

Saving a PowerPoint presentation as a PDF file with PowerPoint 2007

PowerPoint 2007 provides a convenient method for saving any PowerPoint presentation as a PDF file. Handouts and outlines can also be created as PDF documents.

What is a PDF file?

PDF stands for Portable Document Format. It is a standard format for sharing documents over the internet. Regardless of the type of computer or operating system someone may be using, they should be able to open a PDF file--the layout of the document will not be affected by any differences in settings between computers. PDF files open in reader software (most commonly Adobe Reader) that is available as a free download over the internet.

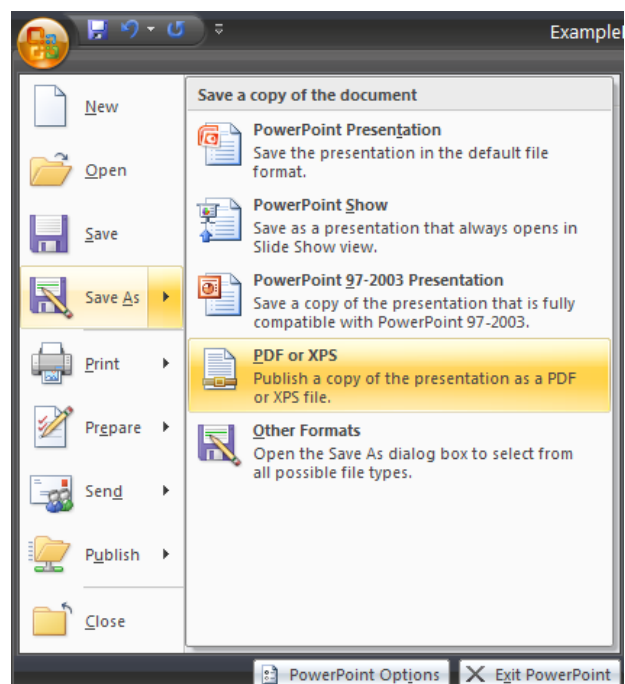
Why save your PowerPoint as a PDF?

If you distribute your PowerPoint presentations to your students through Blackboard, PDF is a good choice of file format to ensure that your students won't have trouble opening the presentation. Additionally, there are currently a few issues with PowerPoint 2007 that make PDF format a better choice for posting in Blackboard. With PowerPoint 2007, presentations no longer open up within the browser frame in Blackboard—they open in the PowerPoint software in a separate window. Instead of opening in presentation mode, as they should, the presentations open in PowerPoint's edit mode. Saving your PowerPoint presentation in the PDF format allows the presentation to still be viewed within the browser frame in Blackboard, and it will not open up in an edit mode, as PowerPoint does. In addition to saving your PowerPoint presentations, you can also save handouts and outlines of your PowerPoint files in the PDF format.

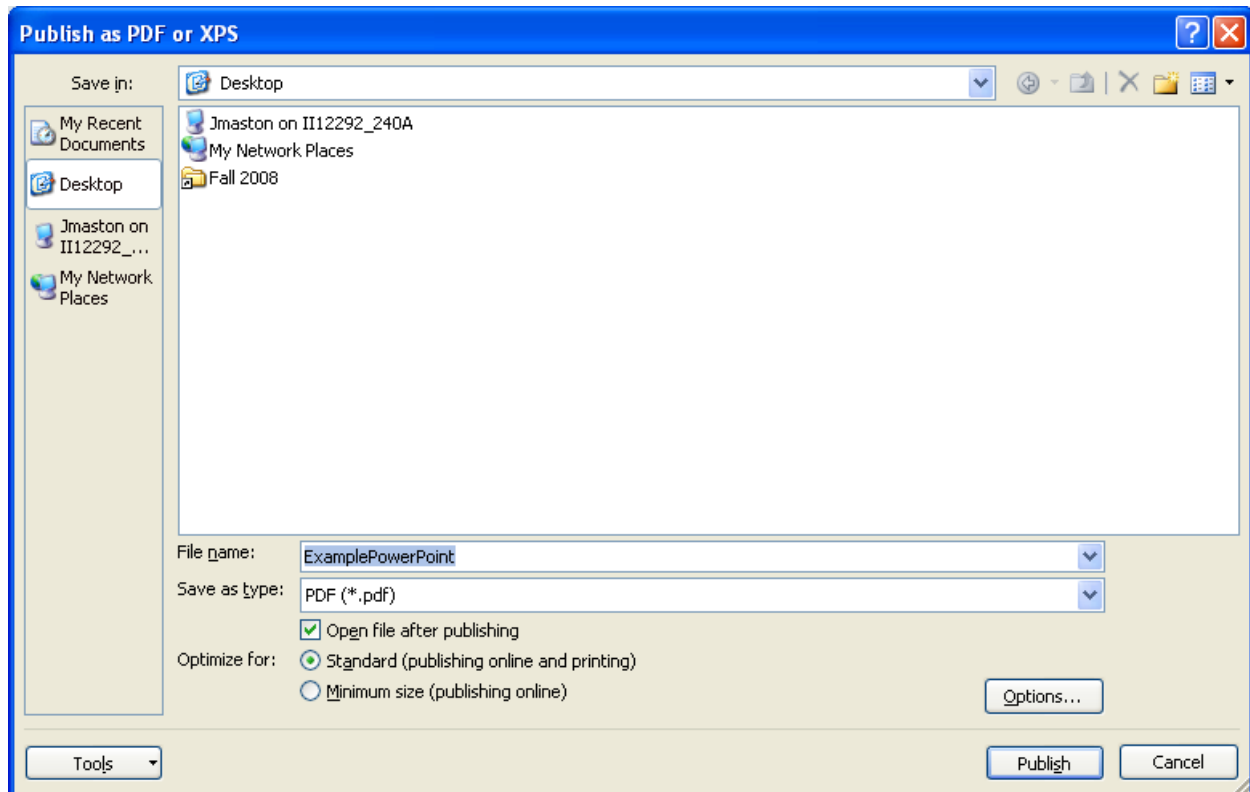
How to save your PowerPoint presentation as a PDF

1. Click on the Office button.
2. Point to Save As to make the Save As menu options appear.
3. Click on the icon for Publishing a copy of the presentation as a PDF file.

