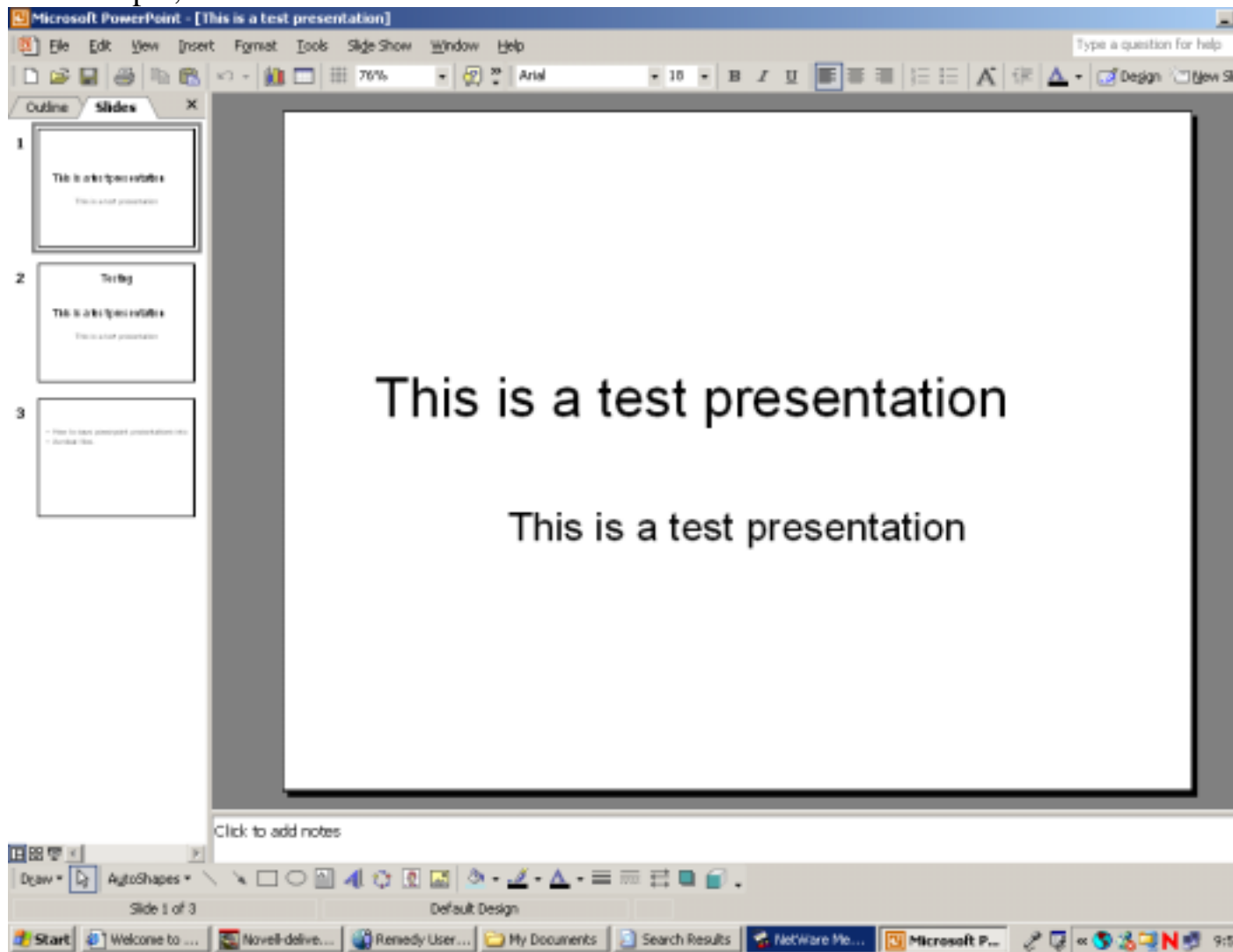


Saving Your PowerPoint Presentation in Acrobat Format

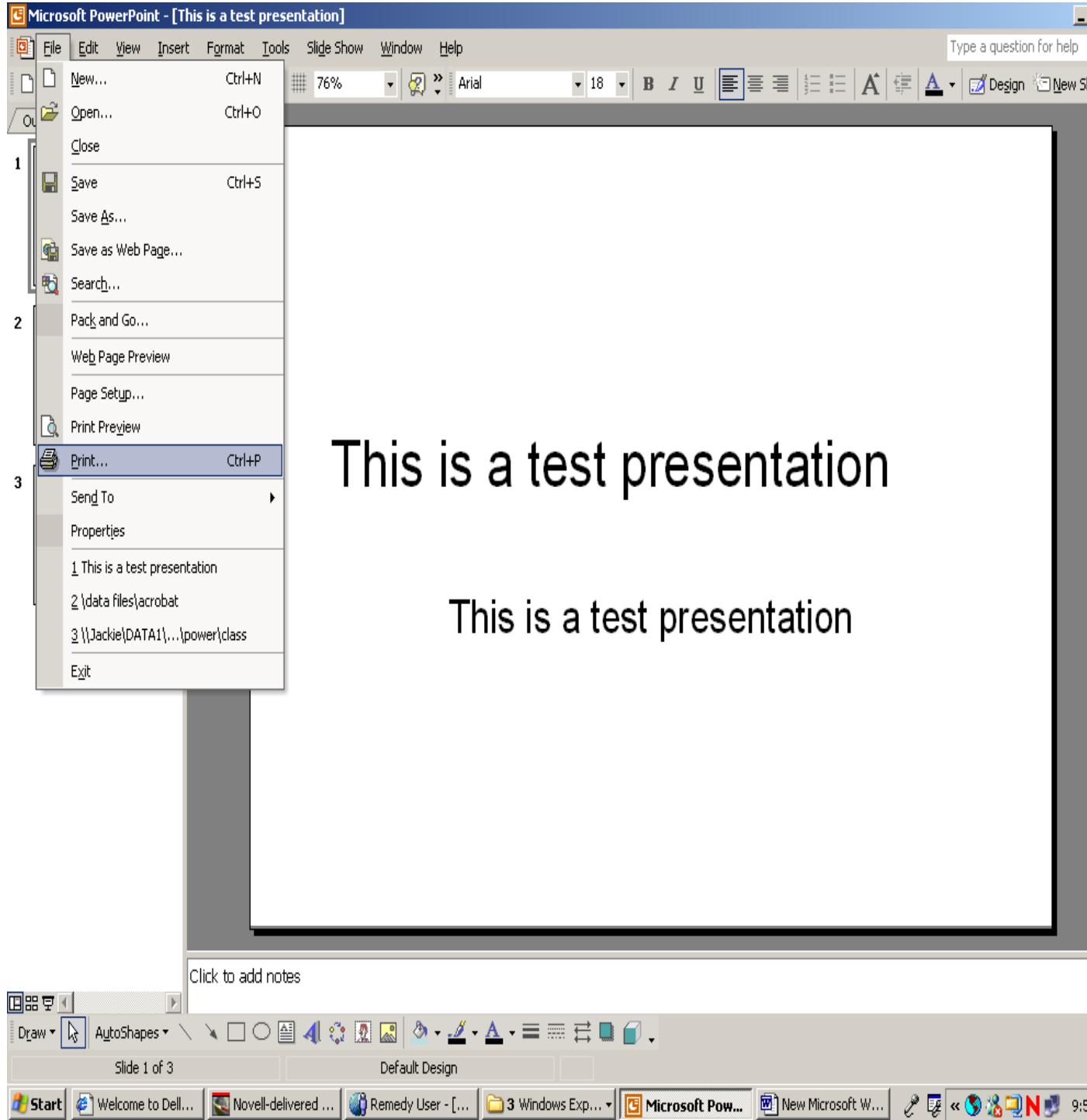
Here are the steps to save your presentation into an acrobat file showing 6 slides per page. This will help students print out the file without any problems.

First of all, you must have the full version of Acrobat installed on your computer, not just the Acrobat Reader.

