

Saving documents so your instructor can read and grade it

Why is this important?

In order for your instructor to open a word processing document you have saved and uploaded in Moodle, you must save it in a form the instructor can actually open. The most common type of file instructors have you use is a word processing program, and most of the college instructors use Microsoft Word. Documents saved in that program are automatically saved with a .doc or .docx extension at the end of the filename making it very easy for your instructor to open the documents. However, if you use some other word processing program, it will automatically save your documents with a different extension, making it difficult, sometimes impossible, for your instructor to open it.

What can you do if you aren't using Microsoft Word?

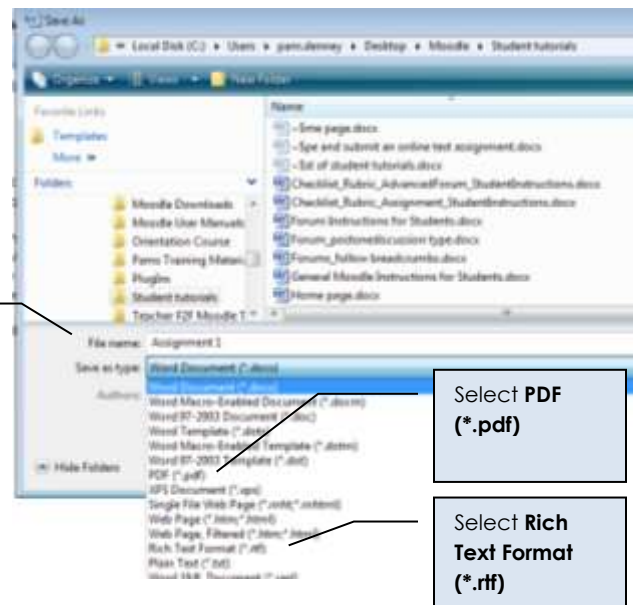
You can save your documents with a special filename extension that your instructor CAN open no matter what word processing program you are using. The most common ones are **.rtf** and **.pdf**.

- Saving a word processing file as an "RTF" type of file allows others to open the file no matter what type of word processing program you (or they) have on their computers. Saving as an RTF file also keeps most formatting choices you made to your document which is really important if your document has to use a special format, such as with MLA format.
- Saving a file as an "PDF" type of file allows others to open the file no matter what programs they have on their computers. This is a good choice when instructors don't need to see special formats, such as with MLA format.

How to save a document as an .rtf or .pdf file. Follow the general steps below for most word processing programs. (Instructions if you are using the **Pages** word processing program on a Mac computer or **Google Docs** are on the next page of these instructions.)

Step 1: Choose to **Save as** (not **Save**) your document.

Step 2: In the Save as dialog box that appears, click the drop down menu to **Save as type**. (This is generally found directly below where you type the filename.)



Click the **Save as type** drop down menu.

Select **PDF (*.pdf)**

Select **Rich Text Format (*.rtf)**

Step 3: Select **Rich Text Format (*.rtf)** or **PDF (*.pdf)** from the drop-down menu.

Step 4: Pay attention to where you are saving the file. Then click the **Save** button.



Notice where you are saving the file so you can find it when you get ready to upload it into your Moodle course.

Save button

If you are using the **Pages word processing program on a Mac computer**: Click **File** then **Export** and select the appropriate file format from there. Read [these instructions](#) from Apple for more help.

If you are using **Google Docs**, click **File** then **Download as** then choose Rich Text Format (RTF) or PDF Document (PDF). Watch [this short video](#) for more help.