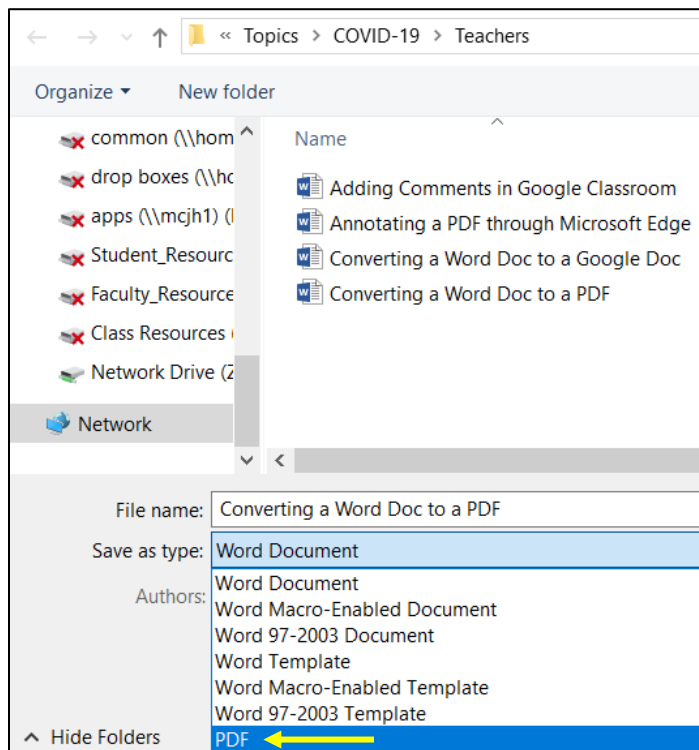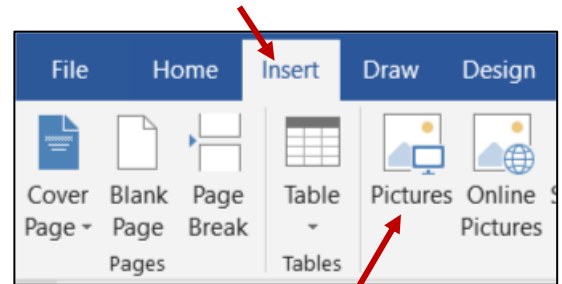# Converting a Picture to a PDF

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.