

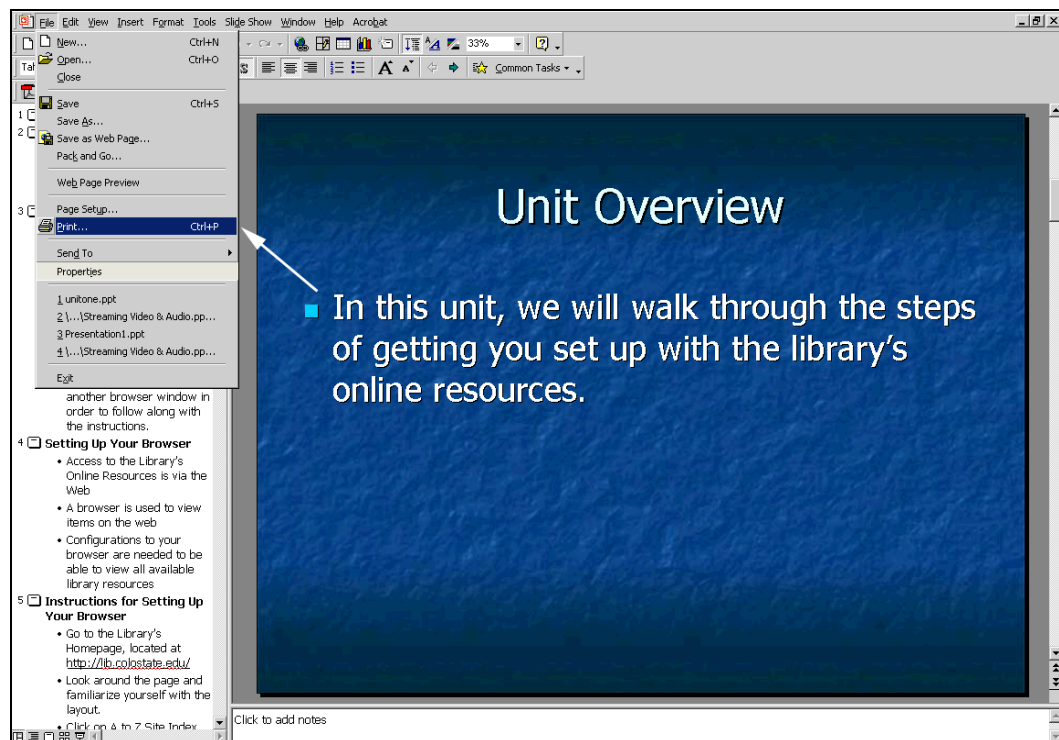
..... CONVERTING POWERPOINT FILES TO PDF FORMAT

In the interest of making your large PowerPoint presentations easy to access, you might consider converting them to PDF or HTML format. Converting these files can reduce the size and make it easier for users to access.

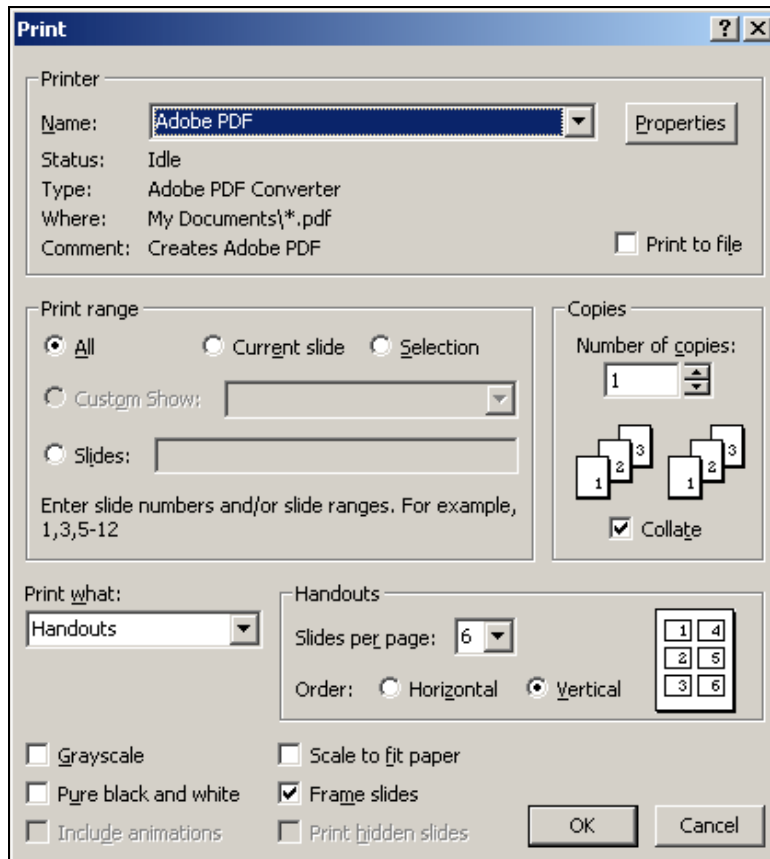
One way to accomplish this is to install Acrobat Distiller. Distiller converts PostScript language into Portable Document Format (PDF), which is the native format of the Adobe Acrobat. If you do not have Adobe Distiller installed, there is a University-wide license that you can acquire through the Software Cellar or through your department's computer administrator.