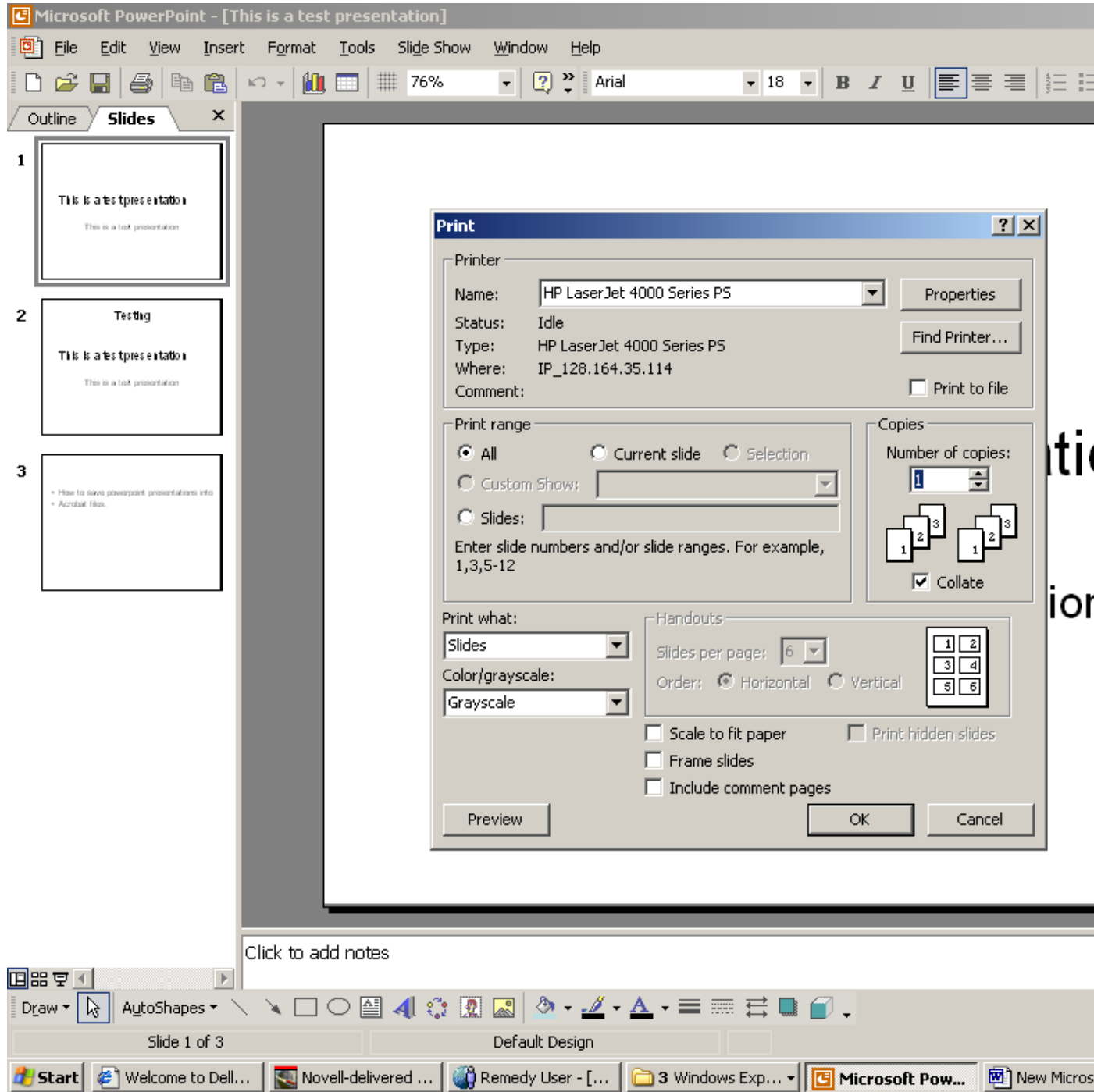
The first step is to open up your PowerPoint presentation in PowerPoint. For example,



