

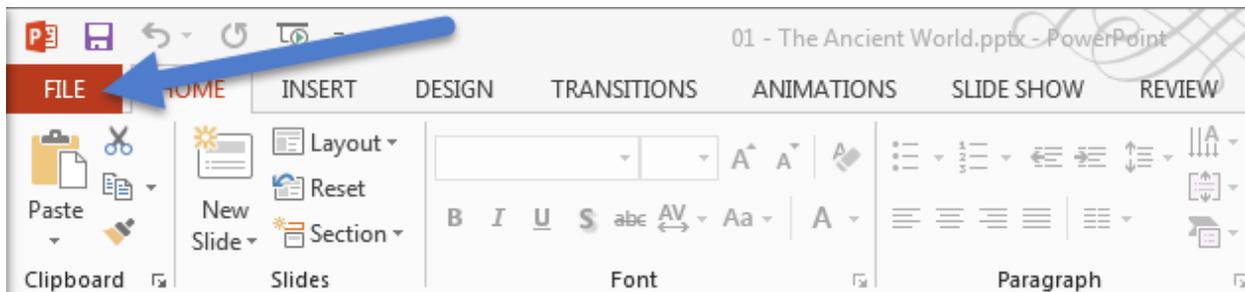
## Converting Documents to PDF and RTF Format

Uploading documents as PDFs is a good idea because PDFs are widely supported and not easily edited, which helps maintain the integrity of your materials. Rich Text Documents are useful because they maintain formatting fidelity across multiple platforms. By following a few simple steps, you can convert most common file types to PDFs and RTFs to use in your Moodle courses.

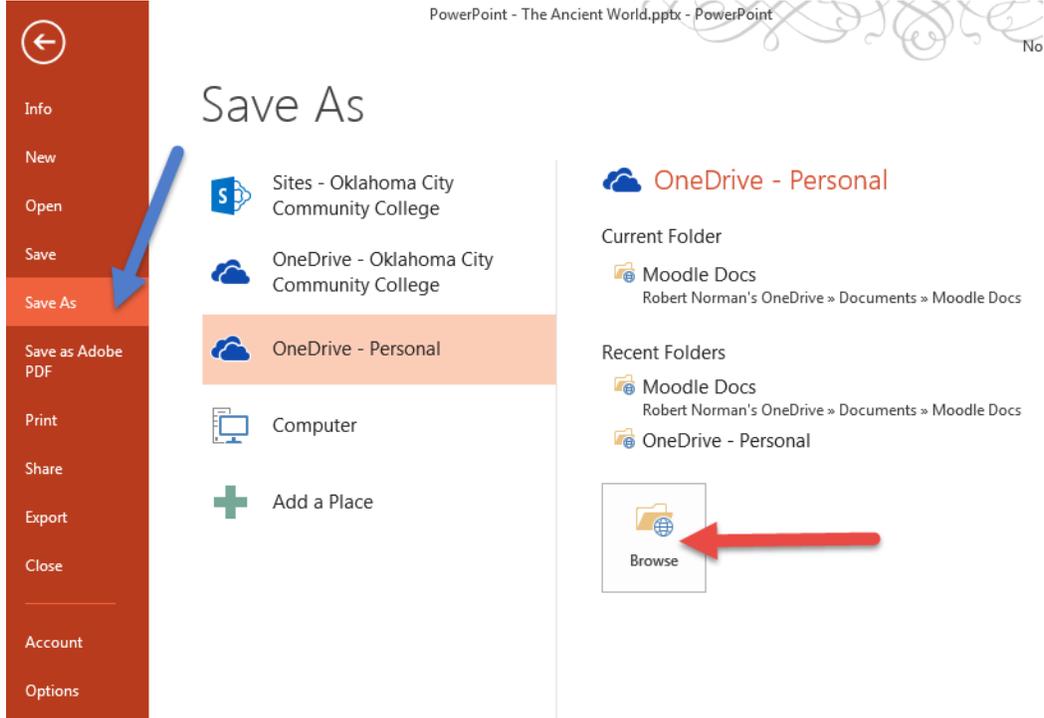
### Creating a PDF from a PowerPoint

A PowerPoint file is saved with a .ppt or .pptx extension. Before following the steps below, make sure you have made all necessary edits and revisions to your PowerPoint.

