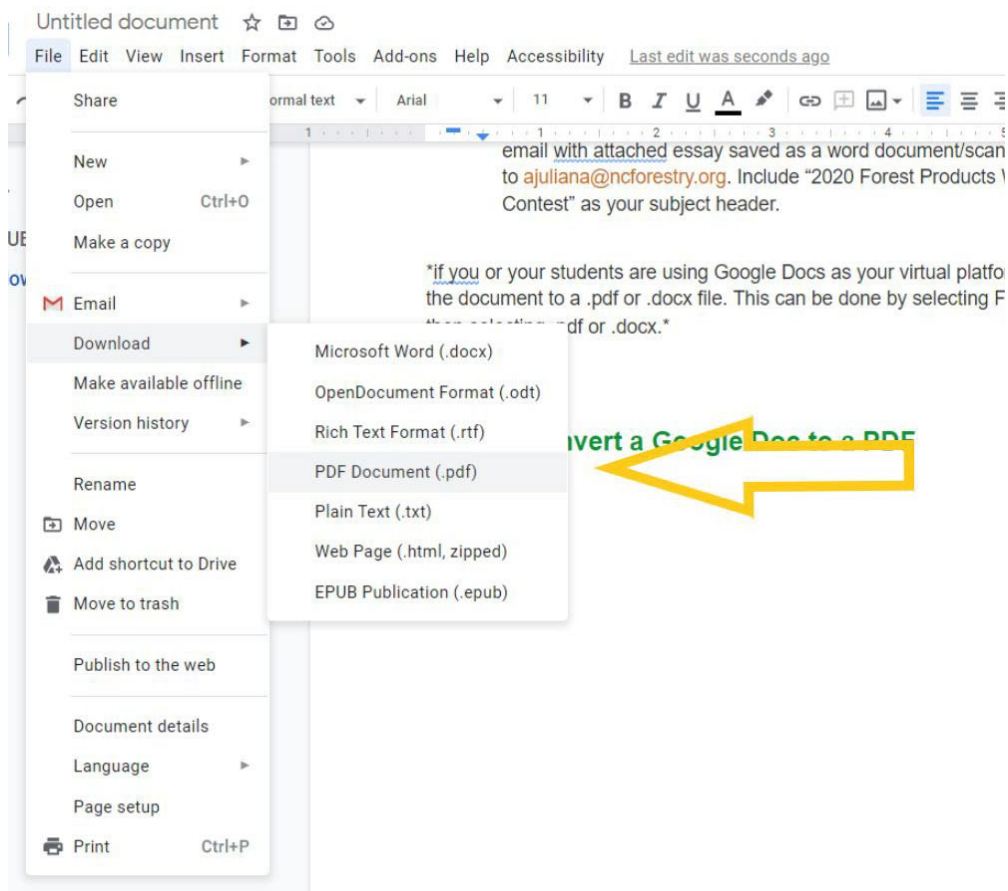
Options for submission include email or mail. See below for details.

Email

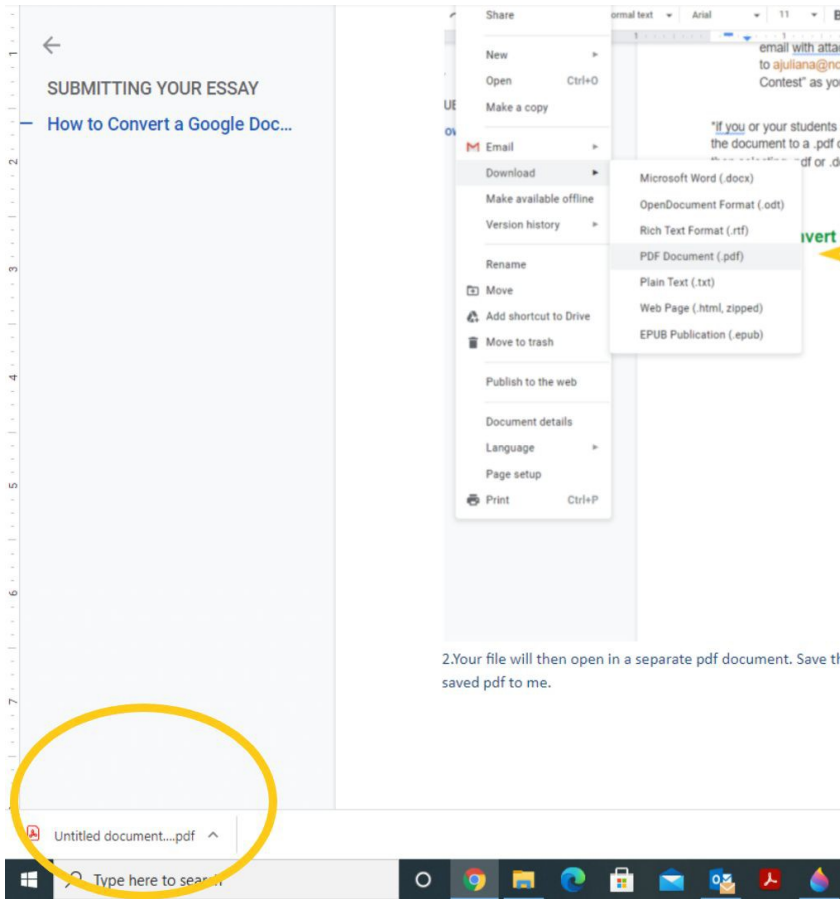
- Email essays as a (.doc, .docx, PDF) attachment to ajuliana@ncforestry.org
- Include “2021 Forest Products Week Essay Contest” as the subject
- Must be sent by Friday, October 22, 2021 at 5:00pm
- DO NOT SEND:
 - Images (.jpg or .png)
 - Google Docs links - *if you or your students are using Google Docs, please convert the document to a PDF or .docx file by selecting File->Download-> then selecting PDF or .docx.* Example [here](#).

