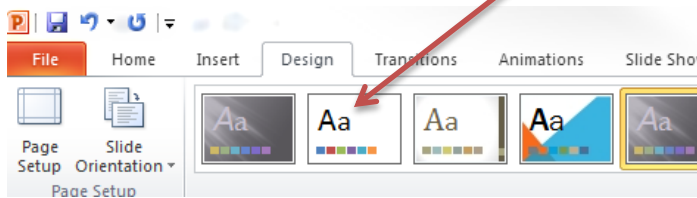# PowerPoint to PDF

NOTE: When adding PowerPoints to Moodle, please upload them as PDF for the students to **print**

Getting Started: If your PowerPoint has a background design, remove it first before creating the PDF.

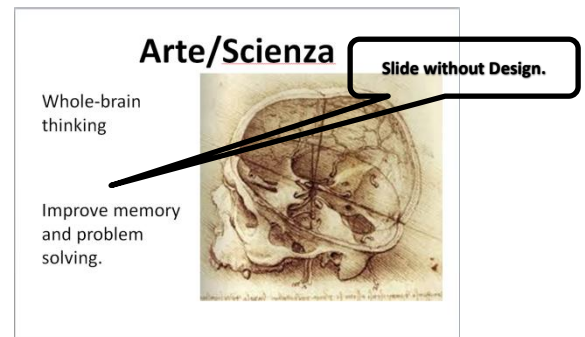To remove the background design, open your PowerPoint.

Select all of your slides and choose the Design tab in the ribbon

With the slides selected choose the Office Theme

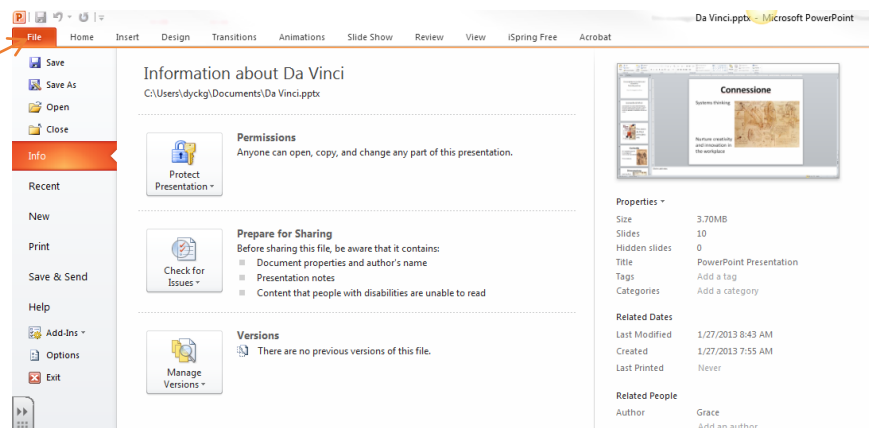All your slides will now have a white background and black text,

This will make it much easier for your students to print.
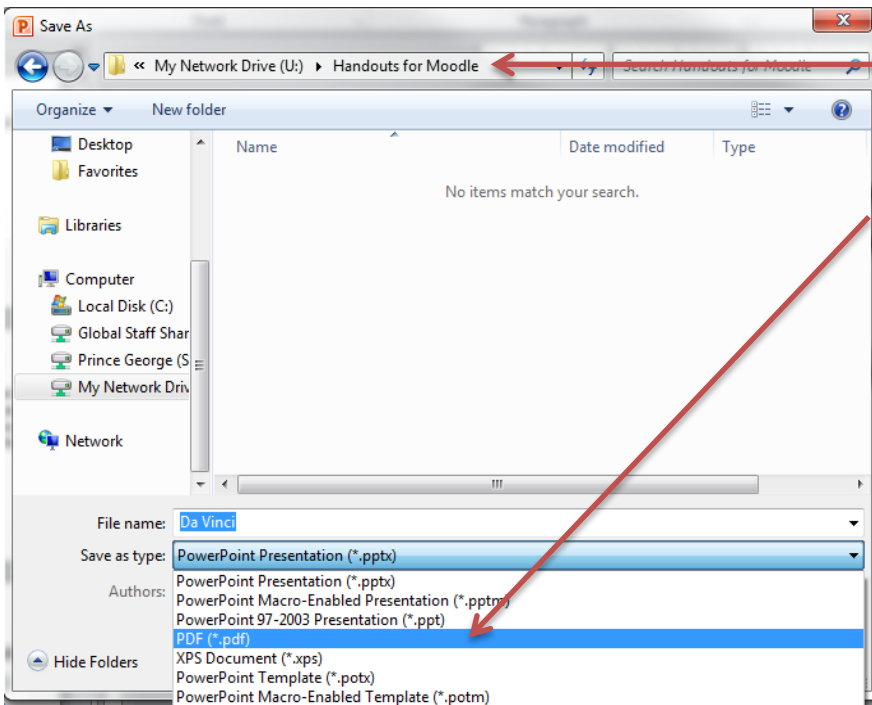
Saving PowerPoint to PDF:

1. With your PowerPoint open

2. Choose File Save As
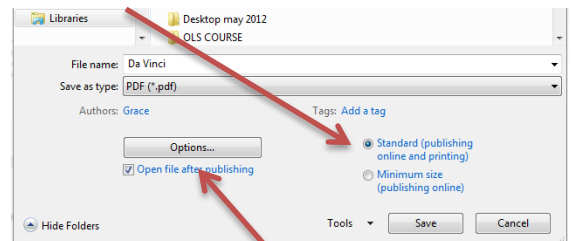
Now follow steps on Page 2

How To....

3. Choose your location to save the PDF file. The name will remain the same as your PPT file.

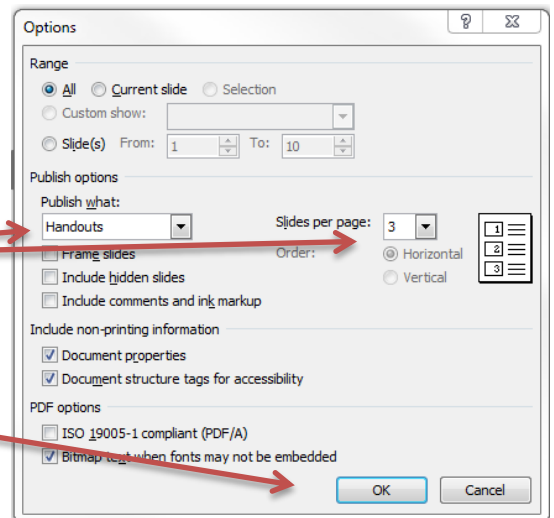4. Choose the save as type (PDF)
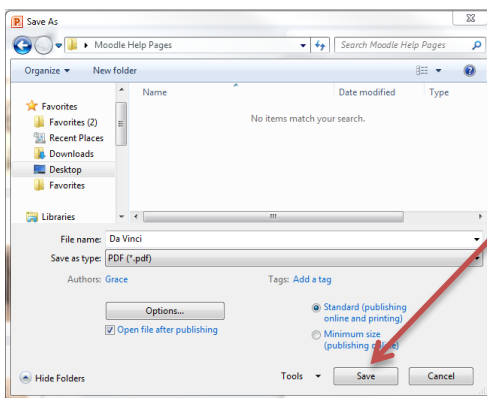
5. Check to make sure it is defaulted to Standard

6. Then click on Options

7. Read through the Options to set up the PDF as you want it.

8. Most faculty members prefer to give the class the handouts with 3 slides per page and room for notes.

9. When you have set your options click OK

10. Click Save.

Your PowerPoint is now saved to be printed or uploaded to Moodle.