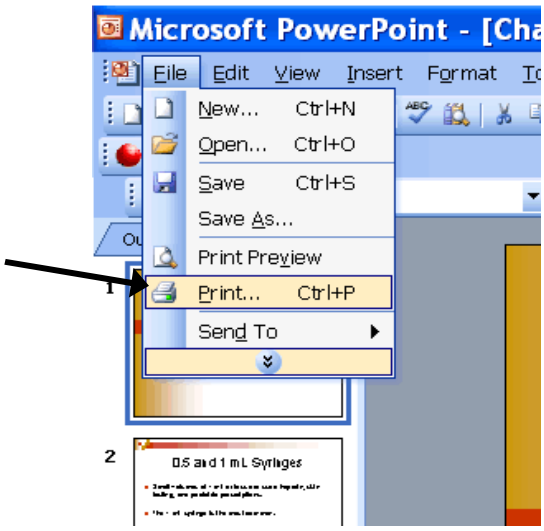
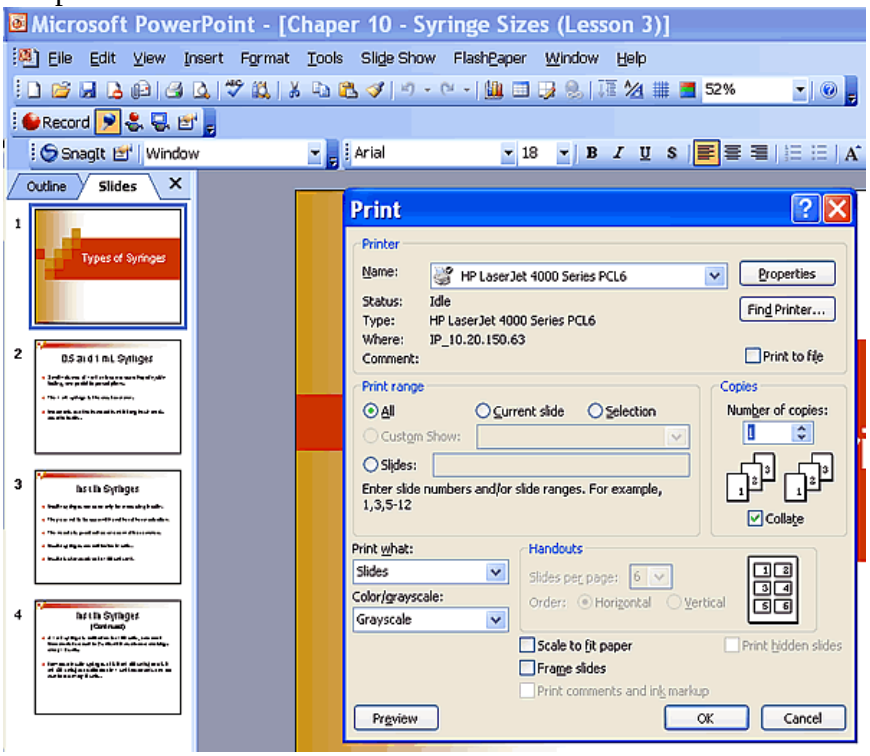
How to Convert Power Point into a Printable Format for WebCT

In converting PDF files in Office products, like Word, Excel, and Power Point, the process is consistently the same for these programs.

1. Once you have completed the document that you need to convert to a PDF file, you will go the toolbar at the top of the page and chose File > Print.

