

WebCT 101: Saving a PowerPoint File in PDF Format - Windows

1. In the menu at the top of the screen, choose **File**, then **Print...** (**Figure 1.**)
2. When the **Print** dialog window opens, select **Adobe PDF** from the **Printer name** pull-down menu. (**Figure 2.**)

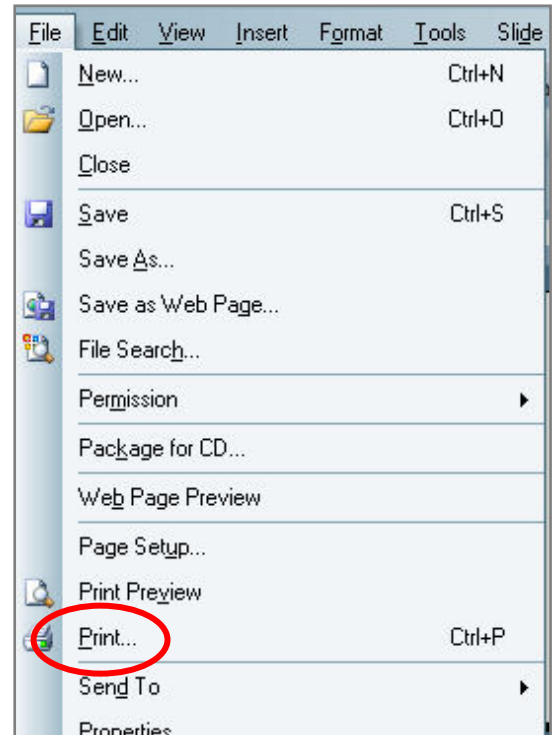


Figure 1: File >> Print.



Figure 2: Printer name.

3. Choose **Handouts** for **Print what:** and **3** for **Slides per page:** (Figure 3.)
4. When the **Save PDF File As** dialog window opens, type in the name of the file (no spaces or unusual characters), and click **Save**.

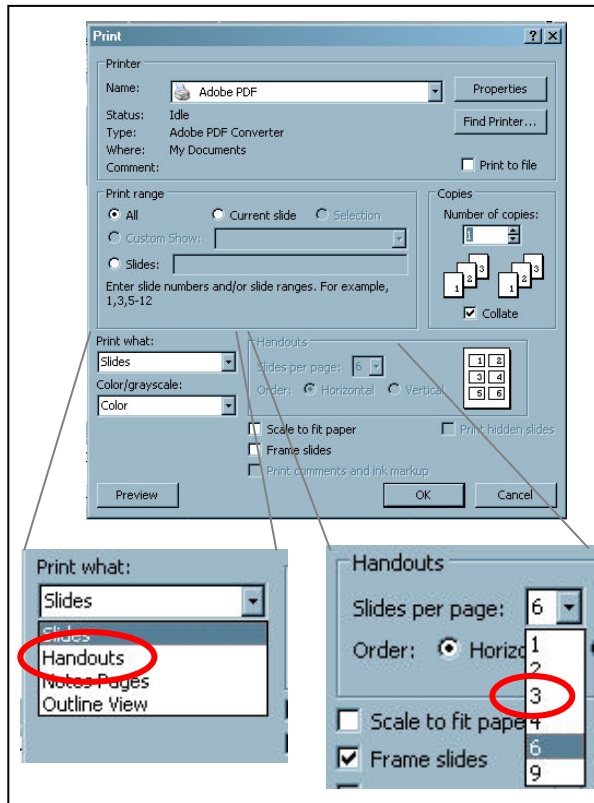


Figure 3: Handouts, 3 Slides per Page.