

# PowerPoint to PDF

Portable Document Format (PDF) is a file format that allows documents to appear on users' monitors as originally designed including text, graphics, links, video, and sound. PDF files are platform-independent, which means that they can be viewed on Macintosh, Windows, or Unix regardless of the operating system or software used to produce the documents.

In order to navigate and print Adobe PDF files, students must have Adobe Acrobat® Reader™ installed on their computer system. This software can be downloaded free from <http://www.adobe.com>.

## System Requirements for Adobe Acrobat 6.0:

Intel Pentium® or PowerPC processor  
Windows 98 or higher; Mac OS X or higher  
32 MB of RAM (64 MB recommended)  
60 MB of available hard-disk space

## Creating PDF Files

Two options for PC and Mac are presented here:



Open document in Microsoft® PowerPoint.  
Choose File > Print.  
Choose "Adobe PDF" from list of printers.  
Click OK or Print.

When "Save PDF File As" dialog box opens, enter file name and location. (Adobe automatically adds the .pdf extension used on Windows platforms.)



Open document in PowerPoint.  
Click Adobe "Convert to PDF" icon on toolbar.  
When "Save PDF File As" dialog box opens, enter file name and location. (Adobe automatically adds the .pdf extension used on Windows platforms.)

### Note for MacOS users:

For cross-platform compatibility, utilize the 3-digit extension convention by using the .pdf extension in naming PDF files.

[www.csus.edu/uccs/documents/quikrefsite](http://www.csus.edu/uccs/documents/quikrefsite)



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PPT to PDF

## Advantages of converting documents to PDF

- PDF documents are cross-platform; they can be viewed, revised, and printed on both Windows and MacOS systems.
- Files can be made smaller than HTML files.
- Navigation buttons, hyperlinks, bookmarks, form fields, and thumbnails remain in place.
- Security: Documents can be password-protected.
- Print option can be disabled, if desired.
- Users can magnify or reduce pages to fit their monitors.
- Notes to annotate the document can be included.
- Can be accessed by all browsers.
- Documents can be magnified 800% without loss of clarity.
- Files can be converted to Fast Web View, which reduces file size and prepares for page-at-a-time viewing allowing for faster access of a larger amount of information.
- Fonts can be embedded in PDF documents so the receiver does not need to have particular fonts installed.

## Flexibility with PDF Documents

- PDF documents can be edited.
  - Pages can be cropped and rotated.
  - The order of pages can be rearranged.
  - Pages can be added, deleted, renumbered.
  - Two or more PDF files can be combined.
- NOTE: PDF links exist in separate layers, so page changes do not affect links.

### To Create a PDF file with 1-6 slides per page:

In PowerPoint, click File > Print. In printer name section, choose Adobe PDF. In Print What section, select Handouts. In Handouts section, choose the desired number of slides per page. Click OK.

## Printing PDF Documents

- Use File > Print on the Adobe PDF window NOT on the browser window.
- In the Print dialog box, check "Print as image." *Not doing this can result in overloading the printer's memory and its subsequent malfunctioning.*
- In the Print dialog box in the Copies and Adjustments section, shrink or expand-to-fit options can be selected.

Check out a PDF on the Web at: <http://www.copyright.gov/circs/circ21.pdf>. Notice the navigation interface.

## NOTES

- Adobe recommends UN-installing previous versions of Acrobat BEFORE installing newer versions to prevent problems.
- Documents can be made accessible with Acrobat 6.0. See the Help menu.
- Instructions here are for Acrobat 6.0 and PowerPoint 2000. Since cross-compatibility problems can occur among the various versions of software, consult the Help menu if you run into problems or send an e-mail to [software@csus.edu](mailto:software@csus.edu).