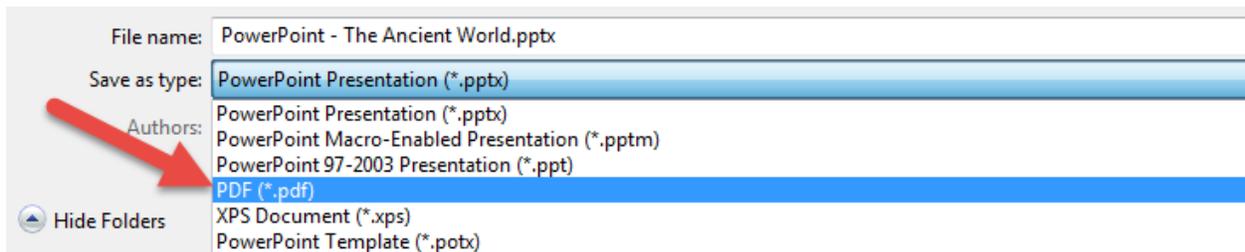
1. Open the PowerPoint presentation you want to convert
2. Click the **File** tab



3. Click **Save As**
  - a. For Office 2013, click **Browse** to open the **Save As** dialogue



4. Click the **Save as type** drop-down menu
5. Select **PDF**

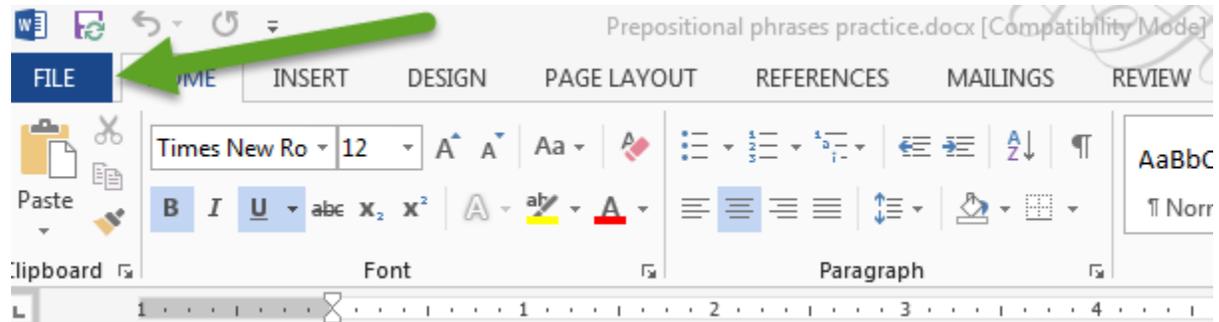


6. Click Options
7. In the **Publish what** drop-down menu, select either **Slides** (one slider per page) or **Handouts** (multiple slides per page)
8. Click **OK**
9. Click **Save**. Your PDF should open automatically, and is now ready to be uploaded into Moodle.

