

Saving PowerPoint Files to PDF as Handouts

Saving your PowerPoint presentations to a Portable Document Format (PDF) handout format will provide your students the ability to easily print your presentations, reduce file downloading waiting time from the web, and help conserve resources. The Portable Document format is also cross platform compatible and easily opened using the free Adobe Acrobat reader available here, <http://www.adobe.com/products/acrobat/readstep2.html>.

Saving PPT presentations to PDF Handouts

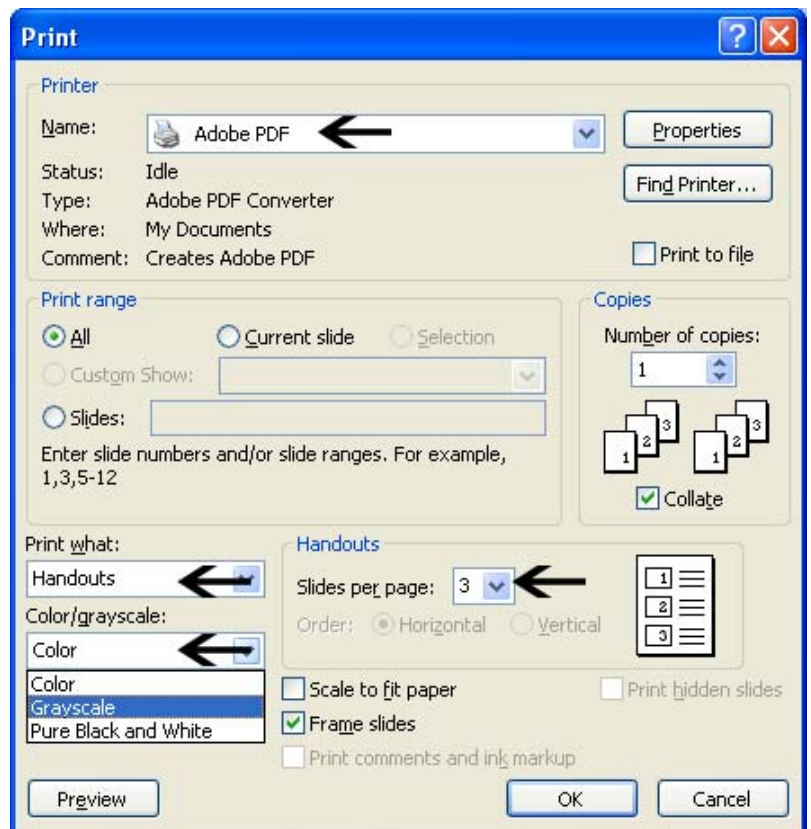
*In order to save your PPT files to the PDF format, you will need the **Adobe Acrobat** program installed on your computer. If you do not have access to the Adobe Acrobat program, you can use any of the CITE Lab (A-201) computers to generate your PDF handout.*

As an alternative, you can utilize pdf creator freeware such as:

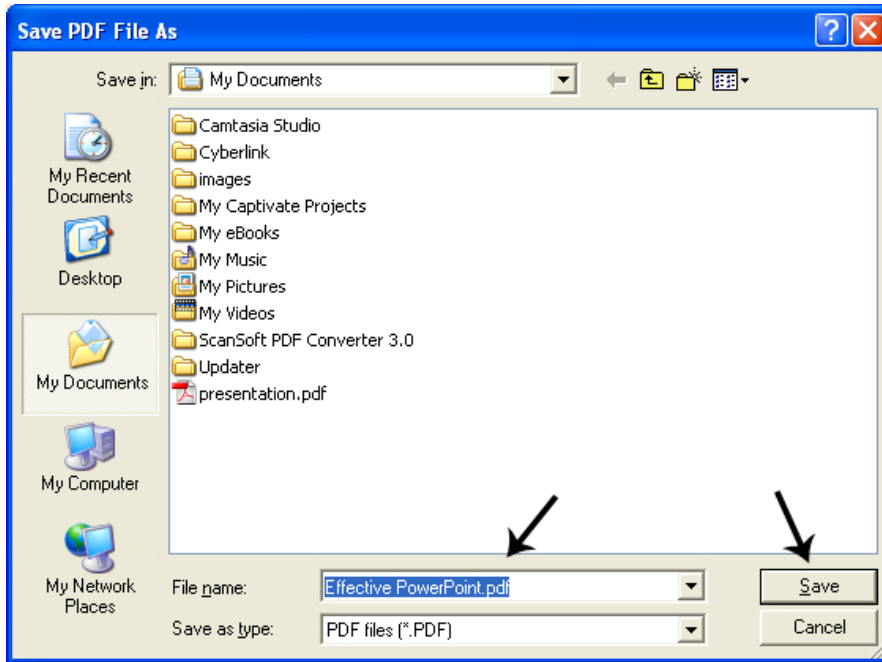
CUTE PDF Writer (<http://www.cutepdf.com/Products/CutePDF/writer.asp>) or **PDF Creator** (<http://sourceforge.net/projects/pdfcreator/>)

1. Open your PPT presentation in Microsoft PowerPoint program.
2. From the File menu, select **Print**. The **Print** window appears.
3. Select **Adobe PDF** from the Printer name menu.
4. Select **Handouts** from the Print What menu.
5. Optionally, select to print in Full Color, Grayscale, or Pure Black and White.
6. Select the number of slides per page.
7. Click **OK**.

*Tip: Click the **Preview** button to see how the handout will appear when printed.*



The **Save PDF File As** window appears.



8. **Enter a file name** for the PDF document.
9. Click **Save**.
10. The PPT presentation will convert to the PDF file format with the specified handout settings and open as a PDF document.

