

# Uploading Documents to Teacher Pages

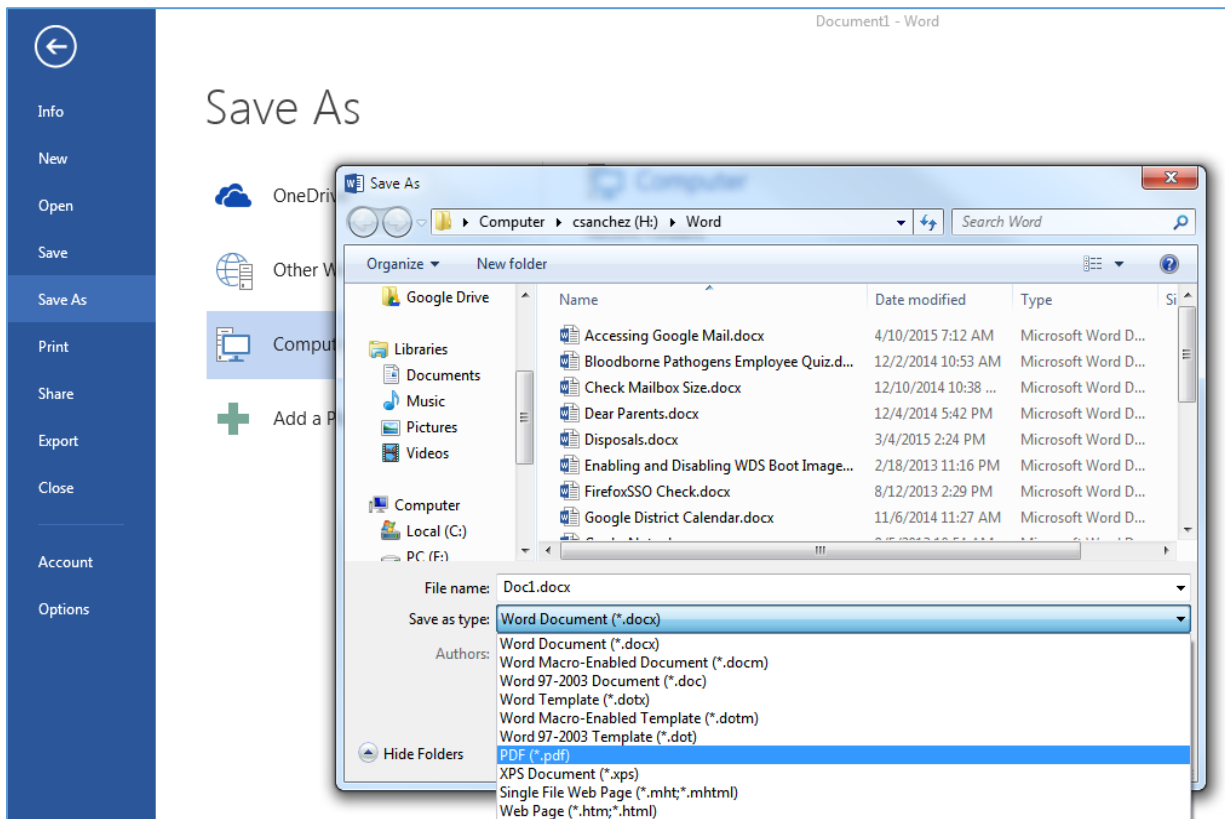
To provide the best experience for your visitors, it is highly recommended that you convert all of your documents to pdf format before they are uploaded to your teacher page.

There are a few relevant ways to convert documents to pdf, if the file itself is not already in pdf.

1. Use the application built-in option to save or download the document in pdf. Applications below are some examples that provide this built-in option.
  - a. Word
  - b. Excel
  - c. PowerPoint
  - d. Google Docs
2. Use the document to pdf CutePDF utility available on the district computers.
3. Online converter options (less preferred)