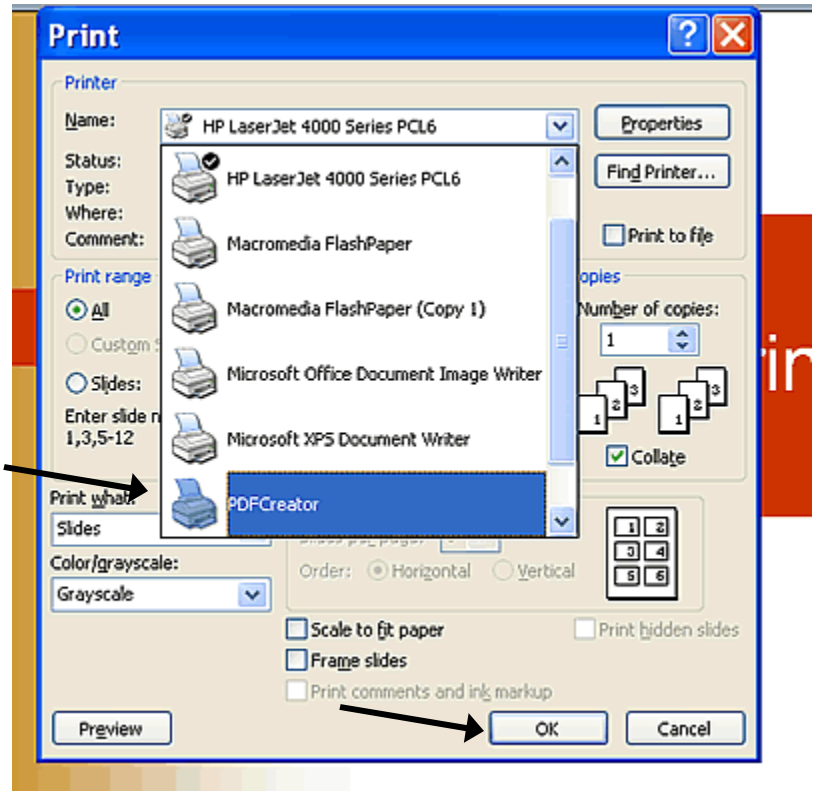


2. Open the print menu.



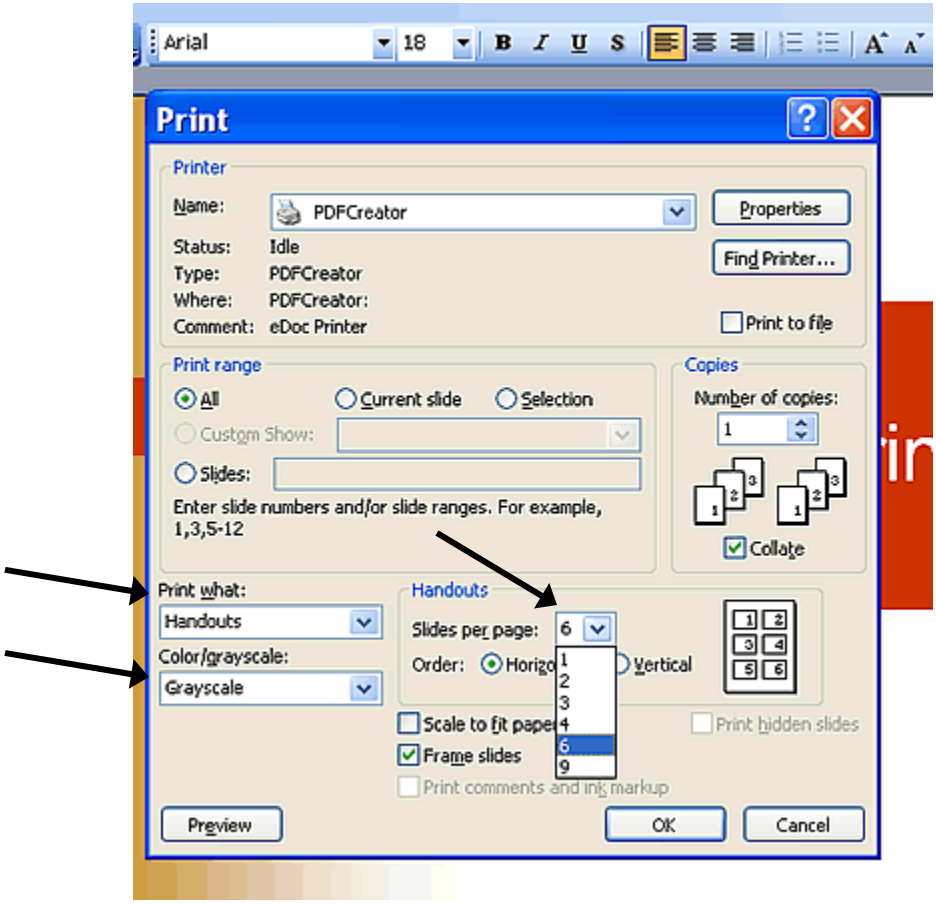
3. In the print menu you will first to go to the drop down menu called Name. In this drop down menu, you will choose the PDF converter that is on your computer. After you choose the PDF creator, then click OK.