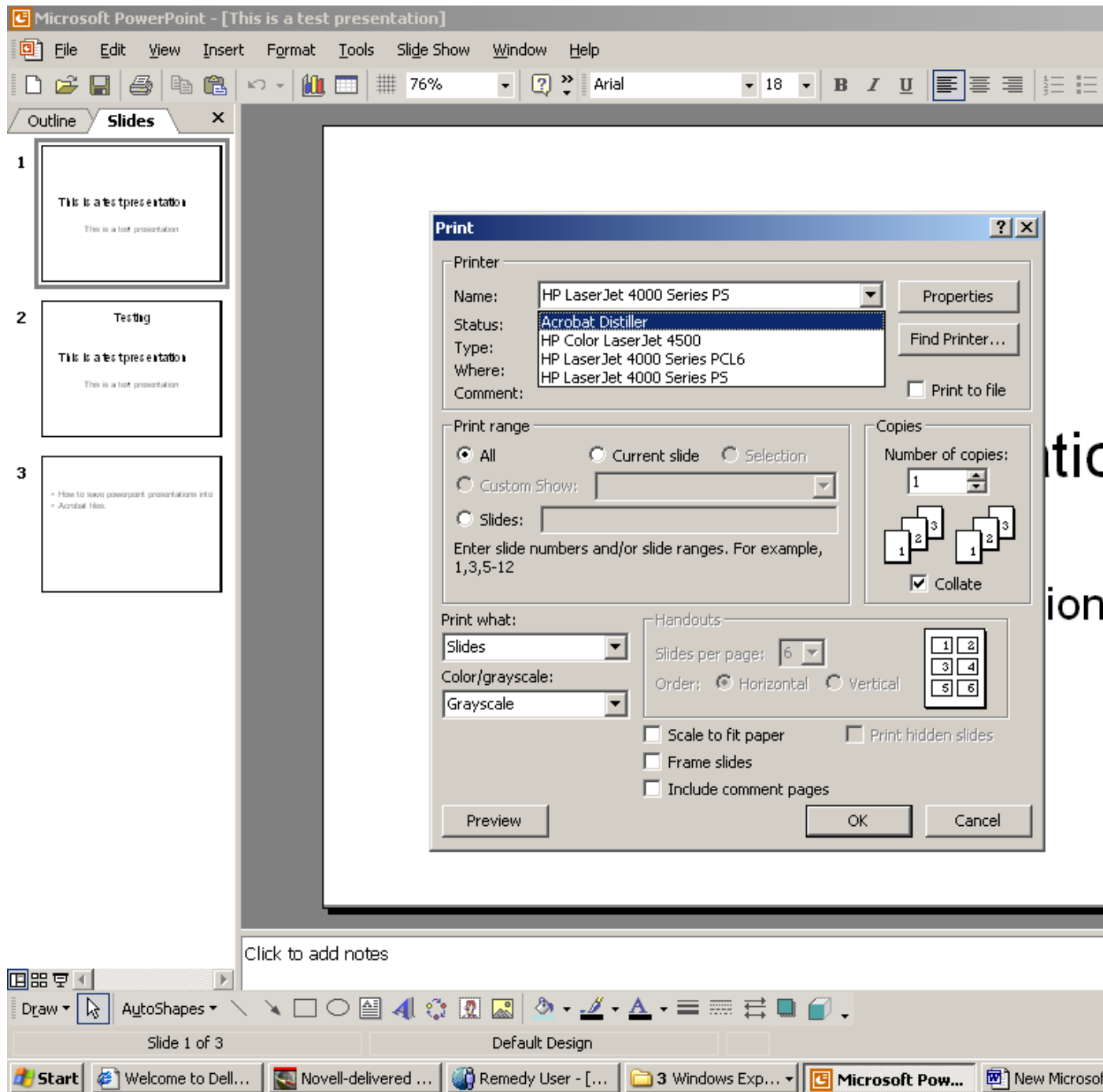
The next step is to click on the file menu and then click on print as shown below,



