

Converting PDF files to Word documents (using Windows)

If you need to open, edit and re-save a PDF to add comments to a student submission, this can be done using Microsoft Word. This approach should be used with caution as converting in this way can affect formatting and diagram/table layout. Students should not be disadvantaged by this so please refer to the original PDF where this occurs.

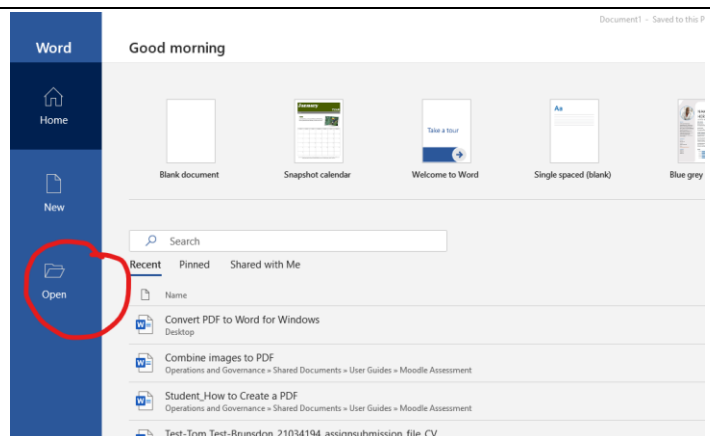
Please view this [Microsoft support article](#) for guidance about elements that may be problematic during the process of converting PDF documents to Word (such as tables with cell spacing).

If you have minimal comments to add, it may be simpler to use the [annotation tools](#) in your PDF software (such as Adobe Reader).

For handwritten annotation guidance, please see the [digital annotation guidance](#).

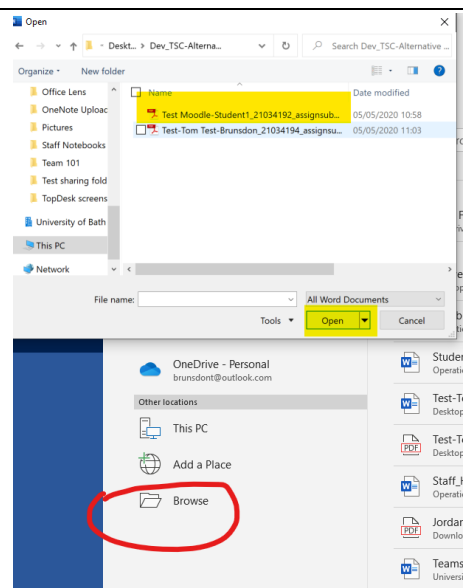
Step 1

Open **Microsoft Word** and click **Open**.



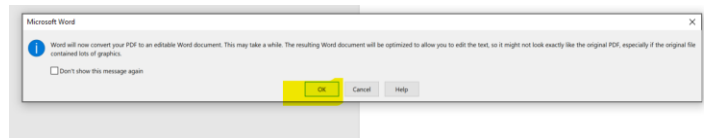
Step 2

Click **Browse** and choose a PDF file from your computer.



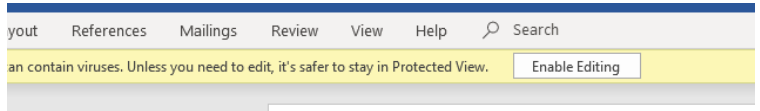
Step 3

You may see a warning message that some formatting may be lost. Click **OK** to accept this.



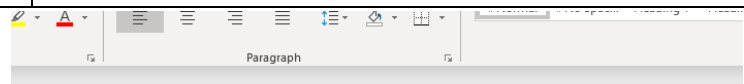
Step 4

If prompted, click **Enable Editing** and accept any further warning messages about formatting.



Step 5

Mark and comment in the Word document as normal.