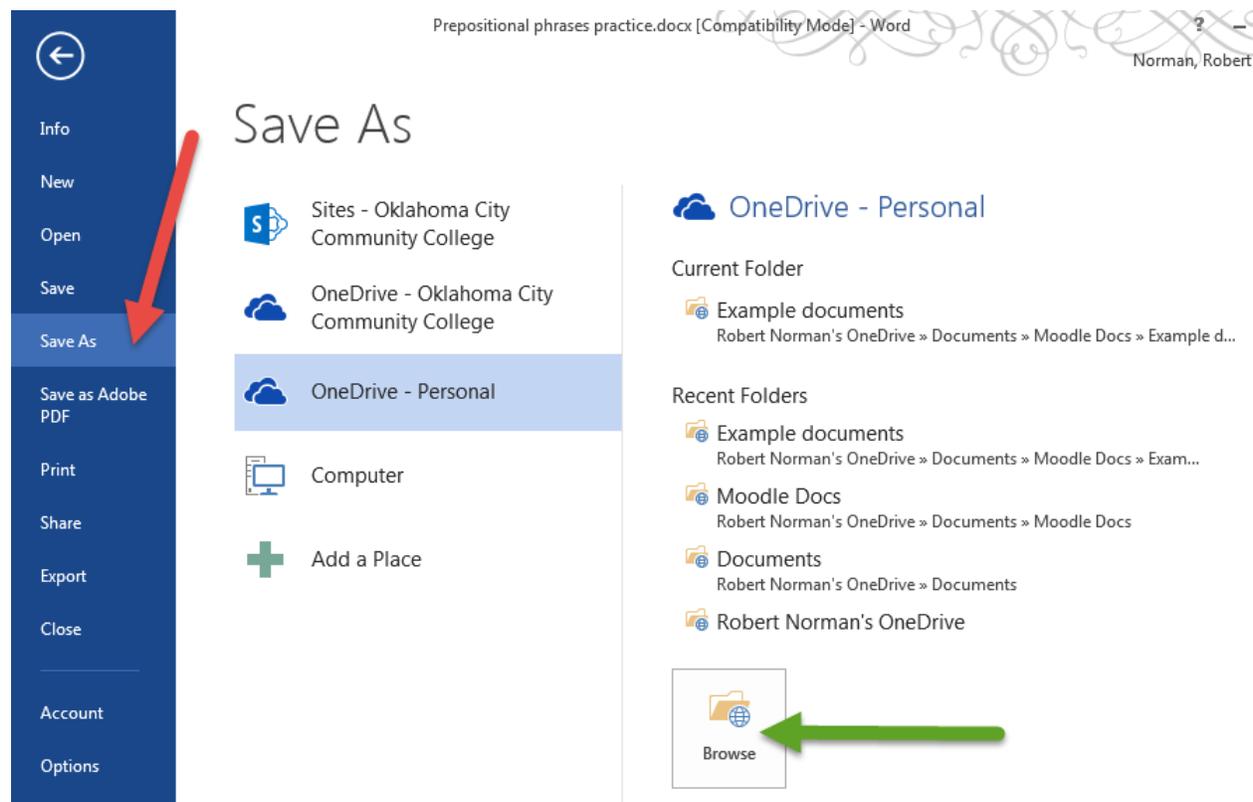
## Creating a PDF from a Word Document

A Word document is saved with a .doc or .docx extension. Before following the steps below, make sure you have made all necessary edits and revisions to your document.

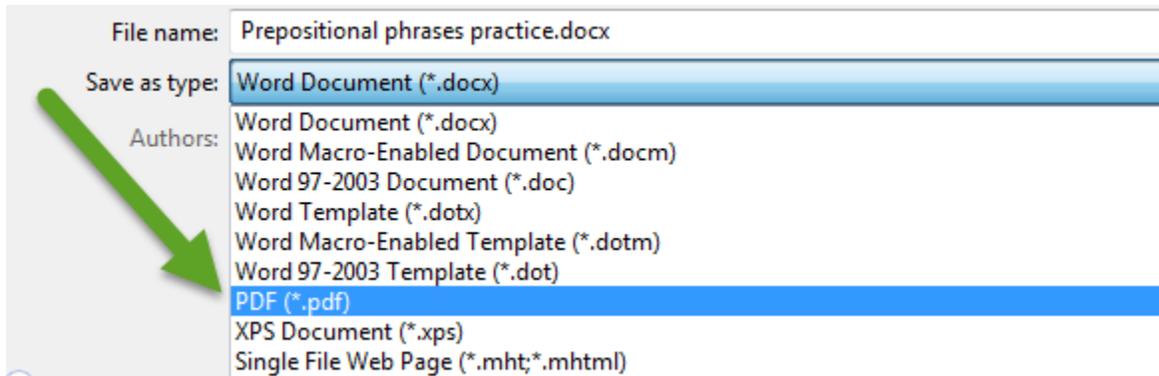
1. Open the Word document you want to convert
2. Click the **File** tab



