Export Files as PDF

We recommend faculty and students convert word processing and presentation files into PDF files prior to uploading them to Moodle.

This video shows how to find the export as PDF options in some of the commonly-used programs.

Why Use PDF?

Portable document format (PDF) is a universal file format; these files can be opened and displayed on any digital device. Also, PDF files can be displayed in web browsers, so they need not be downloaded. Further, PDF files appear as the author intended when they are printed.

When students upload PDF files to Moodle, instructors can use Annotate PDF, a feature in Moodle, to give feedback using a variety of tools.

Exporting From Microsoft Office

In Word, PowerPoint, or Excel, click "Save as…" under the "File" menu, and change the "Save as type" option to "PDF."
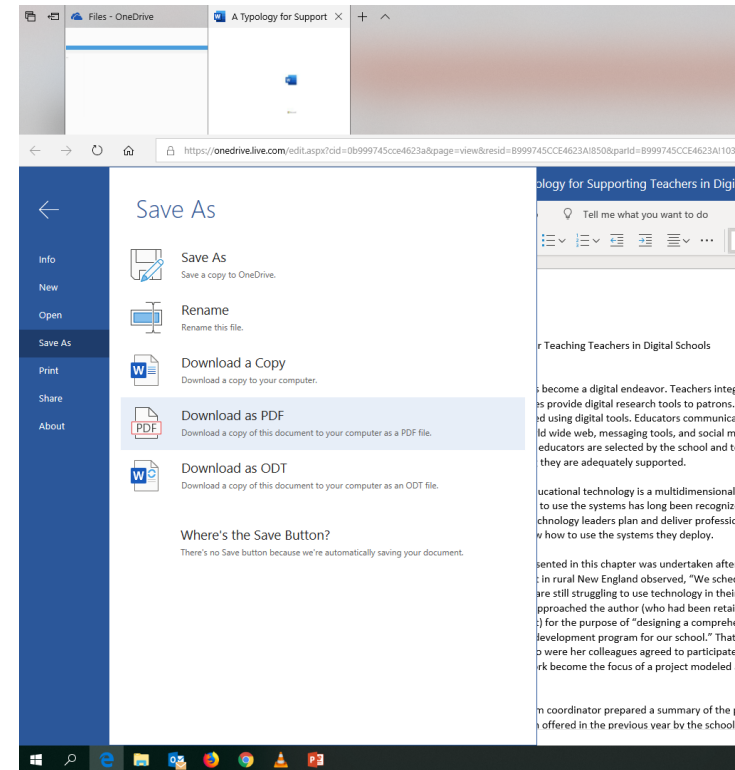
If you make changes to the Office file, then you must repeat these steps to save the changes in the PDF.
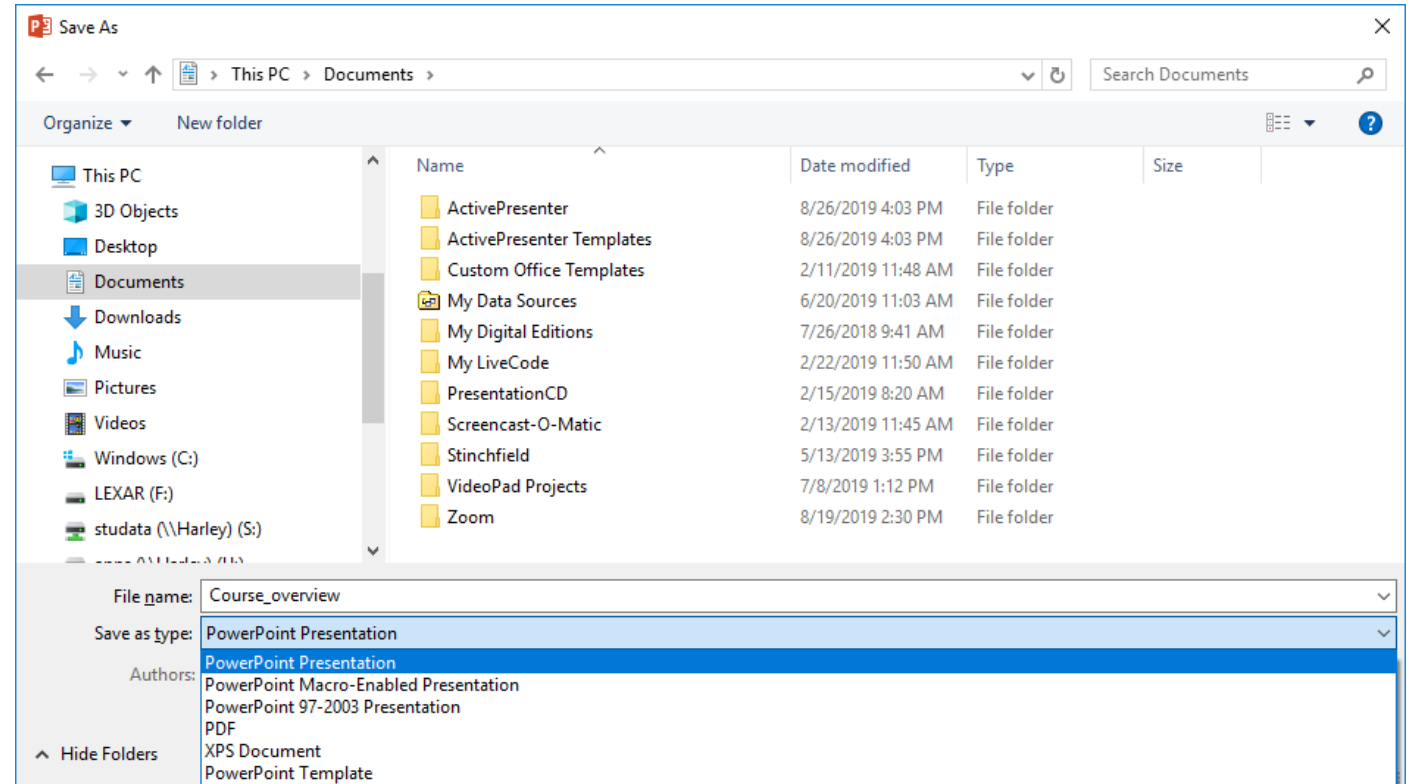
Exporting From OneDrive