   Note: The software may be Macromedia Flash Paper or PDF converter. Both programs will convert your document into a PDF document.

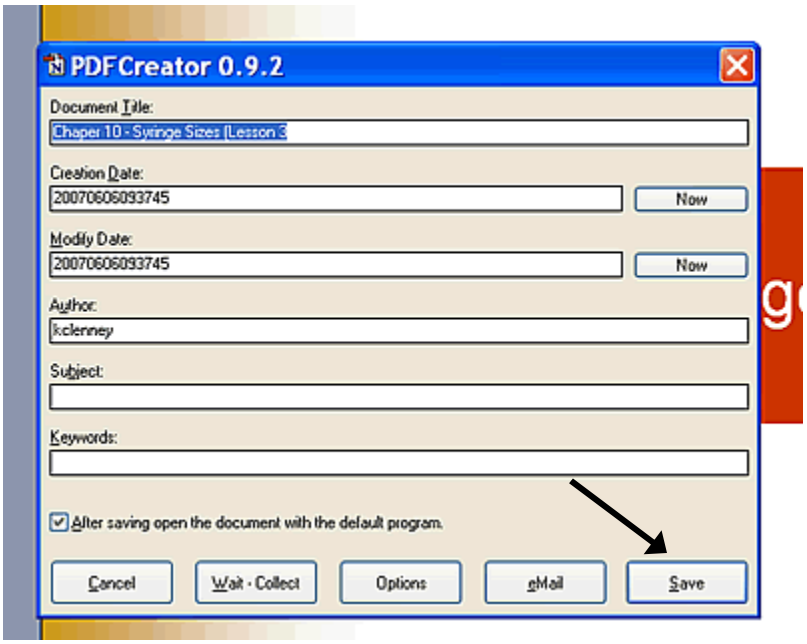


4. Continuing in the print menu, the next thing you will do is choose the format of the Power Point Presentation to be created in PDF format. First, chose from the Print what menu the option of Handouts. This will allow for multiple slides on each page. Next, chose from the Color/grayscale menu what color format you would like to have for this PDF document. Grayscale is the best choice for this selection. Finally, choose how many slides per page you want the student to have.