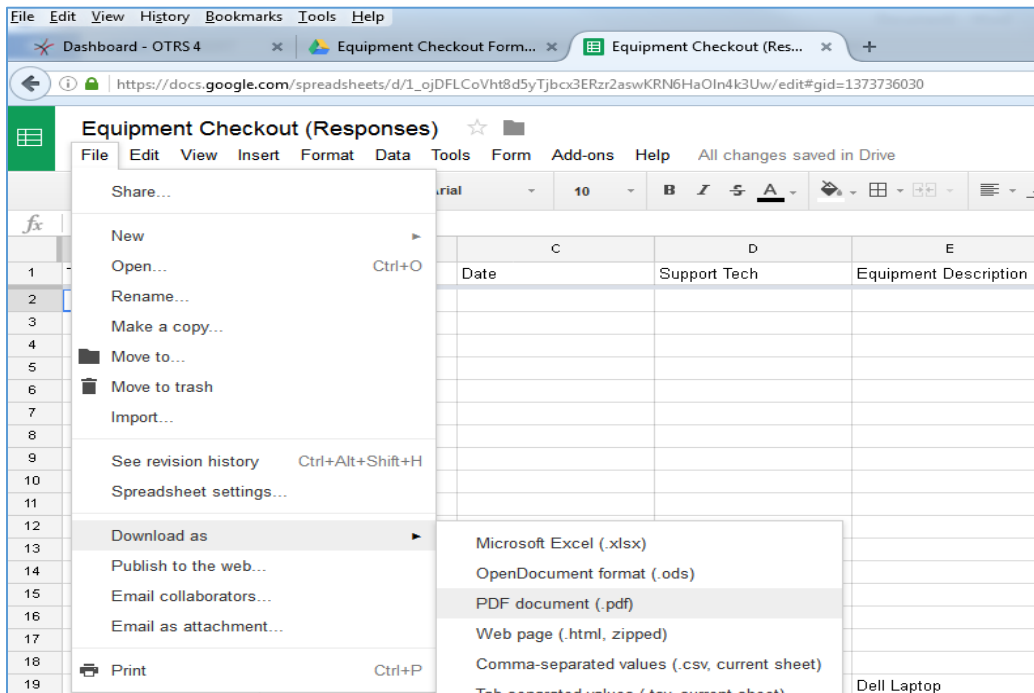
When using Word, Excel or PowerPoint, follow the steps below:

- Open the document that you want to convert.
- Click on File, then Save-As
- Click Browse, choose your location
- Name the file and click on the “Set as type” drop-down list and select PDF
- Click “Save”



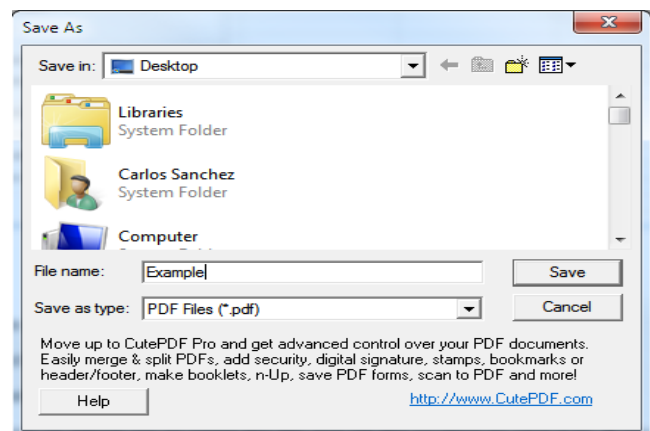
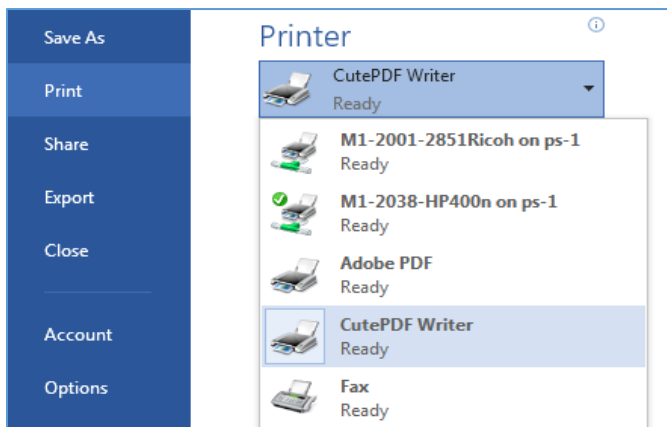
## When using Google Docs:

- Click on File
- Click on Download as, then select the “PDF document (.pdf)” option



## When using an application that does not have a built-in method to save as PDF:

- From within the application, click on File, then Print to open the printer dialogue box (Note: the printer dialogue box will differ depending on the application)
- Select the “CutePDF Writer” printer and click “Print”
- You will get a pop up asking you to name the file and set the location to save it to. If you do not see the window within a few seconds, click anywhere on the screen and it should present itself.



## Using Online Tools:

There are many sites available. One example is <https://www.freepdfconvert.com/>