3. Click **Save As**
  - a. For Office 2013, click **Browse** to open the **Save As** dialogue



4. Click the **Save as type** drop-down menu
5. Select **PDF**

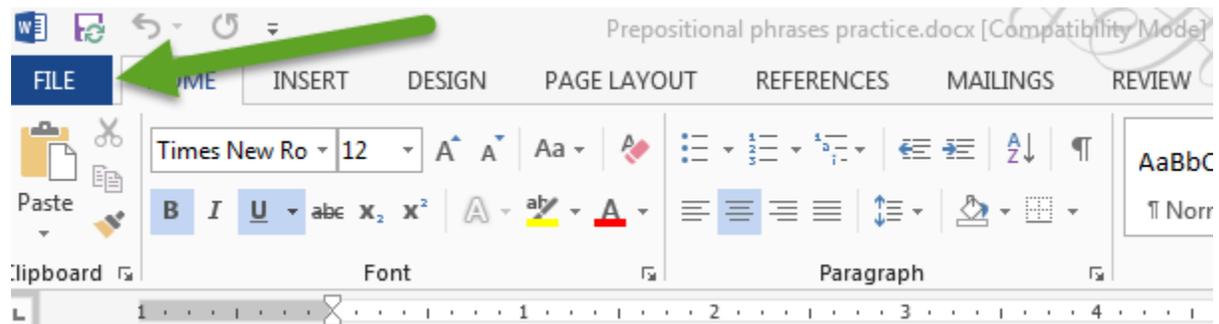


6. Click **Save**. Your PDF should open automatically, and is now ready to be uploaded into Moodle.

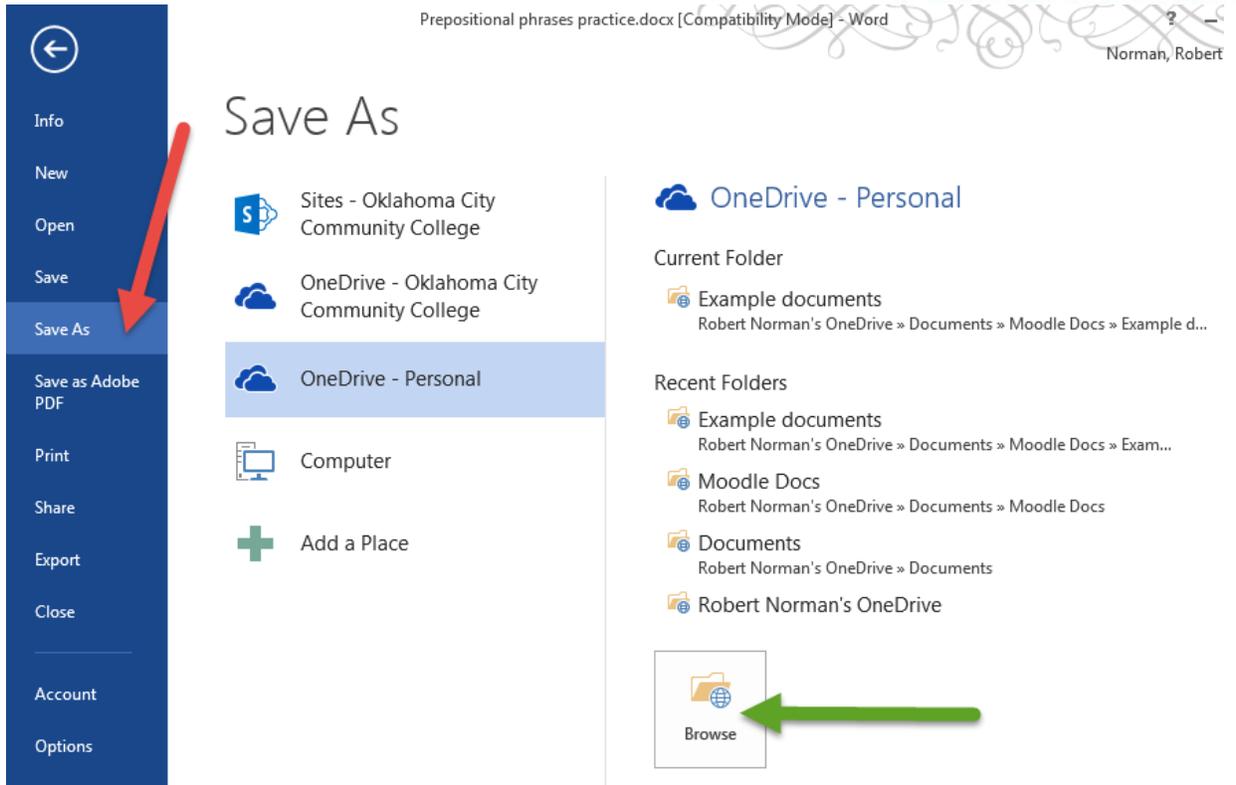
## Creating an RTF from a Word Document

A Rich Text Document (.rtf file) is a versatile format that allows advanced formatting to be viewed on multiple platforms. Please note that RTFs, unlike