

Converting PowerPoint Presentations to PDF files

Your presentation can be displayed as numerous slides per page, reducing the number of pages.

Before converting the PowerPoint presentation to PDF you can optimise the file which removes any unnecessary elements from the file and compresses the remaining items to reduce the file size (steps 2 to 3). It is advisable to save the original copy in the original style and layout and create an additional copy to work with.

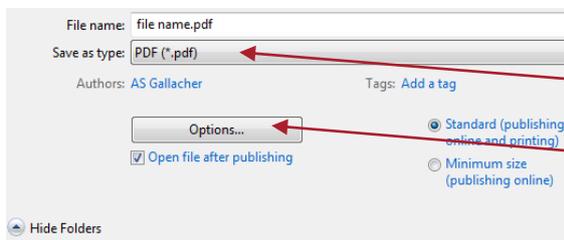
1. Open the PowerPoint file



2. Click on the **Design** tab

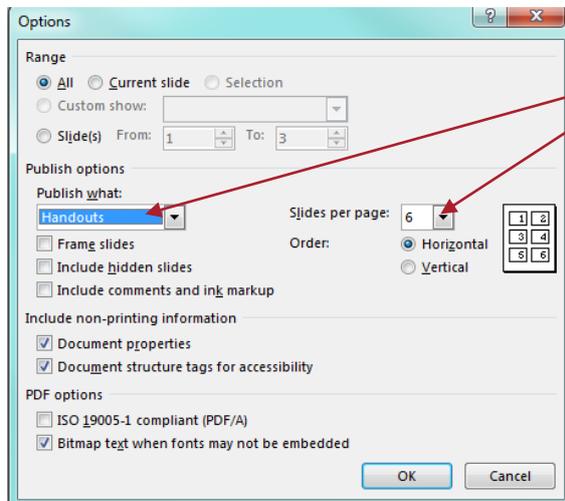
3. Click on the **Office Theme**. This will apply a minimalist theme with a white background to the slides

4. Click on **Save As** and navigate to the folder you wish to save the file in



5. Change the file type to **PDF(*.pdf)**

6. Click on **Options**



7. In **Publish options**, change option to state handouts and then select the number of slides to show per A4 page

8. Click on **OK**

9. Click on **Save**