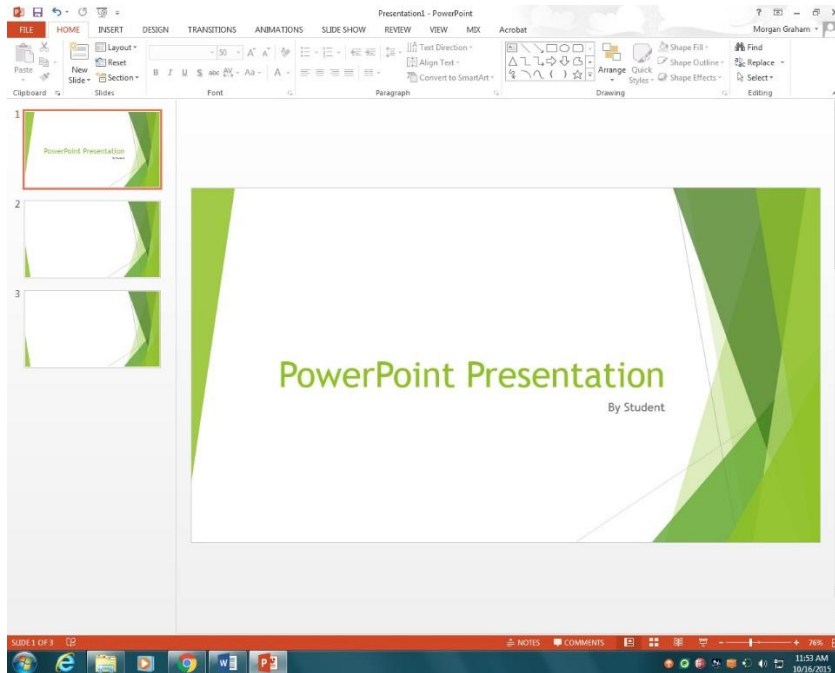


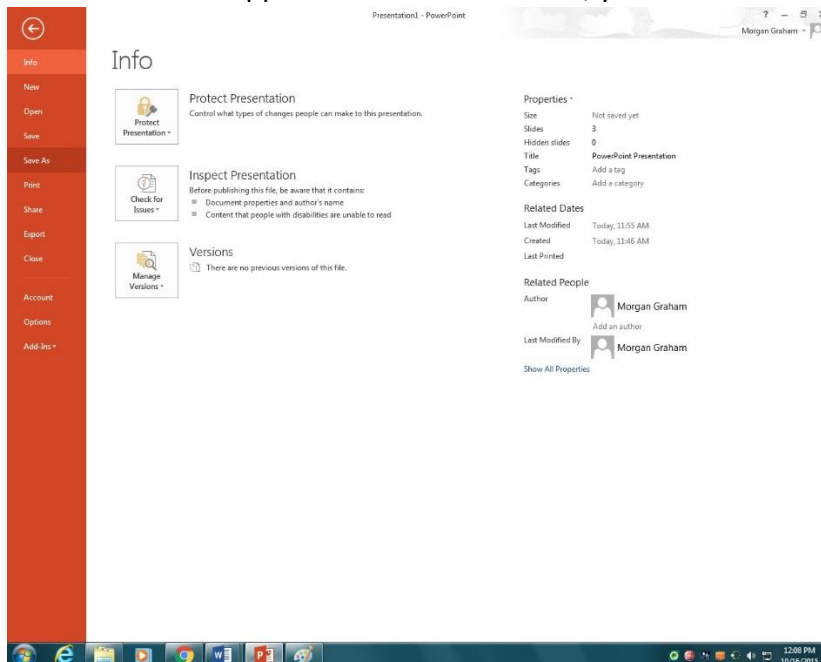
Saving your Presentation as a PDF

The purpose of this tutorial is to teach you how to save your PowerPoint Presentation as a PDF file. This is a type of format that is commonly used online, and can contain hyperlinks.

