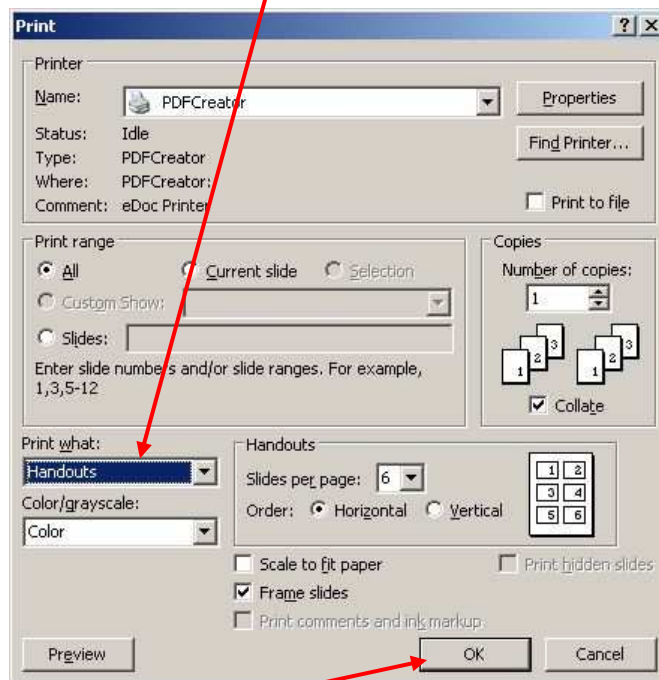

How to Convert PowerPoint to PDF

There are numerous benefits to saving your PowerPoint as PDF:

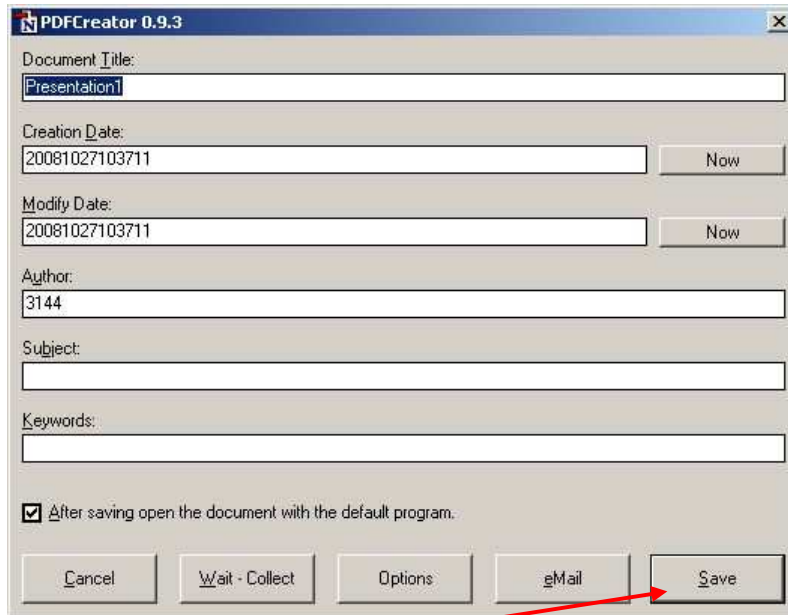
- Typically smaller in size than the original PowerPoint file.
- Can be viewed by the free Adobe Reader, eliminating the need for PowerPoint or PowerPoint Viewer by the students.
- Can be viewed cross-platform, by Mac and Windows users.
- Can't be "accidentally" changed by the students.

Converting PowerPoint to PDF:

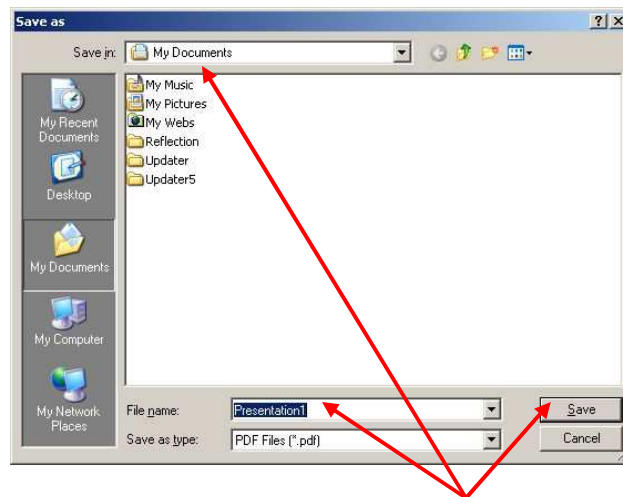
1. Open the PowerPoint presentation.
2. Select **File > Print**.
The Print dialog will open.
3. Change the Printer Name to "**PDFCreator**".
NOTE: If you're on campus and you don't see PDFCreator as an option, call Computer Services and we'll install it for you. If you're at home you'll need to download (<http://www.pdfforge.org/products/pdfcreator/download>) and install PDFCreator on your personal computer.
4. Change the Print what field to "**Handouts**".



5. Click the **OK** button.
The PDFCreator dialog will appear.



6. Click the **Save** button.
The Save As dialog will appear.



7. Select *where* (Save in) you wish to save the PDF and *what* (File name) you want to name the file, and then click the **Save** button.
The PowerPoint handouts will be saved as a PDF.

Once saved, the PDF can be shared as an e-mail attachment, a file in Course Studio, or a hyperlink "page" from a website.