




CONVERTING TO JPEG

Converting your PDF, Word, or other document to JPEG to insert into your Faculty/Activities Page

1. Open the document you want to convert
 - a. Take a Screen shot of your document (Print Screen button on keyboard's upper right)
 - b. You may need to adjust the 100% view to a lower % to view the entire document
 - c. Go to Start (bottom left icon) 
 - d. Select: Open All Programs, then select Accessories, then select Paint
 - e. A paint screen appears
 - f. Paste the Print Screen onto the Paint Screen with Ctrl V or mouse right click
 - g. Select Crop tool (top)
 - h. Crop your document to desired length and width
 - i. Save as (name) and place on your desktop
 - j. Insert as image where needed
2. Remember to save often!