

How to submit your work as a Word or pdf file

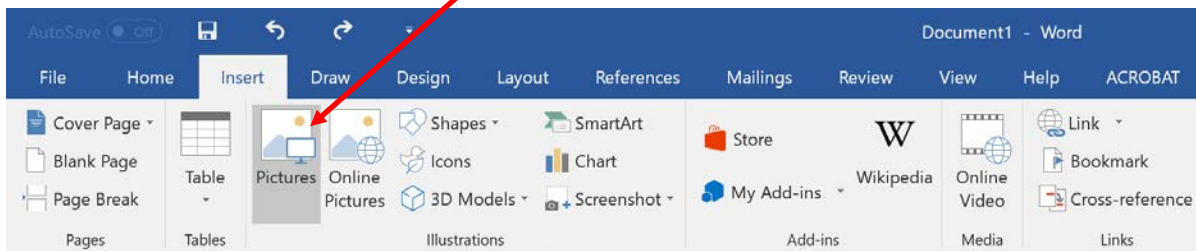
These instructions will show how to submit your written work as a word or pdf file using Microsoft Word 2016.

(You can download the latest version for free using your student portal)

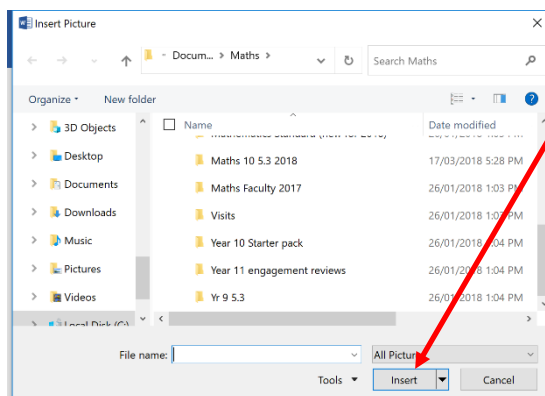
The filename extensions for a word and pdf file will be:

- **.docx** for word file
- **.pdf** for a pdf file

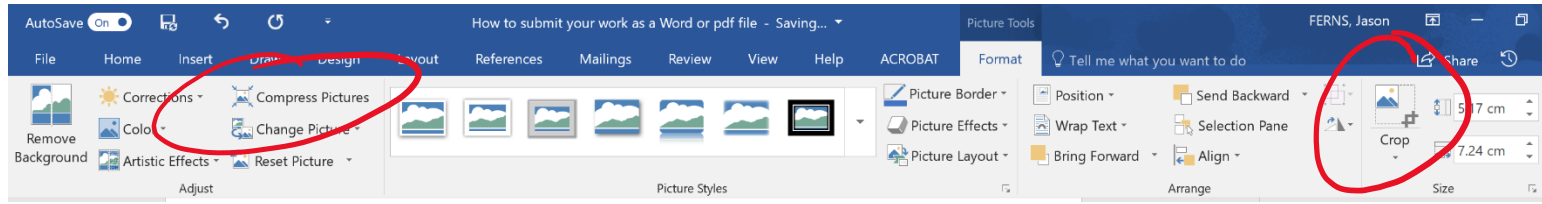
1. Photograph your written work and save to a location on your computer. You can photograph using your phone, a camera or your webcam.
2. Open Word 2016 and open a blank document.
3. Select the insert tab and then select picture;



4. Select the photograph of your work from file location you selected at point 1 above, then select insert;



5. Once you insert your picture, select the picture tools. If you cannot see the picture tool click on the picture.

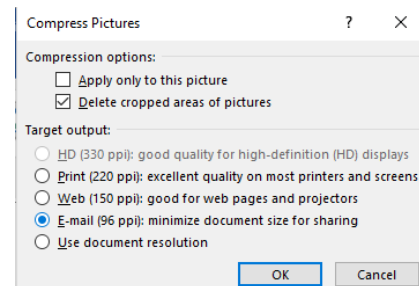


6. You can experiment with some of the tools, but most will not be needed if you took a good photograph. The main tools you will use are;

- Crop- remove parts of the picture not required.
- Compress pictures- to reduce your file size to make it easy to upload

7. After you have inserted all the images of your work, you will need to compress the images to make the file size smaller and easy to upload.

- To compress images, click on any image then select the picture tools tab.
- Untick first box and then tick the second box
- Select e-mail
- Click OK



8. Save your file as either a word or pdf file,

- Word: Select file then save. Make sure you add your name to the file, so your teacher knows it is your file!
- PDF: Select file then Save as Adobe PDF.

9. Upload to Canvas.

10. If you have problems uploading files to Canvas please contact the teacher of the course you are using.