

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.



Page 3

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)

File name:	Prepositional phrases practice.docx 🔹	
Save as type:	Word Document (*.docx)	
Authors: lide Folders	Word Document (*.docx) Word Macro-Enabled Document (*.docm) Word 97-2003 Document (*.doc) Word Template (*.docx) Word Macro-Enabled Template (*.dotm) Word 97-2003 Template (*.dot) PDF (*.pdf) XPS Document (*.xps) Single File Web Page (*.mht;*.mhtml) Web Page (*.htm;*.html) Web Page, Filtered (*.htm;*.html)	
	Rich Text Format (*.rtf)	ĺ
	Plain Text (*.txt) Word XML Document (*.xml) Word 2003 XML Document (*.xml) Strict Open XML Document (*.docx) OpenDocument Text (*.odt) Works 6 - 9 Document (*.wps)	

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