PDFs, are easily edited. Before following the steps below, make sure you have made all necessary edits and revisions to your document.

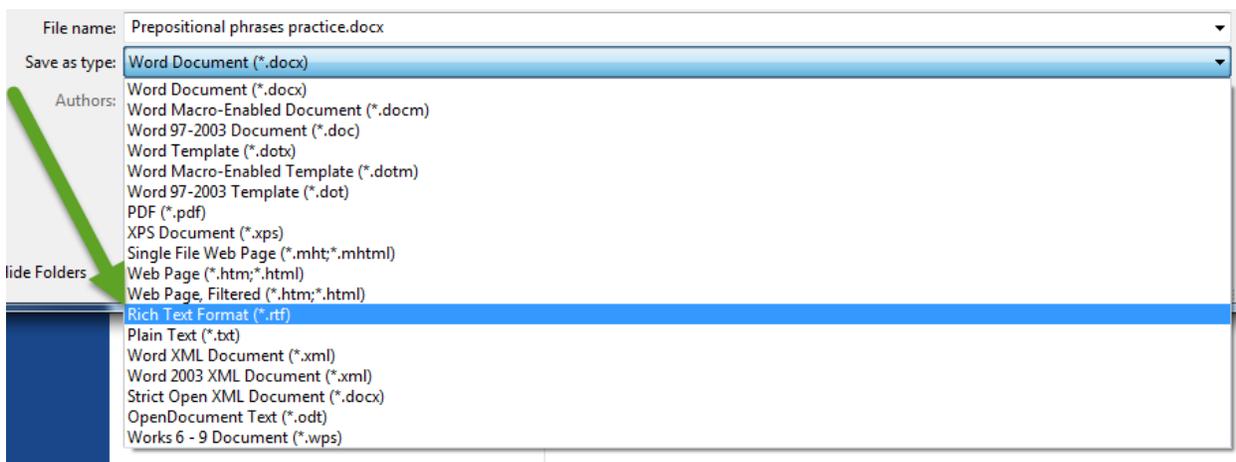
1. Open the Word document you want to convert
2. Click the **File** tab



3. Click **Save As**
  - a. For Office 2013, click **Browse** to open the **Save As** dialogue



4. Click the **Save as type** drop-down menu
5. Select **Rich Text Format (\*.rtf)**



6. Click **Save**. Your Rich Text File should open automatically, and is now ready to be uploaded into Moodle.