Note: This option to publish as a PDF file is actually an Add-on to the Office 2007 software. At ICC you should find that the Add-on has already been installed. At home, you may have to install the add-on yourself before you will be able to save in the PDF format. You will find the icon for publishing to a PDF file in the same location that you see it here. Clicking on the icon will display instructions for installing the Add-on. Just follow those instructions to install the Add-on.



4. The Publish as PDF dialogue box will appear. This is very similar to a Save as dialogue box.



5. Check your “Save in” location to make sure of where your PDF file will be saved.
6. Make any desired changes to the name of the PDF file (the file is named the same as the PowerPoint presentation by default).
7. Change the “Optimize for” setting to Minimum size. This decreases the file’s size and allows for faster document load times. It also decreases the resolution of the presentation, to some extent.
8. To finish saving your presentation as a PDF, click the Publish button. If you left a check in the Open file after publishing checkbox, the PDF document will open in the reader software.

Note: You will want to *save your original copy of the PowerPoint Presentation*. If you need to edit the presentation, you will need to go back into the original PowerPoint file to make the desired changes. PDF documents are not designed to be easily edited.

Creating PowerPoint handouts and outlines as a PDF file

Students often like to print out their instructor’s PowerPoint of their lectures for taking notes or review. With PowerPoint 2007, you can create handouts (with multiple slides per page) and outlines from your PowerPoint presentation, and provide them to your students in PDF format.

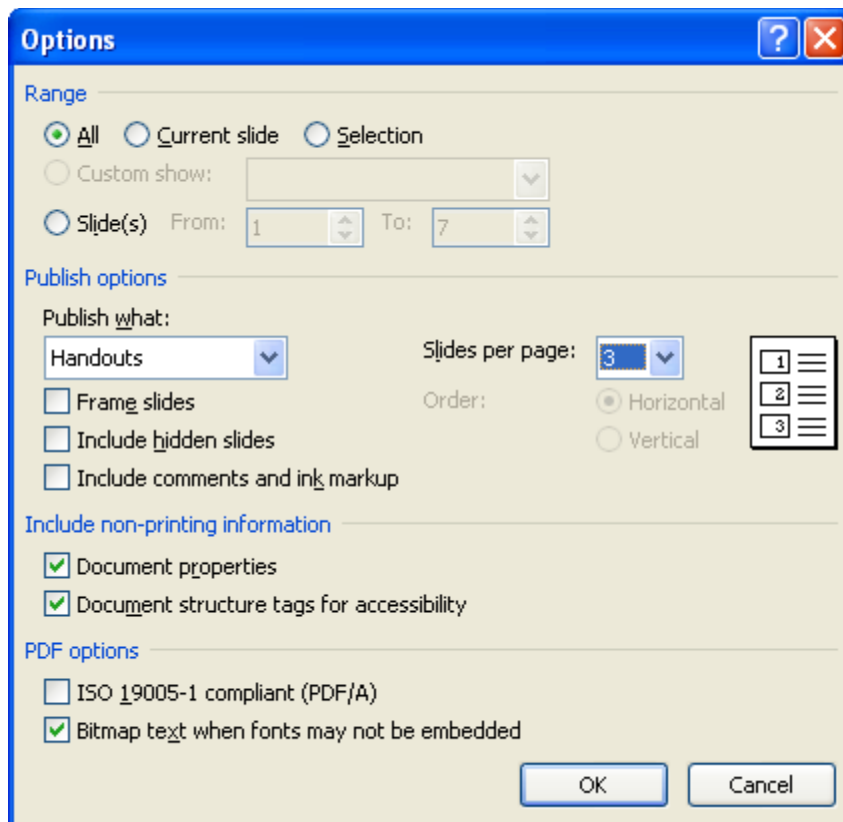
Optional preparation: Remove the background from your PowerPoint presentation before creating your handouts. The background makes the presentation look nice on the screen, but for printing handouts, the background design makes the printout less readable is a waste of printer toner/ink. Complete the following steps to remove the background.

- A. With your presentation open in PowerPoint 2007, change to slide sorter view by clicking on the view tab, and clicking on the slide sorter view button in the Presentation Views group.

- B. Select all of the slides in the presentation by clicking on the Home tab, and clicking the select drop down (located in the edit group). Choose select all from the drop down list.
- C. Click the Background Styles dropdown, located in the Background group on the Design tab, and choose the blank white slide background (Style 1, in the upper left-hand corner).
- D. With all slides still selected, put a check in the Hide Background Graphics check box, located on the Design tab in the Background group.
- E. Now when you create the handouts of you PowerPoint by completing the following steps, the slides will have a white background and no background image.



1. Follow steps 1-7 for “How to save your PowerPoint presentation as a PDF.”
2. Click the Options... button, located near the bottom right of the Publish as PDF dialogue box. The Options dialogue box will appear.



3. To create handouts: Change the Publish what drop down to Handouts. Setting the slides per page drop down to 3 prints three slides on each page, and provides blank lines next to each slide for taking notes.
To create an outline: Change the Publish what drop down to Outline.
4. Click OK to save the selections you have made in the Options dialogue box.
5. Click Publish to create the PDF file.