Test

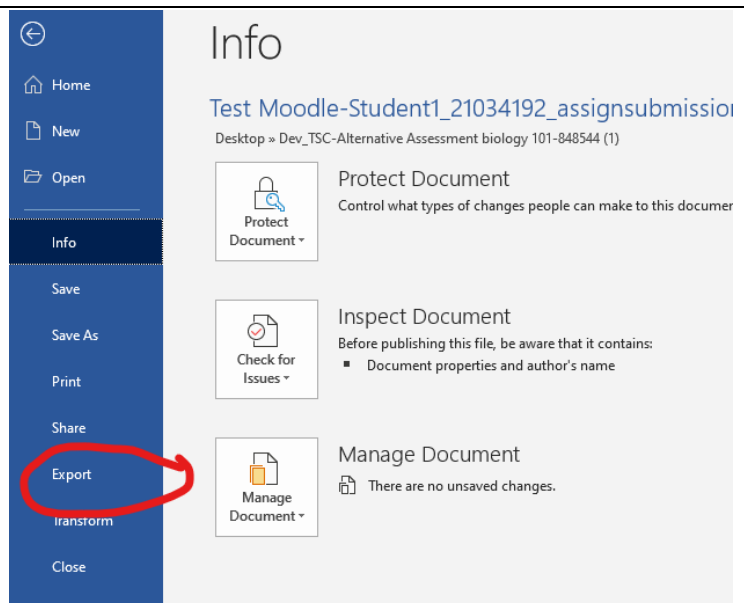
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Step 6

You may save the Word document as you make changes to prevent losing work. Note that it may change the original file name. We also suggest saving the Word document in a separate folder if you are later uploading the feedback file to Moodle.

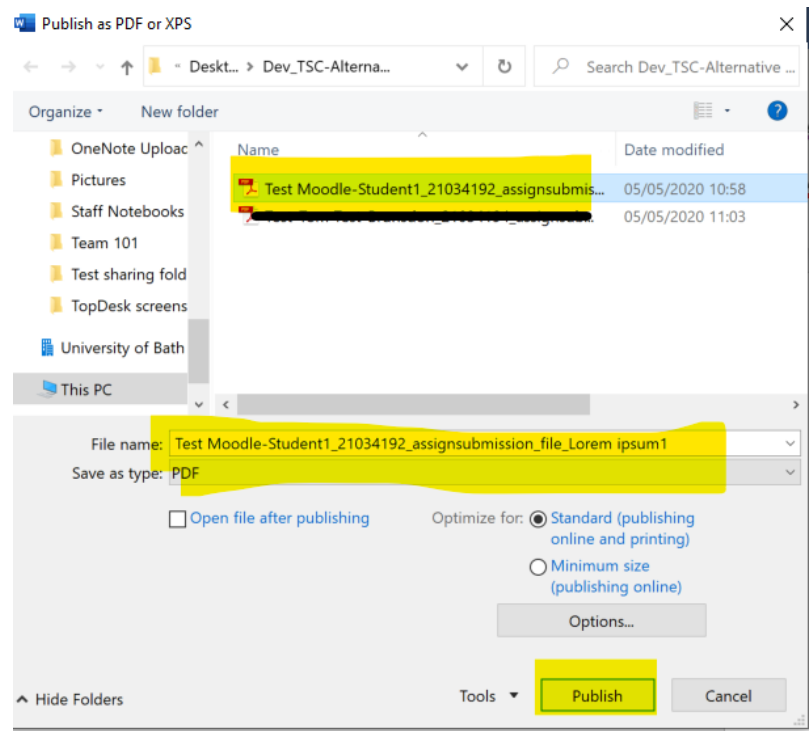
Step 7

When you have finished marking and commenting, export the document as a PDF. Click **File** then **Export**.



Step 8

- When prompted, enter a name and choose a destination for the new PDF document.
- If you are uploading the PDF as a feedback file into Moodle, ensure that you save the PDF with exactly the same filename as the **original document**.
- You can overwrite the original PDF document you downloaded as there will be still be a copy of the student's work in Moodle.
- When you are happy that the file name and destination folder are correct, click **Publish**.



Guidelines for alternative assessment

It is unlikely that you will be providing feedback to students on alternative assessment during this period. We recommend that feedback is kept outside of Moodle on a safe digital location such as the X:drive.