To create a PDF file, do the following:

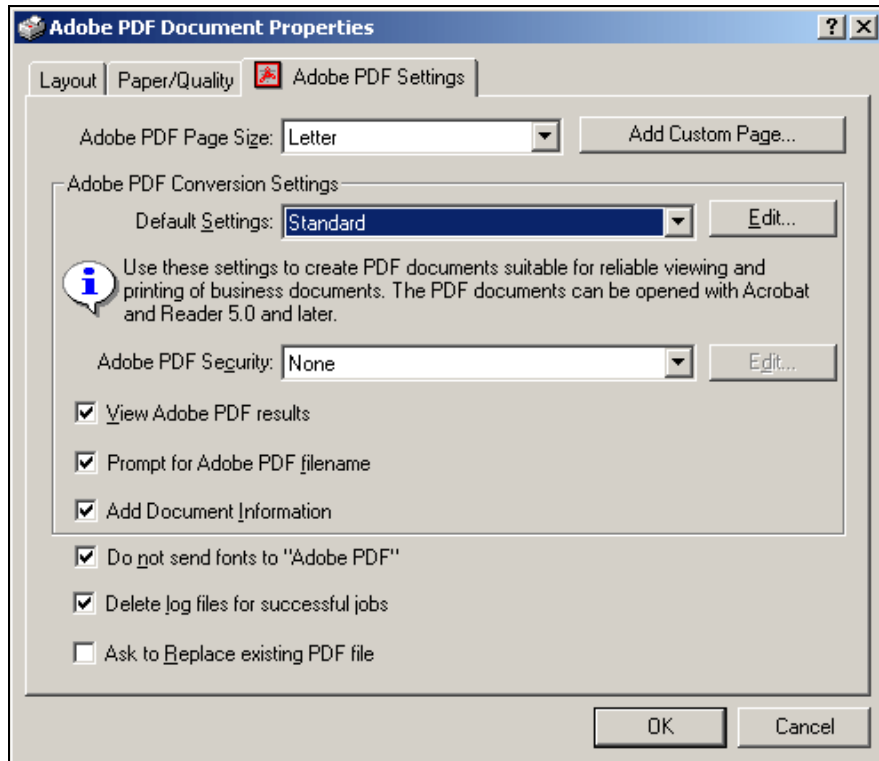
1. Save your file as a ppt.



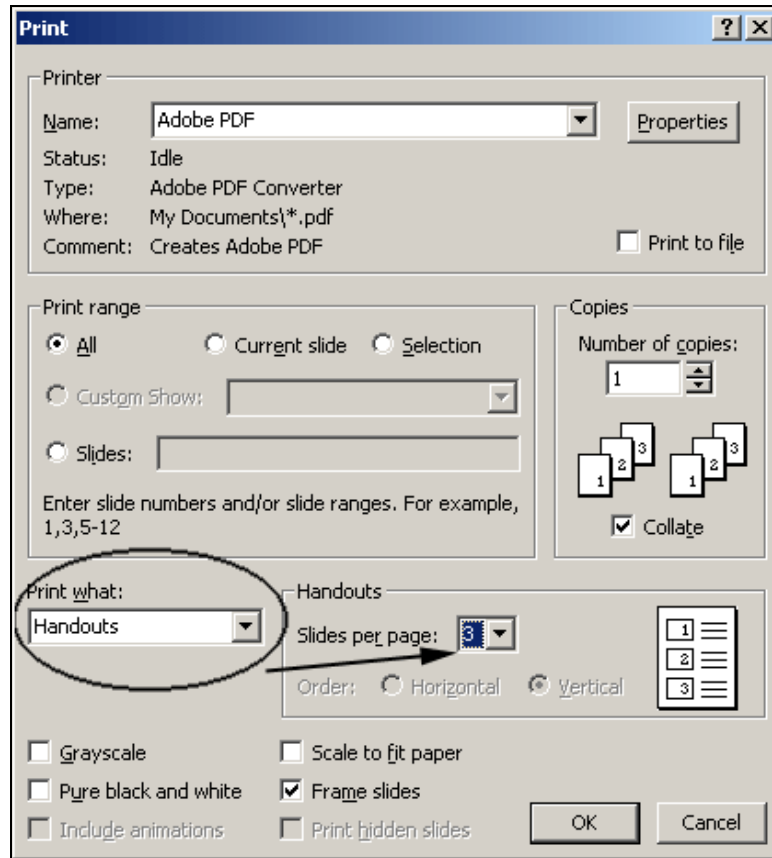
2. Go to **File > Print**. The print screen appears:



