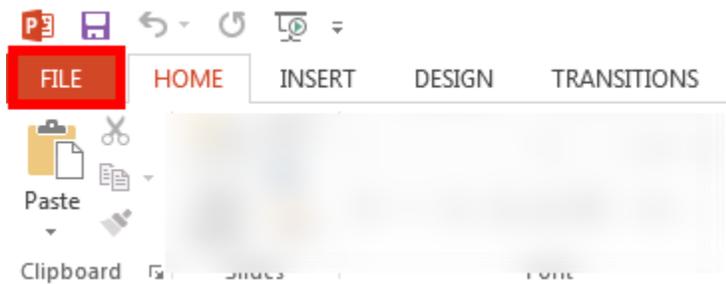


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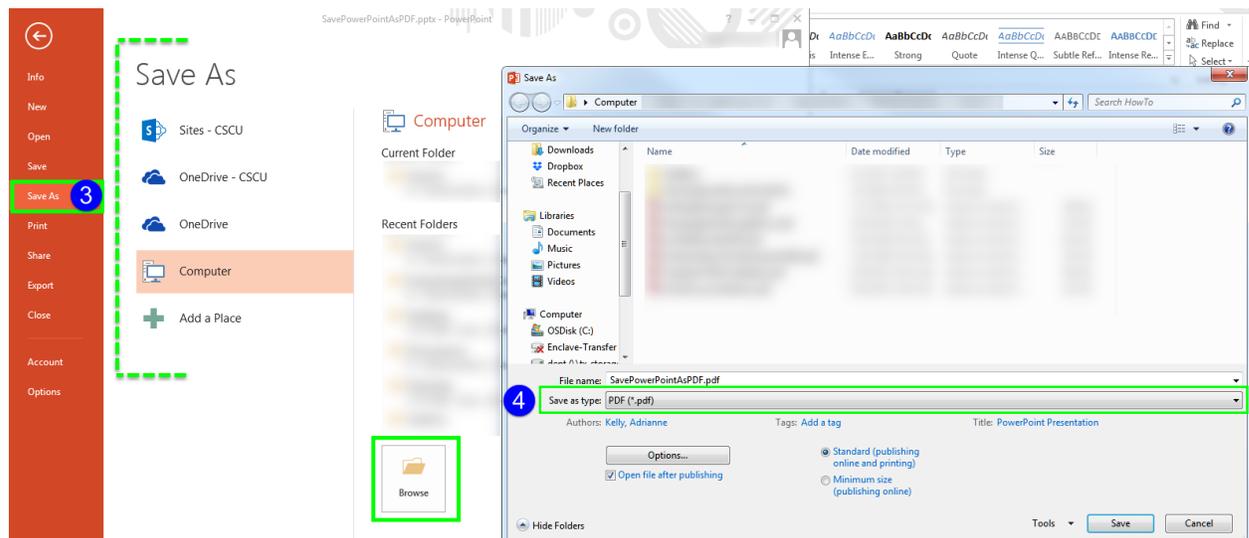
How to Save a PowerPoint Document as a PDF.

It is a good practice to save your PowerPoint Document as a PDF because doing so will ensure that your file appears exactly as it did in your original version on all computers using any browser. Converting these files to PDF's will retain all of the formatting, fonts, graphics and pagination and are considered "printer-friendly" documents.

1. To begin, open up the PowerPoint document that you wish to convert to a PDF.
2. Click on the "File" menu.



3. Choose "Save As" and then navigate to the preferred location on YOUR computer that you wish to save the file to. (Please remember where you've saved your file). In this example, I've chosen "My Computer" and then I chose "Browse" to go to my preferred folder.
4. Next, click on the "Save as type" option in the "Save As" dialog box that pops up when you've navigated to the location that you wish to save your file to. Choose "PDF (*.pdf)"



5. Now, you have a choice, you can simply click "Save" and be done -

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6. OR - you can opt to **“Minimize the size”** of the file for publishing online (this will reduce the file size and quality but will be viewed just fine on the screen).
7. Also, you can click on **“Options...”** to explore your options further.
8. You can change the **“Publish What:”** option to **“Handouts”**
9. Next, you can choose **“2 or 3”** (or any other option available) **“Slide per page”** to see a preview of what that would look like on your page. This reduces the amount of pages that would be printed should the viewer opt to print out this electronic file.
10. You can click **“OK”** when you are finished making your selections.
11. And, finally, you may click **“Save”** when you are done!

