Saving a document as a PDF
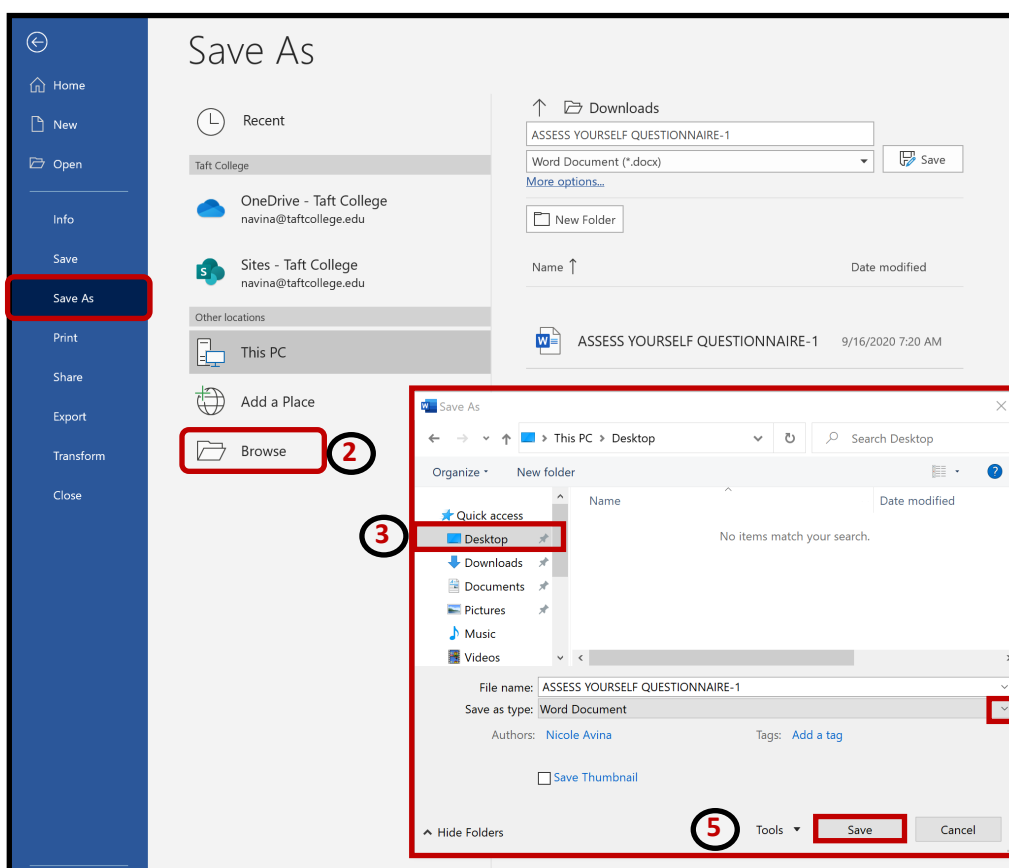

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Fac. Toolbox

If you need to save a document as a different file type, you can do so by following the steps below. You may not be able to save a PDF as another "type" of file unless you have access to Adobe Suite.


After editing your document, you'll save it to your device in the format of your choice.

TIP: save the file in a folder that you can easily locate later.

