



PEER TO PEER

# TECHNOLOGY

SESSION 3

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**TECHNOLOGY**

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# HOW TO CONVERT A TEXT INTO A PDF DOCUMENT.

RESOURCE 3

## TIMING :

1hour. ( +15 minutes of feedback + 10 minutes for planning)

## INTRODUCTION :

In this session we will learn to convert any text into PDF. Using PDF files it is very useful, we can share them, tweet them, google them....

Text files with PDF extension are widely used nowadays. Making a text in this type of format is very easy. It is a format compatible with any type of computer.

PDF is the acronym for Portable Document Format. These are very common documents, not only in companies, but also in research texts and school textbooks of any educational level.

## FINAL PRODUCT :

To convert a text into a PDF

- **OBJECTIVES :**
- To learn how to convert a text to pdf .
- To expand our knowledge of the use of technology.
- To become familiar with technological vocabulary.
- To follow instructions.

## • CONTENTS :

- Obtaining information from a tutorial video.
- Following the steps required to perform the activity.
- Asking for help if needed.
- Acquiring useful knowledge.

## MATERIALS :

Tutorial video, paper sheets, electronic devices, pens.

## DEVELOPMENT OF THE SESSION :

### • Activity 1:

To start this activity the peer tutor will explain to the group what will be the task to do. Then she will have to learn how many of the students can make the conversion of a text to pdf. After the survey the class can be divided in small groups (3-6) or peer to peer working, depending on the number of students who already know the conversion procedure.

Up next, we will watch the tutorial video and write down in group or pairs, using a shared sheet, the steps to follow how to do the conversion from a text to a PDF.

20 minutes .

- **Activity 2:**

Next, we will create a text in our device in order to change it to a PDF. Once we have written and saved the text we will watch the tutorial video, as many times as necessary, pausing it if necessary too, until we convert our own text into a PDF.

30 minutes

- **Activity 3:**

The text has been already converted into a PDF, our last activity will be to share it via email, via Telegram, via WhatsApp with someone, in a group or our new Telegram channel!

10 minutes.

## MATERIAL AND DIDACTIC RESOURCES USED IN THIS SESSION:

### Activity 2 :

tutorial video : how to convert a text into a PDF.