How to Convert a Google Doc to a PDF

1.



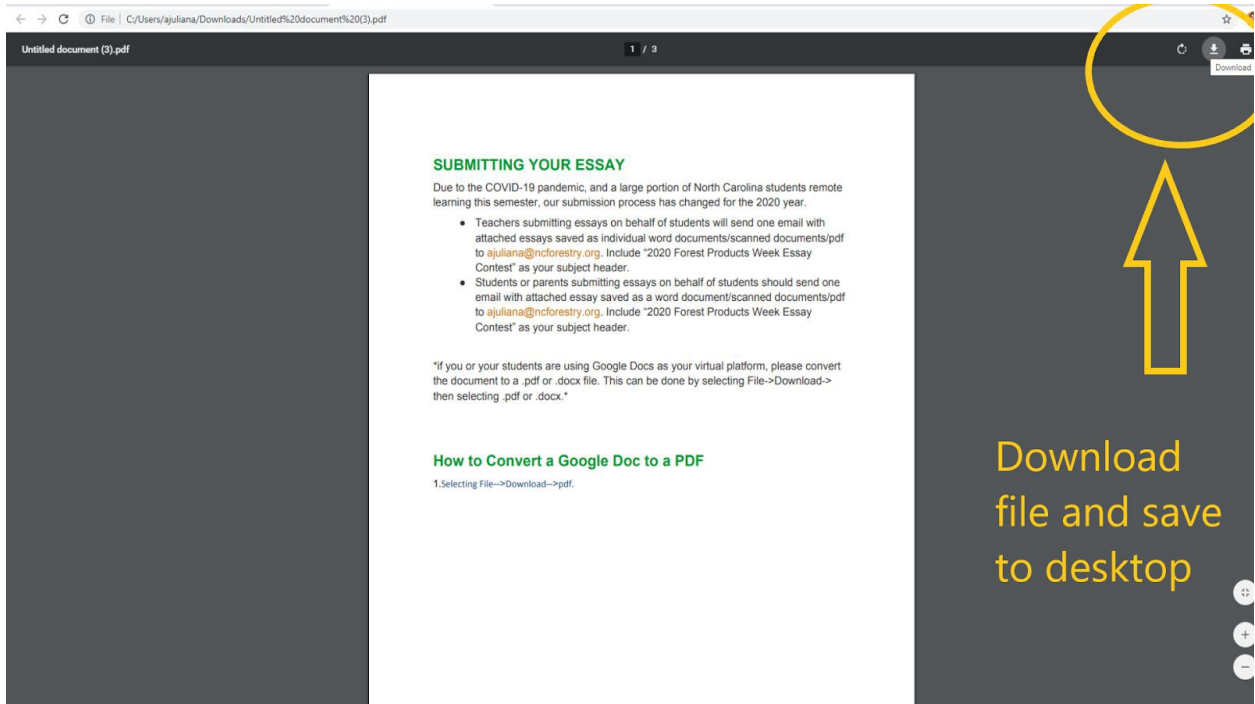
2.



The screenshot shows a Google Docs document titled "SUBMITTING YOUR ESSAY" with a sub-heading "How to Convert a Google Doc...". A context menu is open over the document, with the "Download" option selected. The "Download" submenu is visible, showing various file formats: Microsoft Word (.docx), OpenDocument Format (.odt), Rich Text Format (.rtf), PDF Document (.pdf), Plain Text (.txt), Web Page (.html, zipped), and EPUB Publication (.epub). The "PDF Document (.pdf)" option is highlighted with a yellow arrow. At the bottom of the screen, a taskbar shows a tab for "Untitled document....pdf" which is circled in yellow. The Windows taskbar at the very bottom includes the search bar and several application icons.

2. Your file will then open in a separate pdf document. Save the saved pdf to me.

3.



Untitled document (3).pdf

1 / 3

SUBMITTING YOUR ESSAY

Due to the COVID-19 pandemic, and a large portion of North Carolina students remote learning this semester, our submission process has changed for the 2020 year.

- Teachers submitting essays on behalf of students will send one email with attached essays saved as individual word documents/scanned documents/pdf to ajuliana@ncforestry.org. Include "2020 Forest Products Week Essay Contest" as your subject header.
- Students or parents submitting essays on behalf of students should send one email with attached essay saved as a word document/scanned documents/pdf to ajuliana@ncforestry.org. Include "2020 Forest Products Week Essay Contest" as your subject header.



"If you or your students are using Google Docs as your virtual platform, please convert the document to a .pdf or .docx file. This can be done by selecting File->Download->then selecting .pdf or .docx."

How to Convert a Google Doc to a PDF

1. Selecting File->Download->pdf.

Download file and save to desktop

4.

Send	To	<u>Amy Juliana;</u>
	Cc	
	Bcc	
Subject		2021 Forest Products Week Essay Contest-Juliana
 Contact Information Form.docx 15 KB	 ESSAY.pdf 364 KB	

Good afternoon Ms. Juliana,

I have attached my essay and my contact information form for the essay contest. Thank you for your consideration.

Amy Juliana
Director of Education
o: 919.834.3943
w: ncforestry.org
a: 1600 Glenwood Ave, Raleigh, NC 27608