1. Go to "**File**" and select "**Save As**".

2. Select "**Browse**" to safe the file in the folder of your choice.

3. The file finder box will pop open. Select the location you'd like to save your document in.

4. Click the down arrow by the "**Save as type**" field to choose the file type you'd like to save as.

5. Click "**Save**".

Choose file type here.
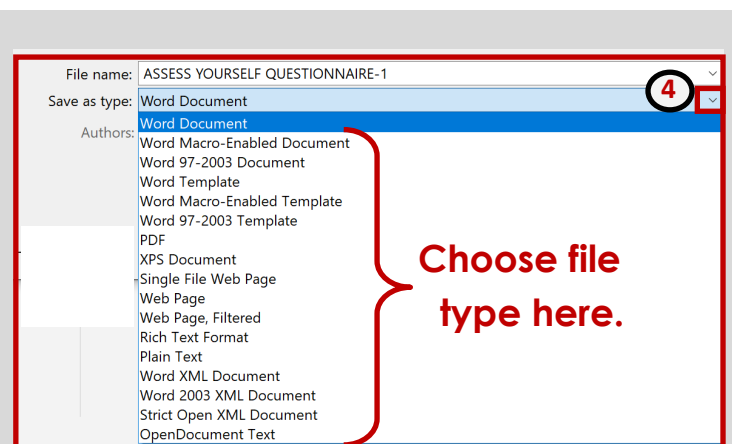
Should look like this:
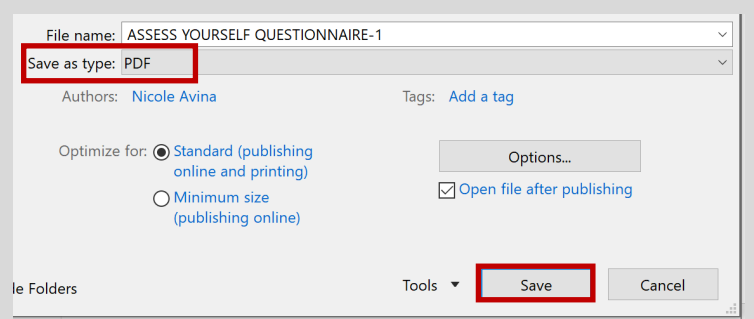
Now You're Ready to Upload

1. Go to the Assignment page.

2. Click "**Submit Assignment**" .

Tip: Depending on how your teacher set up the assignment, the submission options may differ.

3. Select "**File Upload**"

4. Click on "**Choose File**". You will look for the document you saved in the steps above.

5. Select the file you'd like to submit, and click "**Open**".

6. Add comments if necessary, and click "**Submit Assignment**".
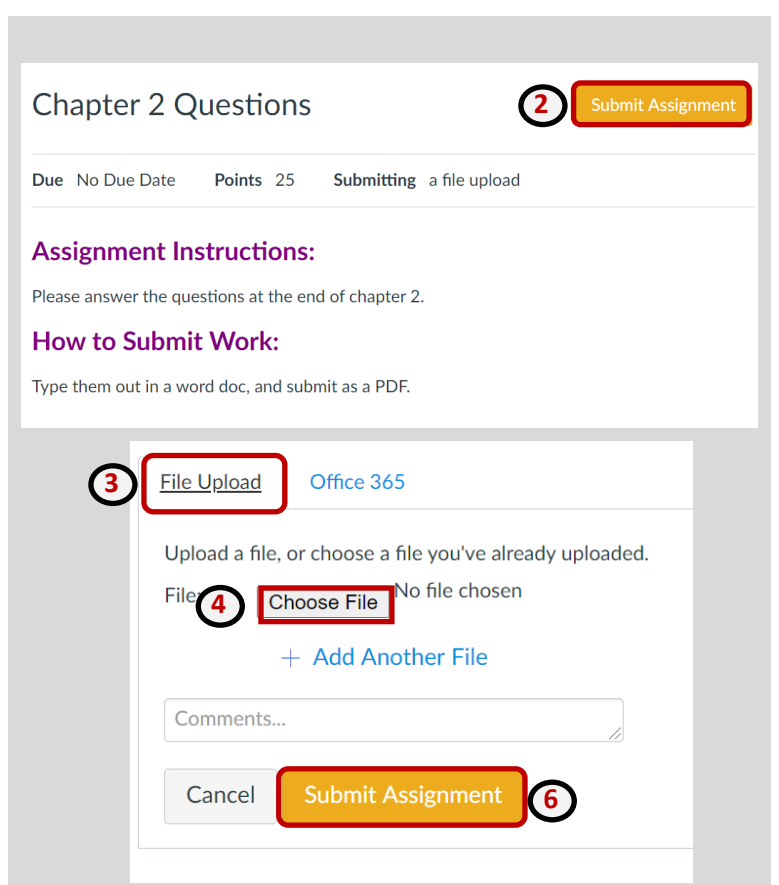
Distance Education
Going the Distance for our students!