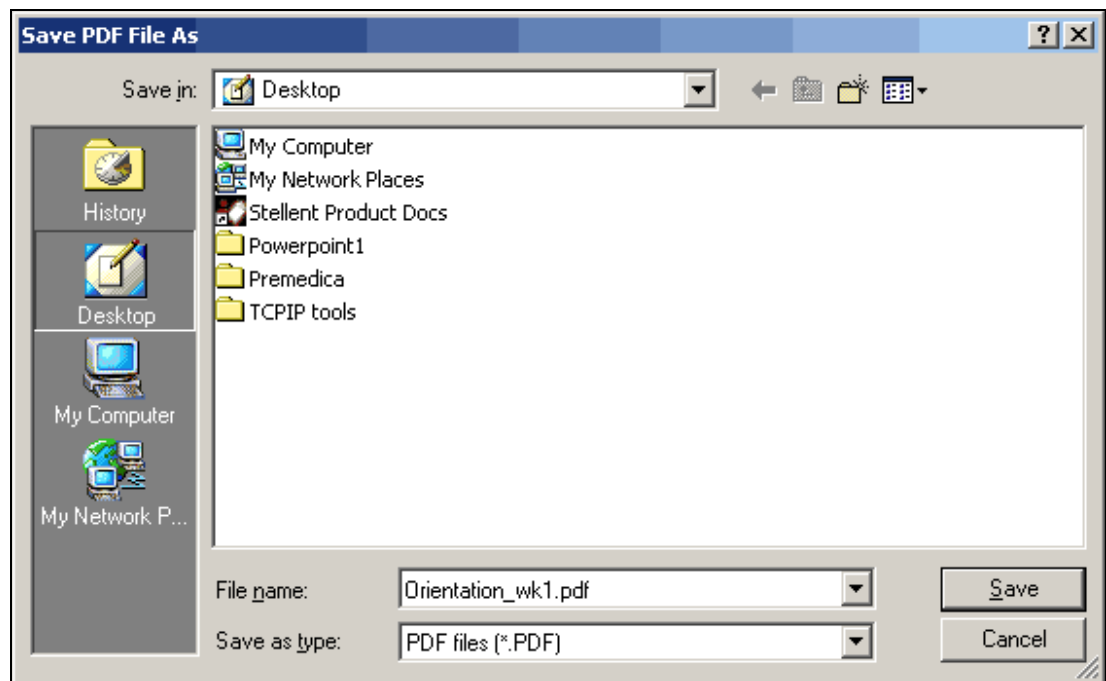
3. Select **Acrobat Distiller** at the print option.
4. Click the **Properties** tab on the on the Print screen. The Acrobat Distiller Document Properties screen appears:



- ❖ Select the Adobe PDF Page Size.
- ❖ Under Adobe PDF Conversion Settings, select the best option to save the colors and styles of the PDF file. You also have the ability to convert the PDF file to a smaller file and keep the integrity of the original PowerPoint presentation.
- ❖ On this screen you also have the option to select the Adobe PDF Security that might be helpful if you want to restrict your students from printing the document.
- ❖ Navigate back to the main Print screen and at the bottom select the **Handout** option and select the Slides per page option if you would like to allow the students to print this format for note taking.



5. Click **OK**. The Save PDF File As screen appears:



6. Save your file to your local drive. If you selected to preview the PDF it will be displayed in Adobe Acrobat Reader.