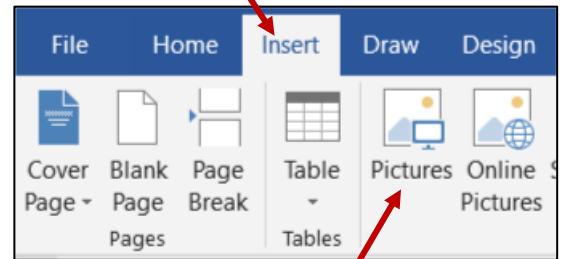


Converting a Picture to a PDF

1. Save the picture to your computer.
2. Open a Word document.
3. Go to **Insert** and choose **Pictures**.
4. Find where you have the picture saved.
5. Double-click the picture or click the picture once to select it and press **Insert**.
6. Resize the picture using a handle in a CORNER of the picture so you don't distort it.

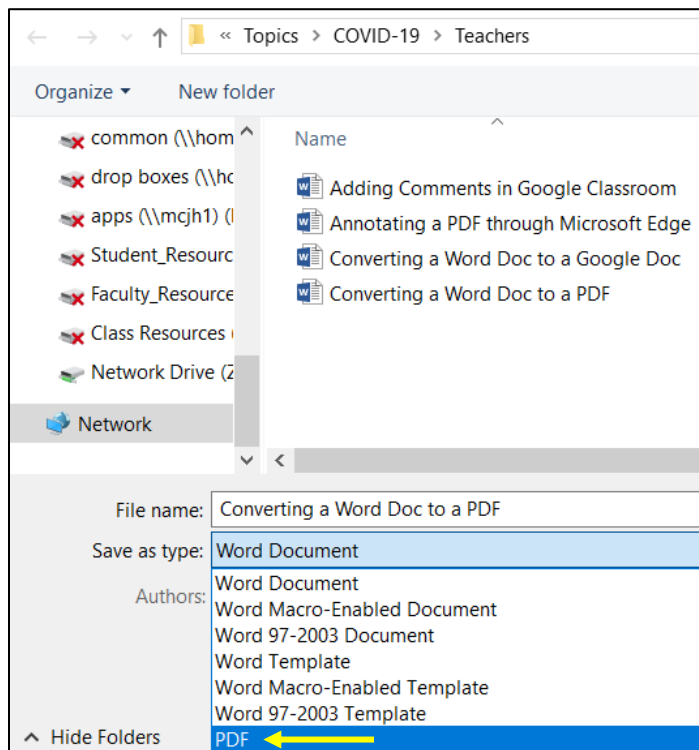


***NOTE: If the picture is in landscape mode, you may want to change the orientation of your document to landscape as well to eliminate "white space".**

Click on the **Layout** tab and choose **Orientation – Landscape**.

***NOTE: If you have more than one picture to provide feedback on for a particular student, you can insert more pictures on multiple pages in the Word document. When converting the Word document to a PDF, the number of pages in the PDF will match the number of pages in the Word document.**

7. Once you are finished, save the Word document as a PDF.
8. Go to **File – Save As**.
9. Choose where you would like to save the document to.
10. Choose a **Title**.
11. Change the **File Type** to **PDF**. You do not need to save it as a Word document. After you save it as a PDF, you can close the Word document and not save it.



Choose where to save the PDF.

Choose a title.

Change the File Type to PDF.