

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

1. In the menu at the top of the screen, choose **File**, then **Print...** (Figure 1.)
2. When the **Print** dialog window opens, select **Handouts (3 slides per page)** from the **Print What** pull-down menu. (Figure 2.)

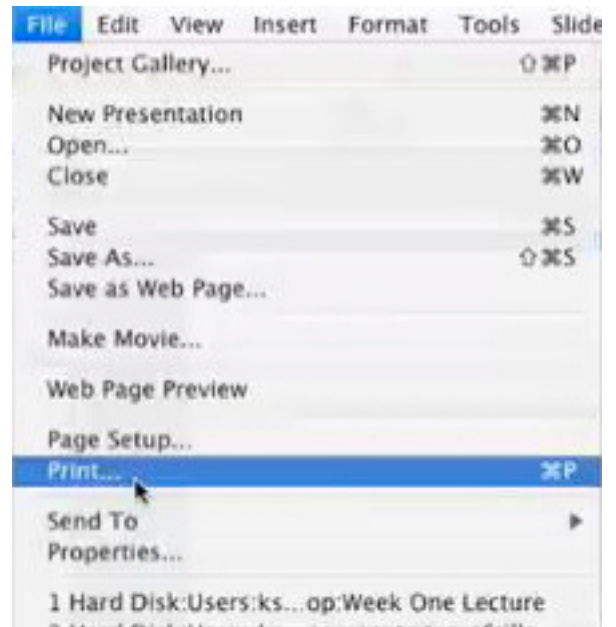


Figure 1: File >> Print.

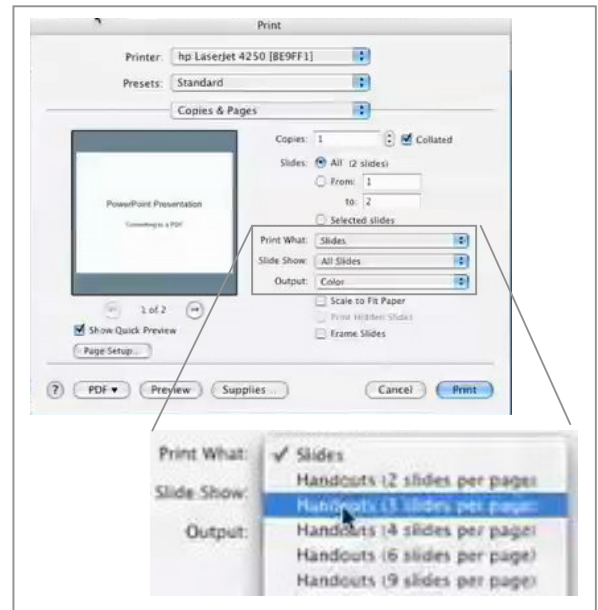


Figure 2: Handouts (3 slides per page).

3. Click on the **PDF** button and then choose **Save as PDF** (Figure 3.)
4. When the **Save** dialog window opens, type in the name of the file (no spaces or unusual characters), and click **Save**.



Figure 3: Save as PDF.