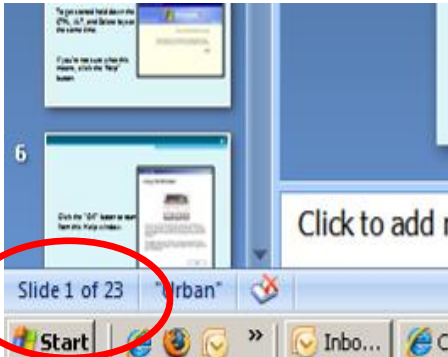
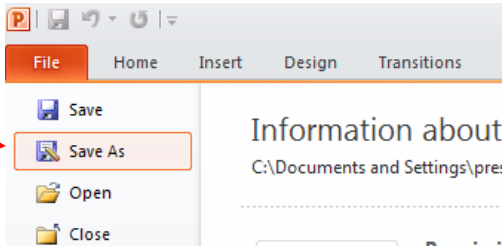
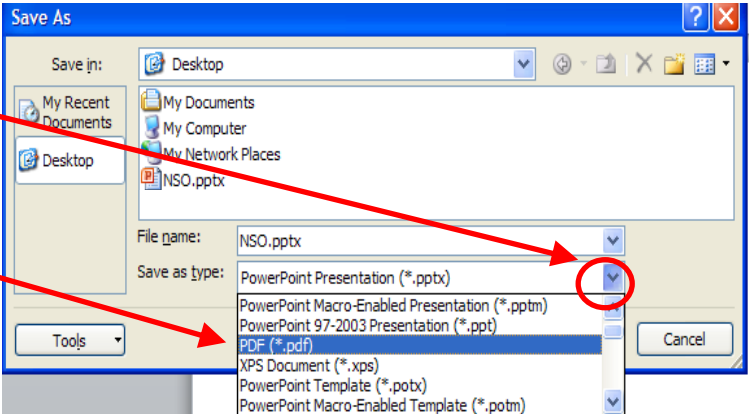


Why save a document in PDF (Portable File Format)? There are several reasons. Here are a few.

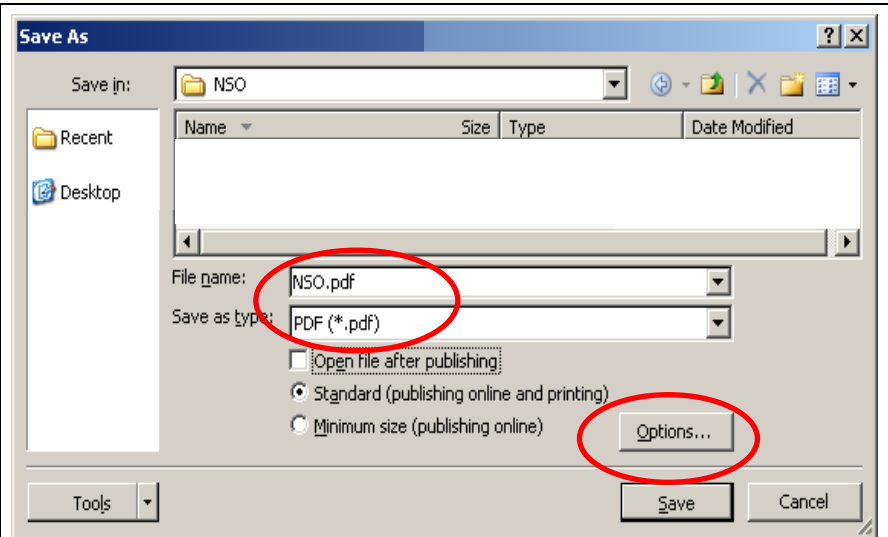
- A file in PDF that you attach to an e-mail or upload to Blackboard will be easier for your students to access than the original Word, PowerPoint, or Excel file.
- PDFs tend to be smaller than their original documents, so they take up less space in an e-mail or in Blackboard.
- It is difficult to edit a PDF, so the content is protected.

Here's how to save a PowerPoint document as PDF.

<p>1. Open your PowerPoint document. Make any changes you need to and save the file as you normally would.</p> <p>Make a note of how many slides you have in your document.</p> <p>You may want to reduce the number of pages in the PDF file by choosing to publish more than one slide per page.</p>	
<p>2. Click the "File" tab in the upper left-hand corner of the window, then click "Save As."</p>	
<p>3. In the "Save As" dialog box, click the drop-down menu arrow to the right of "Save as type:"</p> <p>Scroll down a bit and click on "PDF (*.pdf)."</p>	

Unless you happen to already have some PDFs, the folder will appear empty. The PowerPoint document hasn't been deleted, it just doesn't show up on the list because of the file type selection.

Note that the file extension is now ".pdf."

