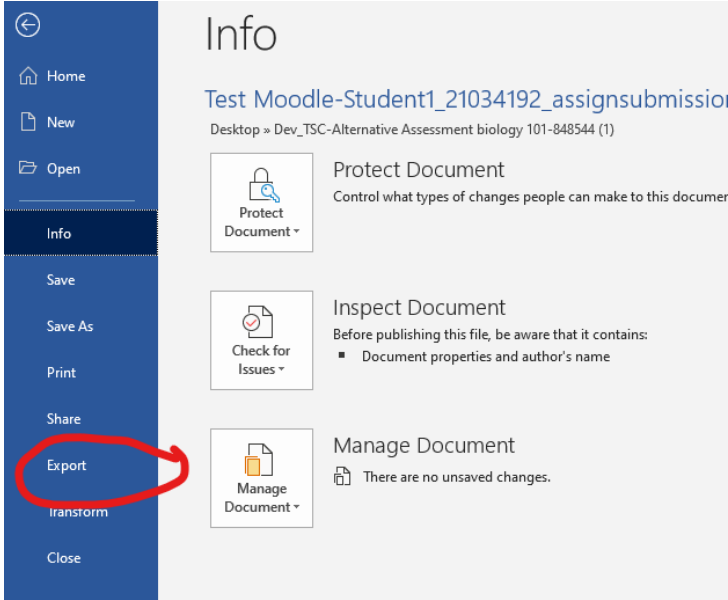
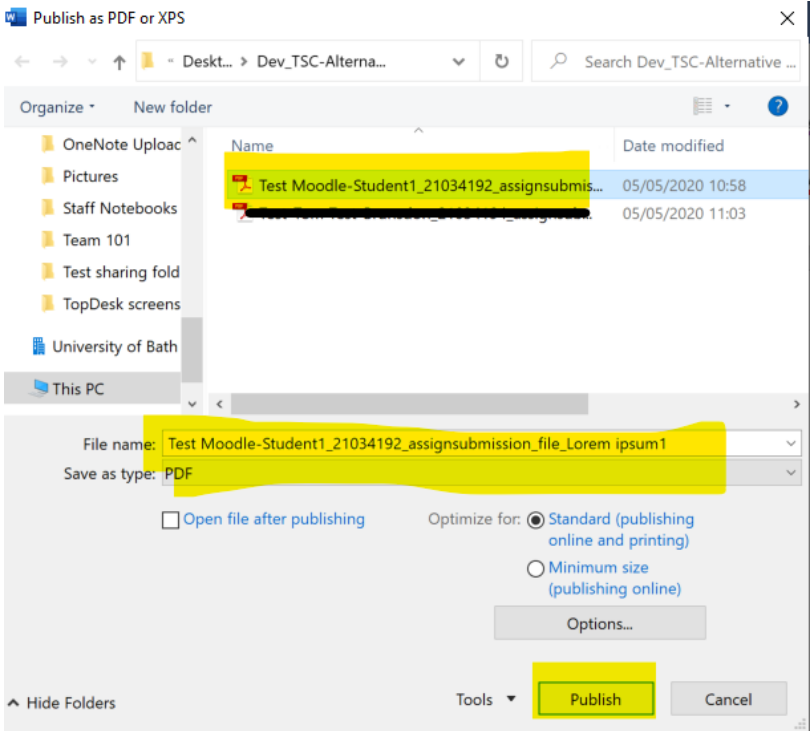


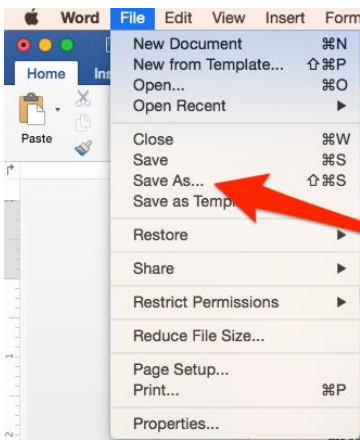
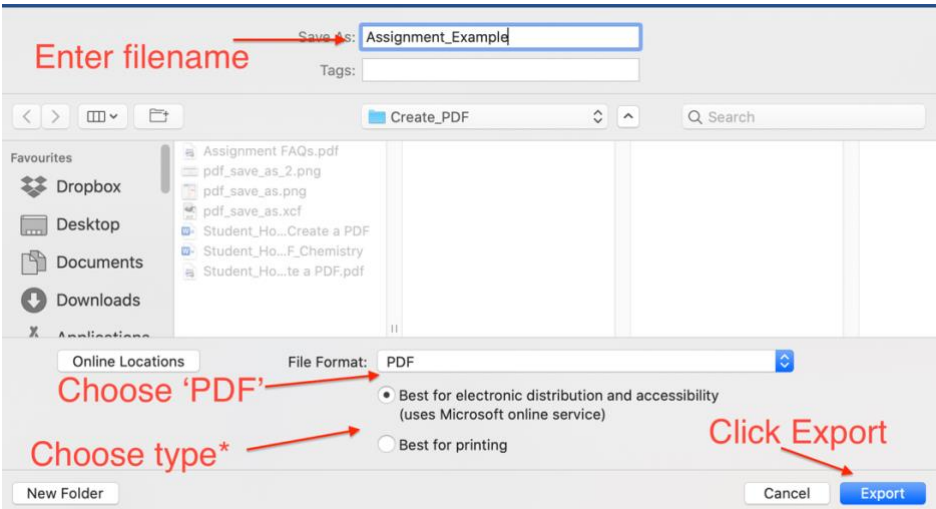
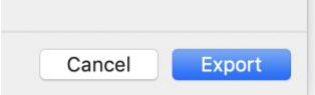
Student Guide – How to create a PDF for your Assignment Submission