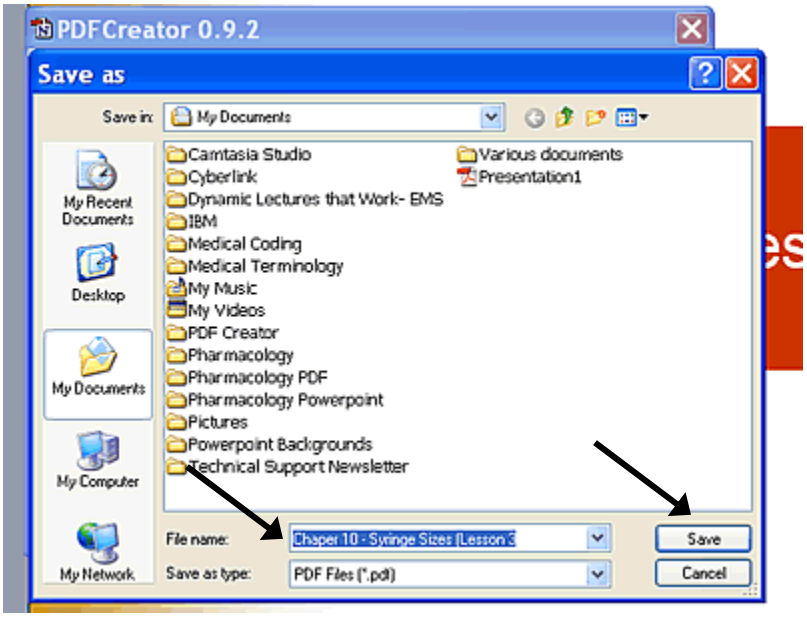
NOTE: In choosing the color for your PDF document, it is best to chose grayscale because it is better for printing. It will change the background color from red, blue, etc., to a more printer friendly document.



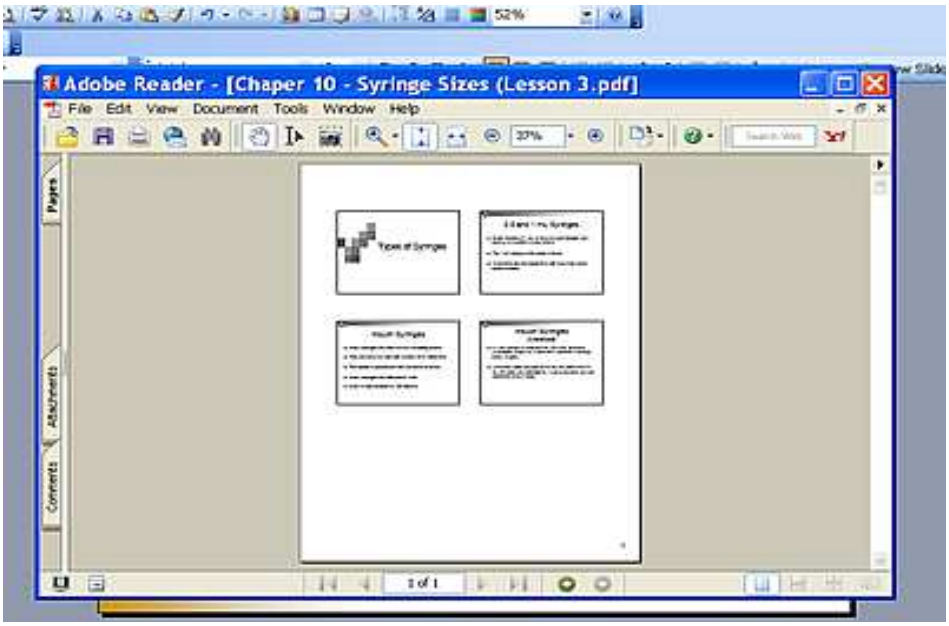
5. When you click the OK button, a screen will appear that will convert your file. It will look similar to this. In this screen, you name the file. Save the file where you will be able to locate it easily to load into Web CT. Once you name the file, then click on the Save button.



6. Next, the Save as screen will appear where you can again change the name of the file and save it where you will be able to locate it for WebCT. Click on the Save button.



7. Once you hit the Save button, the PDF creator will work to create the file that will result in the end product of a PDF file. You can then close the PDF file



This product was funded by a grant awarded under the President's Community-Based Job Training Grants as implemented by the U.S. Department of Labor's Employment & Training Administration. The information contained in this product was created by a grantee organization and does not necessarily reflect the official position of the U.S. Department of Labor. All references to non-governmental companies or organizations, their services, products, or resources are offered for informational purposes and should not be construed as an endorsement by the Department of Labor. This product is copyrighted by the institution that created it and is intended for individual organizational, non-commercial use only.