OneDrive is Microsoft's cloud computing suite. To download a OneDrive file as a PDF, click "Save As" under the "File" menu and choose "Download as PDF."

Once your PDF is ready to download, click the button.

Downloading From G Suite

G Suite (or Google Drive or Google Docs) is Google's cloud computing suite. To download a G Suite file as a PDF, click "Save As" under the "File" menu and choose "Download as PDF."

This only works if you can download to your computer. Chromebook users look for details in the "Moodle and Chromebooks" module.
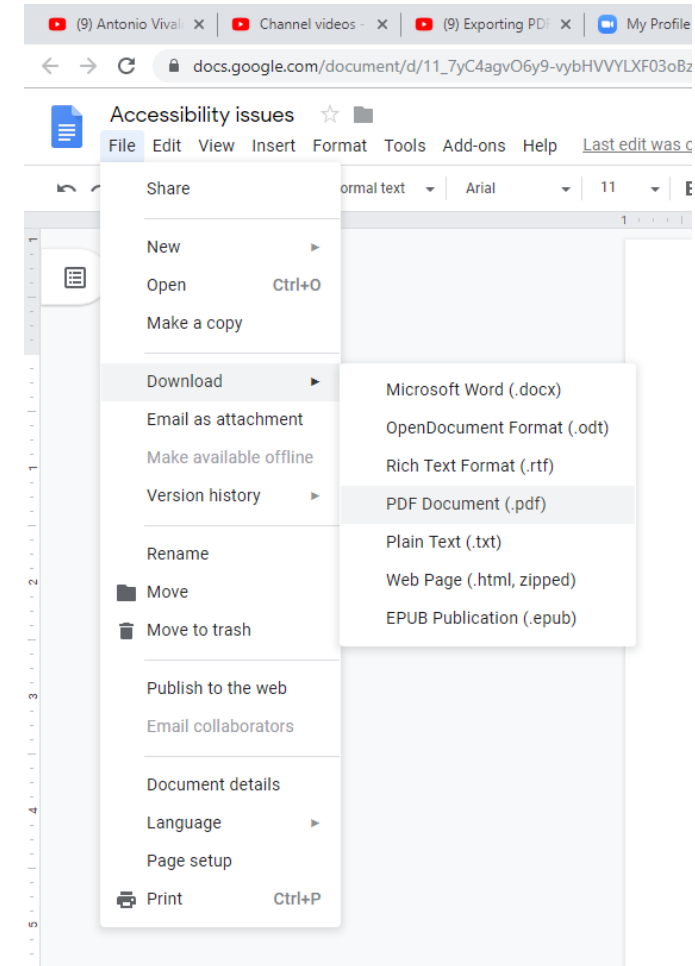
Exporting From Pages

Pages, Keynote, and Numbers are the word processing, presentation, and spreadsheet applications that are installed by default on Macintosh computers.

In those programs, click "PDF" in the "Export To" menu that is under the "File" menu.
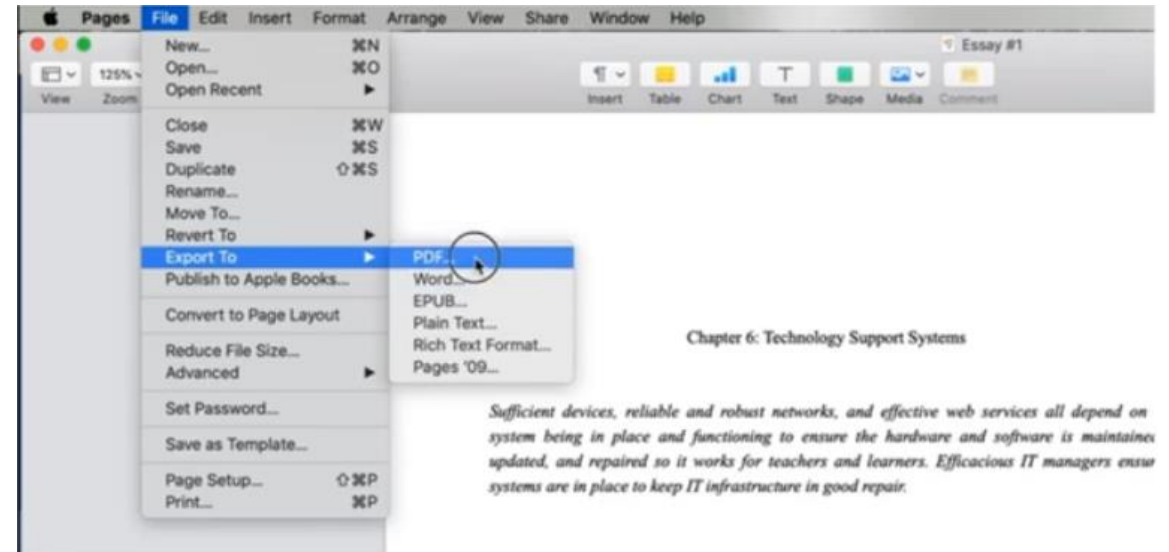
Saving and Naming

When you upload it to Moodle, you need to be able to find it. Regardless of the program or platform you use to create a PDF, it is important that you pay attention to where you are saving the PDF and what you name it.

I suggest adding "to submit" to the end of file names when exporting. With this step, you will know the essay labeled "English essay #1 to submit" is the one you want to upload.

For More Support Using Instructional Technology at Greenfield Community College

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