



SCHD – Special Award Instructions

Submission Instructions for Exhibits & Posters

Due - Tuesday, February 13, 2024

Special Awards (SA) –

- Applying for SA prizes is optional.
- SA's are awarded to selected projects in addition to overall entry ranking at Sacramento History Day.
- SA's do not determine if you advance to the state contest.
- SA judging takes place virtually before contest judging at History Day.
- You must submit a copy of your project to be considered for a SA.
- You may continue working on your project and turn in your final at the SCHD contest.

STEP 1

Take photos of your Exhibit or Poster and save them as PDFs.

On iPhone, you can do the following:

1. Open your iPhone Photos app and find the photo you want to make into a PDF.
2. Select the photo and click the Share icon.
3. Choose the Print option. It should be at the bottom of your options list.
4. Zoom in on your photo — this opens your image in a PDF viewer.
5. Tap the Share icon again once you're in the PDF viewer and send it to your computer.

On Samsung phone, you can do the following:

- Open the photo in the Gallery app
- Tap the three dots in the bottom right corner
- Select Print
- In the Select printer field, choose Save as PDF
- Customize the PDF settings, such as the paper size and orientation
- Tap the yellow Save button
- Select a directory and tap Save

STEP 2

Save your written materials & photos as one PDF.

1. Print or export your Title Page, Process Paper, and Annotated Bibliography as PDFs.
2. Create **one combined PDF** of in the order below.
 1. Title Page
 2. Process Paper
 3. Annotated Bibliography
 4. Photos

How to Combine Your PDF's

You can use the free software lovepdf.com or smallpdf.com to merge your PDFs into one PDF document.

STEP 3

Save your combined PDF with the following naming format:

Division_Category_lastname(s).pdf
[separate last names by a underscore]

Example

Jr_GroupExhibit_Ortiz_Krishnan.pdf

STEP 4

Use the button below to complete a google form to submit your PDF. You will need to copy and paste the text of your thesis when you complete the form.