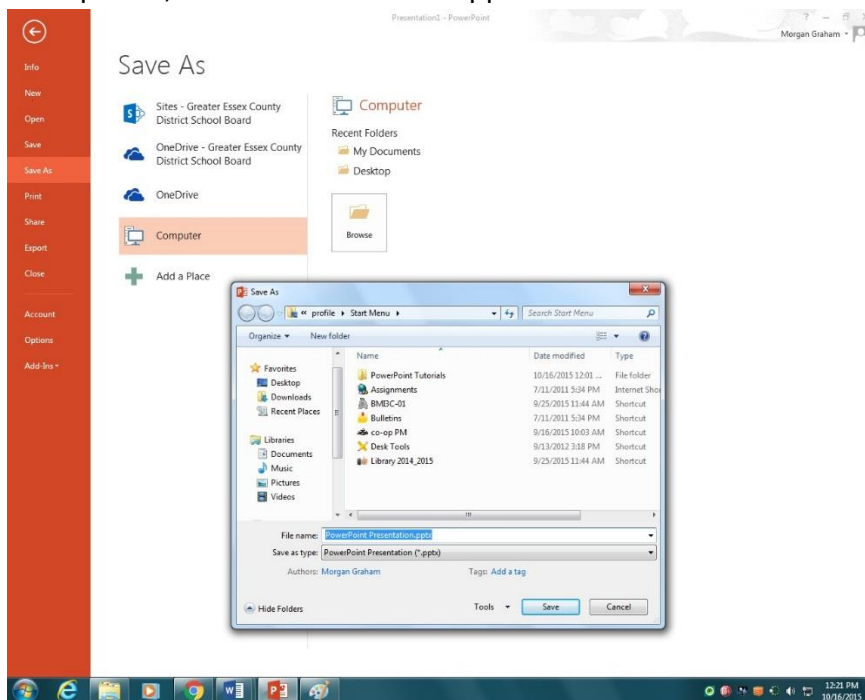
1. Open your completed presentation in PowerPoint.



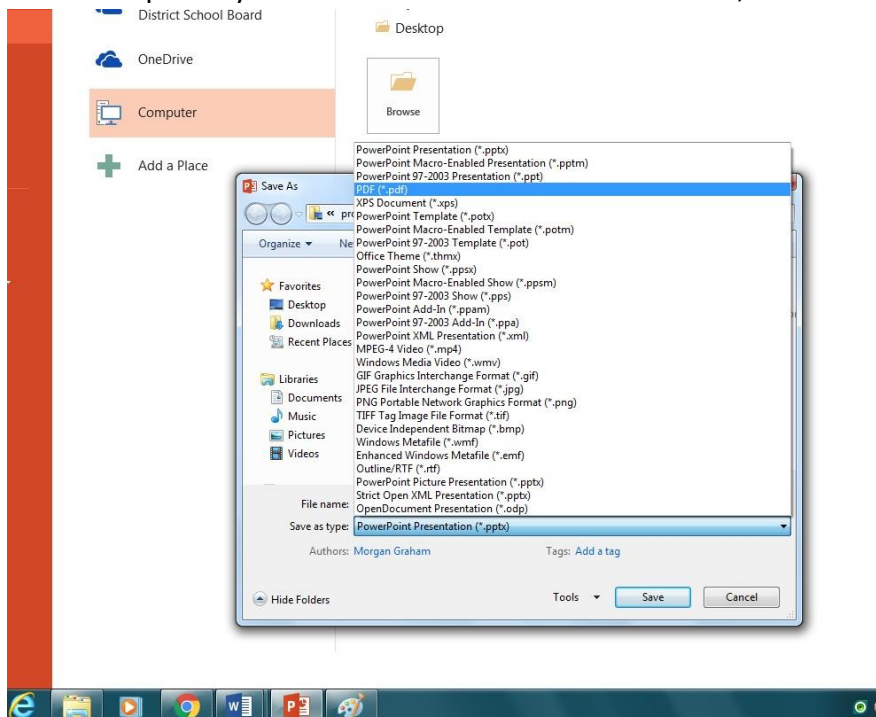
2. In the top tool bar, select the "File" tab.
3. A new menu will appear on the screen. Here, you will select the "Save As" option.



4. Another menu will appear. This is where you can choose where you want to save your presentation. The most common choice would be on your computer. If you click on “Computer”, another window will appear.



5. From here, you can change the name of your presentation. To save it as a PDF file, click on the drop down bar “Save as Type”. A drop down menu will appear with many different options you can choose from. Select PDF. Then, click save.



- A new window will appear. Here you can view your completed PDF. Once you are done, you can exit the window.