Create a PDF with Microsoft Word (for Windows)

<p>Open Word and create your document.</p> <p>Use File, then Save As to save your document in Word as usual.</p>	<p>When you are ready to create your PDF, click File then Export.</p>  <p>The screenshot shows the 'Info' tab of the Microsoft Word ribbon. The 'Export' option is highlighted with a red circle. The ribbon includes sections for 'Protect Document', 'Inspect Document', and 'Manage Document'. The document title is 'Test Moodle-Student1_21034192_assignsubmission'.</p>	<p>When prompted, enter a name and choose a location for the PDF document, then click Publish.</p>  <p>The screenshot shows the 'Publish as PDF or XPS' dialog box. The file name 'Test Moodle-Student1_21034192_assignsubmission_file_Lorem ipsum1' and the 'Publish' button are highlighted in yellow. The dialog box shows the current location as 'Dev_TSC-Alternative Assessment biology 101-848544 (1)' on the Desktop. The 'Save as type' is set to 'PDF'. The 'Optimize for' options are 'Standard (publishing online and printing)', 'Minimum size (publishing online)', and 'Open file after publishing' is unchecked.</p>
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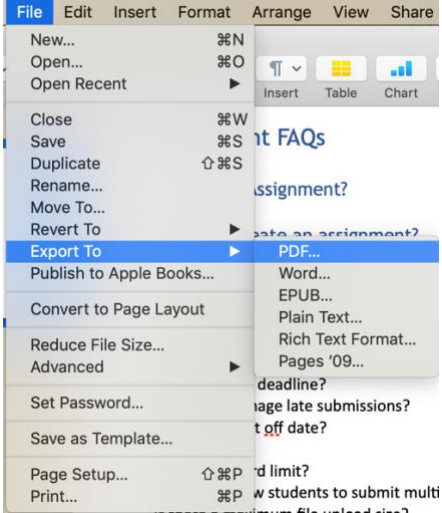
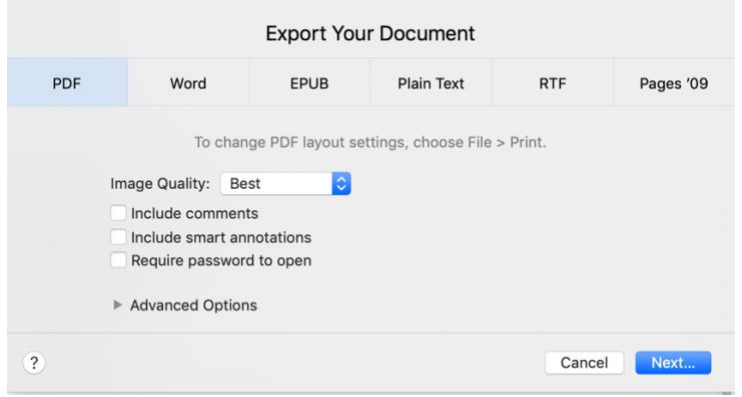
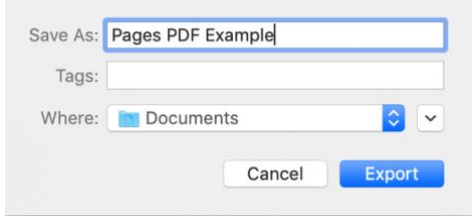
Convert Microsoft Word doc to PDF video guide: <https://www.youtube.com/watch?v=rhwTsARMNto>

Create a PDF with Microsoft Word (for Mac)

<p>Open Word and create your document.</p> <p>Use File, then Save As to save your document in Word as usual.</p>	<p>Go to File > Save As</p> 	<p>In the Save As box, give your PDF a name, then from the File Format dropdown menu, choose PDF.</p> <p>Note: (*Choose type: The default setting 'Best for electronic distribution and accessibility' should be used, however if your document includes special nomenclature (e.g. in Chemistry) choose 'Best for printing' instead).</p> 	<p>Click Export</p> 
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Save or Convert to PDF (Microsoft guidance): <https://support.office.com/en-gb/article/save-or-convert-to-pdf-on-your-mac-aa183751-1f09-4b8b-88a4-099a0c7528da>

Create a PDF with Apple PAGES (for Apple Mac)

<p>Create your Pages document</p>	<p>Go to File > Export To > PDF</p> 	<p>Click on Next</p> 	<p>Enter a filename in the Save As box and choose Where to save your file then click Export</p> 
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Convert Apple Pages document to PDF video guide: <https://www.youtube.com/watch?v=cozsD4uCXEE>