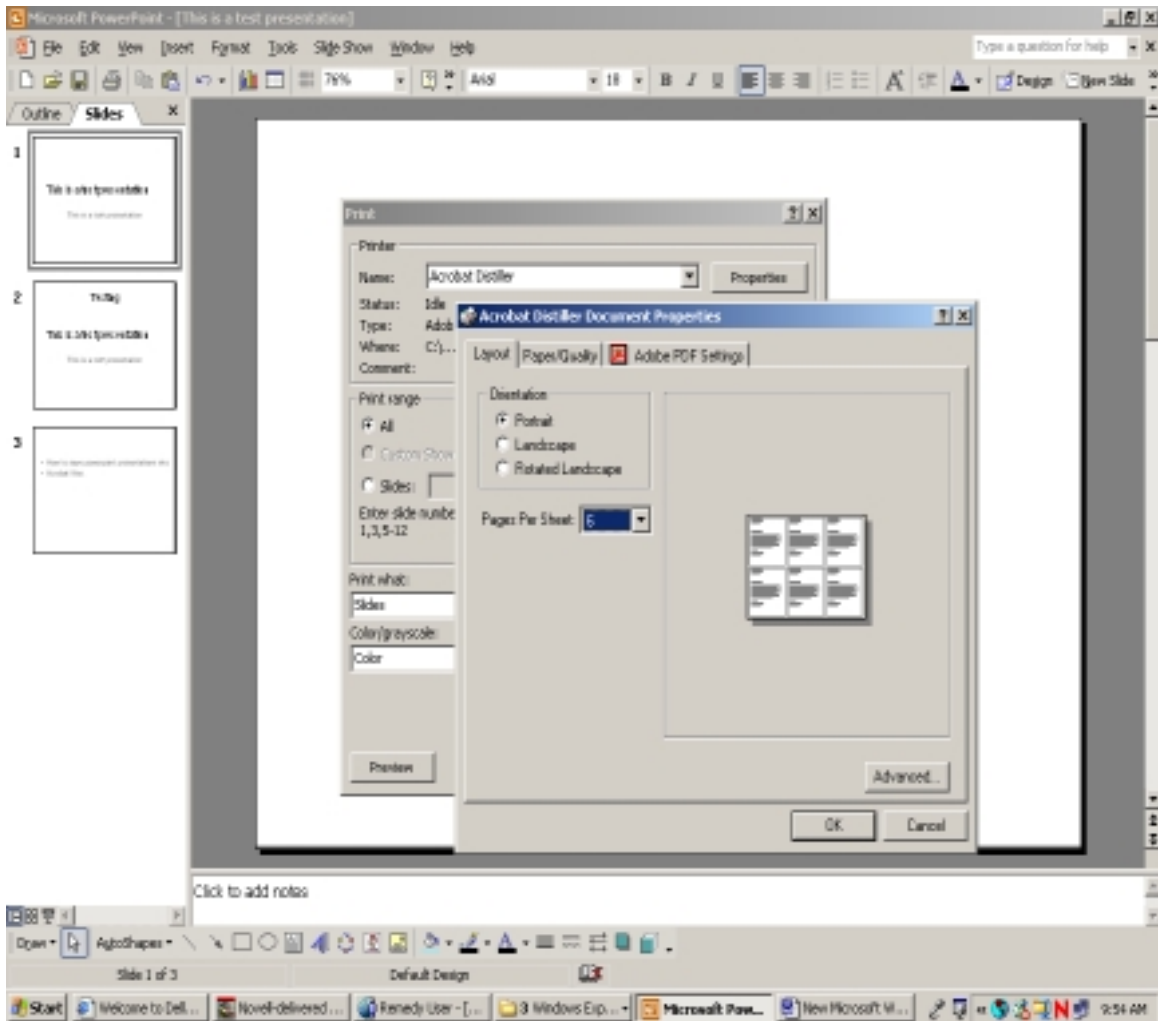
Clicking on Print brings up the printer wizard as shown in the example below,



To select the printer, click on the arrow next to the printer name and choose the Acrobat Distiller as your printer, as shown in the picture.

