

## Converting Existing Files to PDF to Use in Knowmia Teach

### Using a Notebook File

1. When you are in your Notebook file, click File...Export...PDF.
2. Click Full Page on the left of the window.
3. You can delete the header and date if you don't want them on your steps in Knowmia Teach.
4. Click the PDF Setup tab.
5. Select Landscape.
6. Click Save.
7. Browse for a good location for the file.
8. Name the file.
9. Click Save.
10. Email the document to yourself.
11. From the email app on your iPad, open the pdf.
12. Tap in the document.
13. Tap the sharing icon in the upper right corner of the screen.
14. Scroll to the right until you see Open in Knowmia Teach and tap it.
15. Tap Select All.
16. Tap As Steps.
17. Each Notebook page will be added as a step in your Knowmia Teach lesson.

### Using a PowerPoint File

1. When you are in your PowerPoint file click File...Save As.
2. Change the Save as Type to PDF.
3. Browse for a good location for the file.
4. Name the file or leave it as is.
5. Click Save.
6. Follow steps 10-17 above.