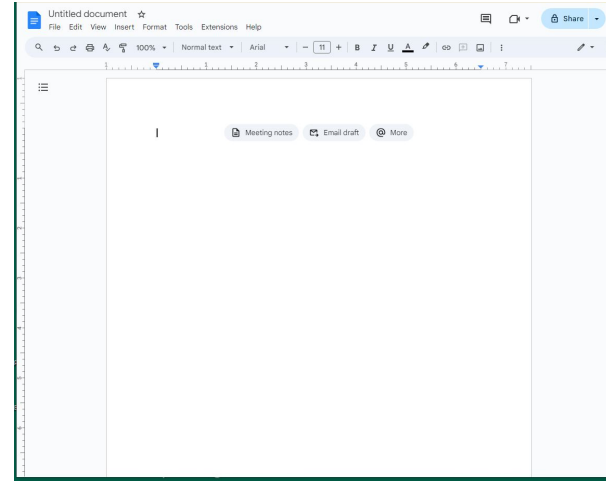
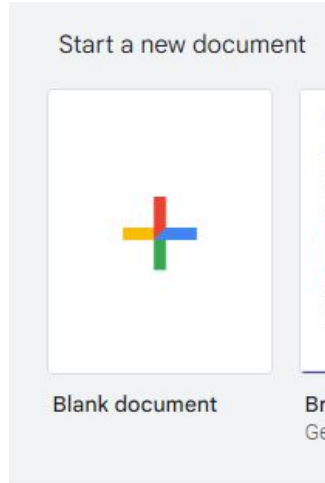
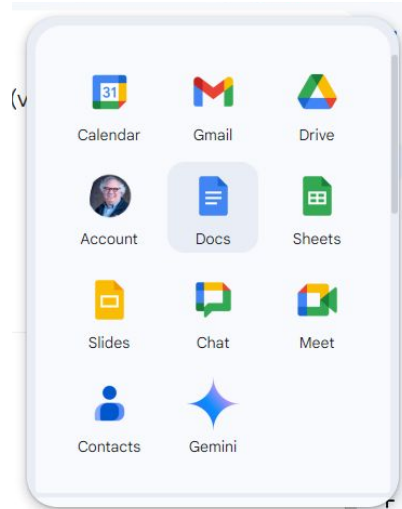


Directions for Creating PDF Files

There are lots of ways to create PDF, this one always works!

1a) Create a Google Document

Google Docs is a word processing program that is bundled with your GCC Gmail account. To create a file, click “Docs,” then create a new document.



1b) Save a Copy or Convert the File

If your instructor linked you to a Google Docs file as a starter, click “Make a copy” under the “File” menu. Edit the copy.

If your instructor gave you a PDF or Word document as a starter file, upload it to Google Drive, open it, then use the button at the top center to convert it to Google Docs. Edit the Google docs version.

To add images

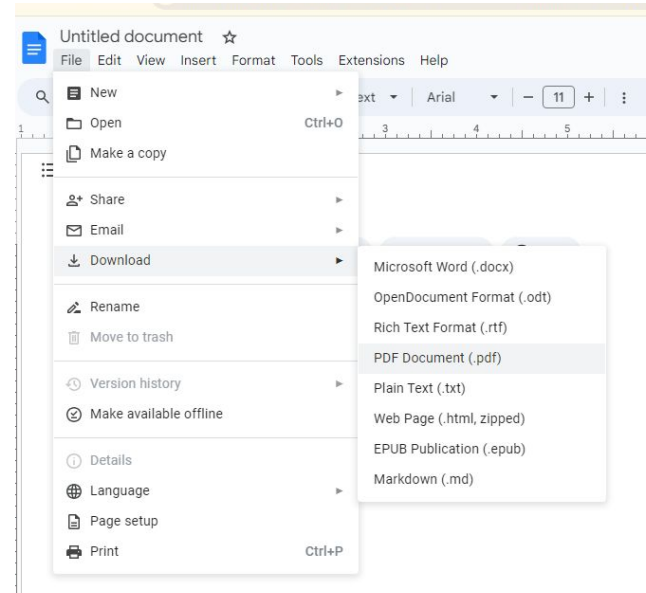
If you have images on your phone you need to insert into the file:

- 1) Upload the images from your phone to Google Drive or email the photos to yourself
- 2) Save the images from your email to Google Drive
- 3) In the Docs file, Insert - Image - Drive
- 4) Find the image in the pane on the right and drag it onto your Doc
- 5) Move/ resize/ crop the image so it fits on the page

Download the PDF

Once you are done editing the file and inserting and editing images. Download it as a PDF:

- 1) File menu
- 2) Download
- 3) PDF Document



Upload the PDF to Moodle

As you would for any other file or assignment.