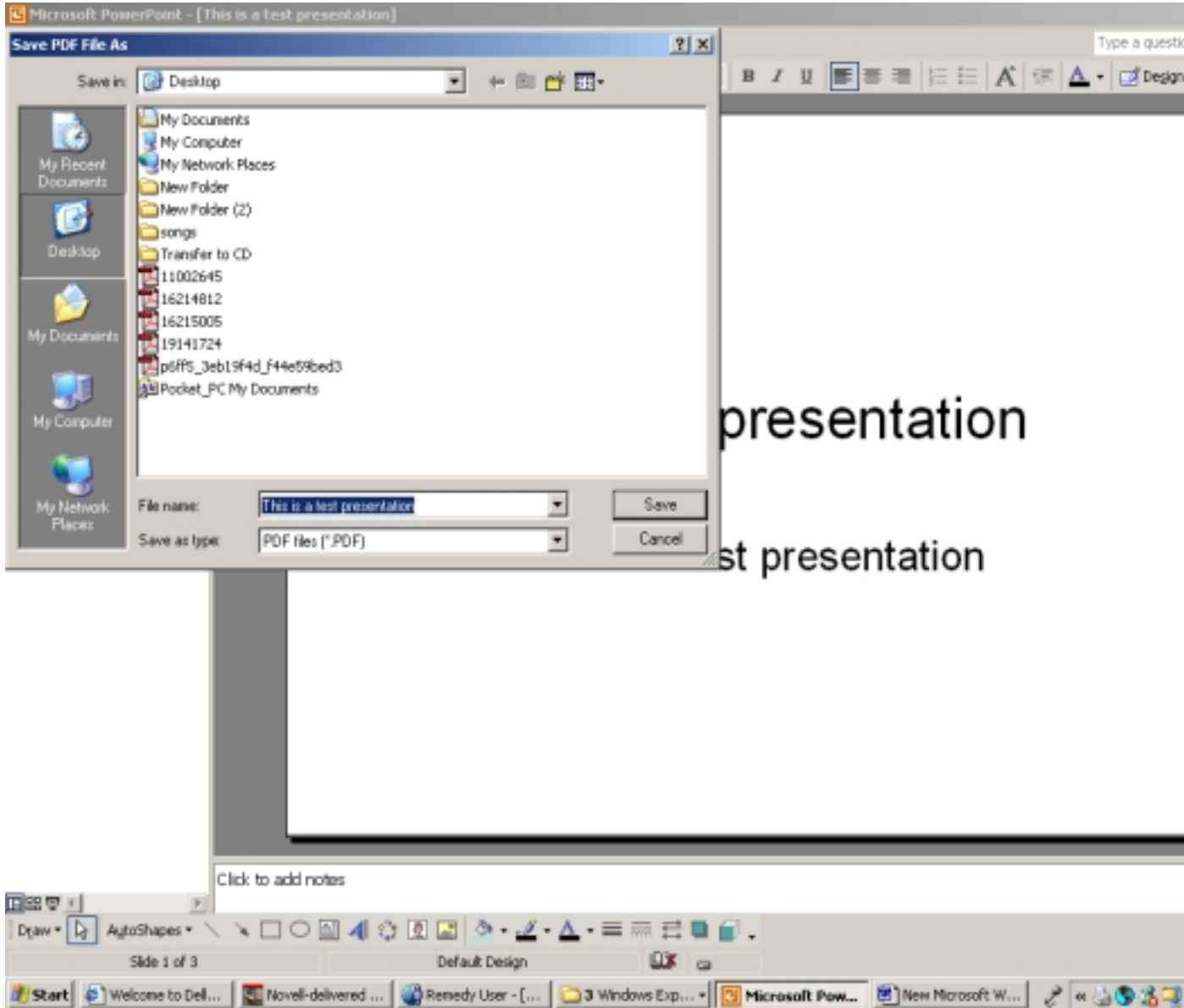


Once you have chosen the Acrobat Distiller, you must click on the Properties button and then you will get the following window,



In the pages per sheet, select 6 as the number you want, then click ok, which will then bring you back to the main printer box. Once you reach this point, click on ok to print the file.

Once you click Ok, it will convert the file into an acrobat file and will prompt you to name the file. Look at the example below,



Give the file a name and save it to a location of your choice. The file is now in PDF format so when a student downloads it from Prometheus, they will not encounter a problem printing the file. Currently students do have problems printing out PowerPoint presentations due to the limitations of the PowerPoint viewer program used to view these files.