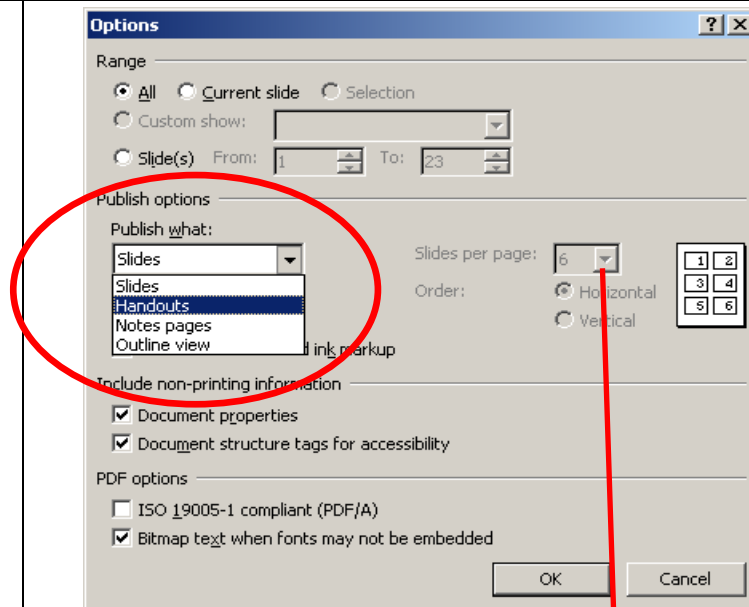


If you'd like more than one slide to appear on a page, continue with the following step; otherwise, skip to step 5.

Click the "Options..." button.

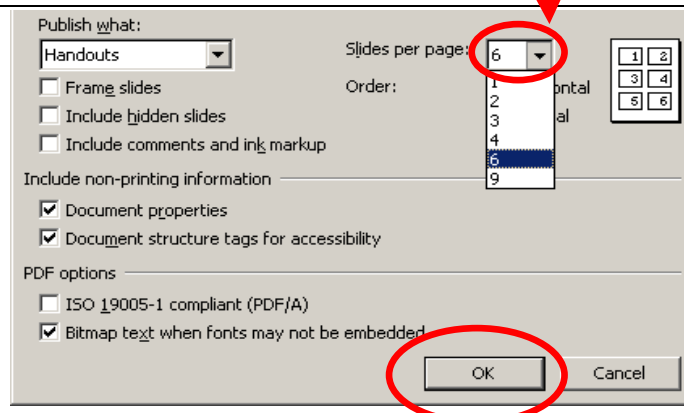
4. The Options dialog box

In the "Publish what:" drop-down menu, choose "Handouts."



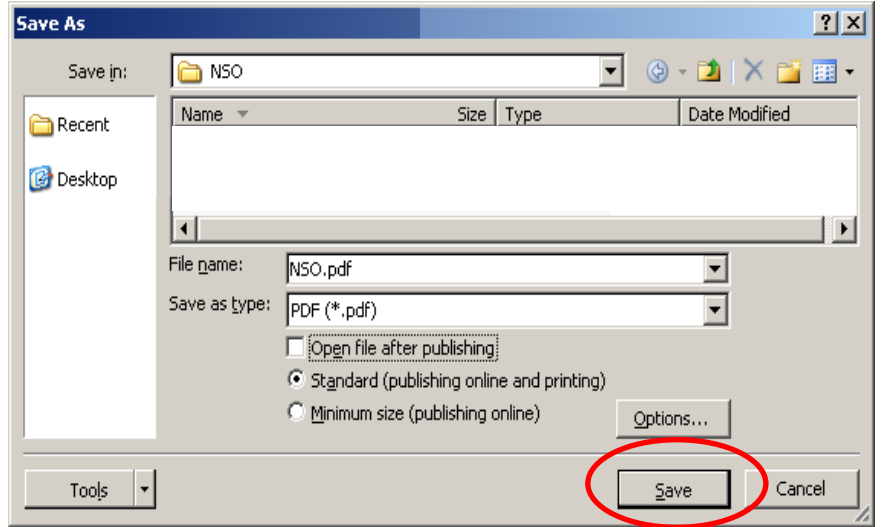
In the "Slides per page:" drop-down menu, choose the number of slides per page.

Click "OK."



5. In the Save As dialog box, click the "Save" button.

6. Close your PowerPoint document.

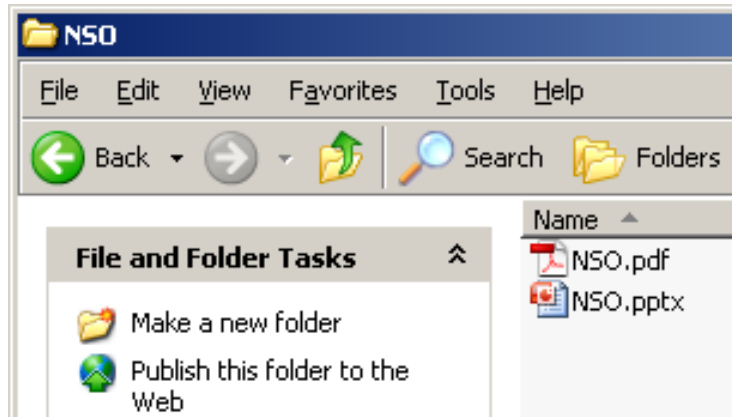


You now have two versions of your document, one in PowerPoint format, the other in PDF.

Familiarize yourself with the differences as they appear in the folder:

- the icons are different
- their filename extensions are different.

Should you need to make changes to your document, make them in PowerPoint and then convert the file to PDF again. **Keep the PowerPoint file**, as you may need it for future edits.



For more information, contact the Educational Technology and Distance Learning staff at sandbox@mcc.commnet.edu