

# Microsoft Office 2010

## Creating PowerPoint .pdf Handouts

### Why Create .pdf's of Your Presentation? [Jump To PowerPoint .pdf How To](#)

There are a few reasons turning your PowerPoint presentation into a .pdf is helpful to the students, yourself, and the college:

#### 1. Students:



- **In the Open Labs\Printing**
  - Students sometimes have a learning curve in the Open Labs trying to convert and print a presentation where more than one slide will print on a page. Having more than one slide on a page provides less paper for them to carry around while studying as well as making it more efficient.
- **Student's Limited Email and H:\ drive Capacity**
  - PowerPoint presentations can potentially be huge in size. Students are limited by storage capacity on their H:\ drives and on their email accounts. Students only have **10MB** of space on their college email and one attachment of a PowerPoint presentation can block their whole account from receiving and sending mail if it is 10MB (which is the staff's limited size of attachments in email).
- **Possible Student Software Access Issues**
  - Not all students have Microsoft Office software on their home computers due to the costs, however, Adobe Reader is a free software and can be downloaded from <http://get.adobe.com/reader/>

#### 2. Faculty:

- **Protecting Your Materials**
  - Producing and distributing .pdfs is also a great way to protect your work from easy reproduction.
  - Smaller file sizes make for much easier sharing. You don't even have to own PowerPoint to print or use a .pdf and this also sometimes a limiting factor for students if working from home.

#### 3. College:

- **Saving on Printing Expenses**
  - Cost! Since many students do not seek help on how to print more than one slide on a page, many print an entire presentation with each slide on a single page. The costs of paper and ink add up quick with an entire section of a course is printing in the Open Labs and much of these in color as photos are a requirement to study for a course. Pdfs already created for students to print would be a huge help in this area. Where the staff in the Open Labs try very hard to catch students before over printings and help as many as they can, their time is limited and much gets printed regardless of their efforts in education in this area.
  - Better on the Environment: We all know less paper and less ink will only be better for our environment as well.



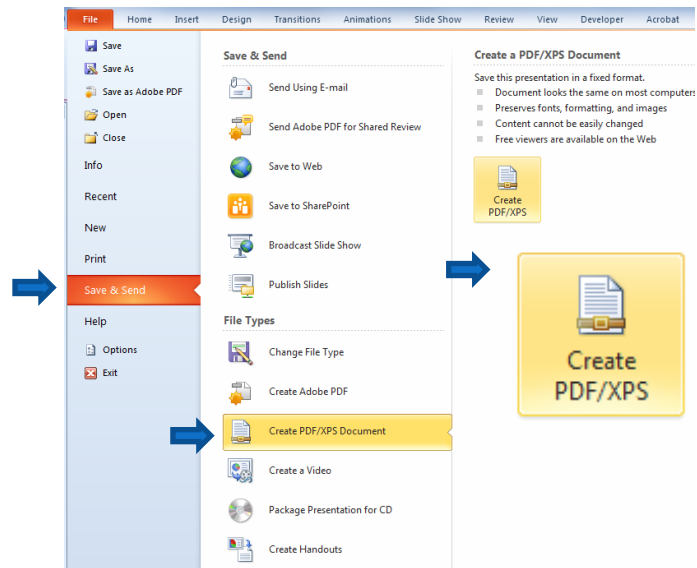


Creating a .pdf handout from PowerPoint is easy from the Save & Send menus in PowerPoint.

## PowerPoint 2010

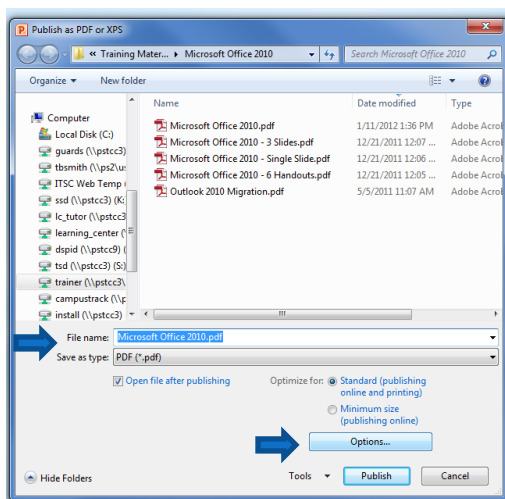
[Jump to 2007 Instructions](#)

1. From the **File Menu** in 2010 choose **Save & Send**
2. Choose **Create PDF/XPS Document** & then **Create PDF/XPS** (to the right)

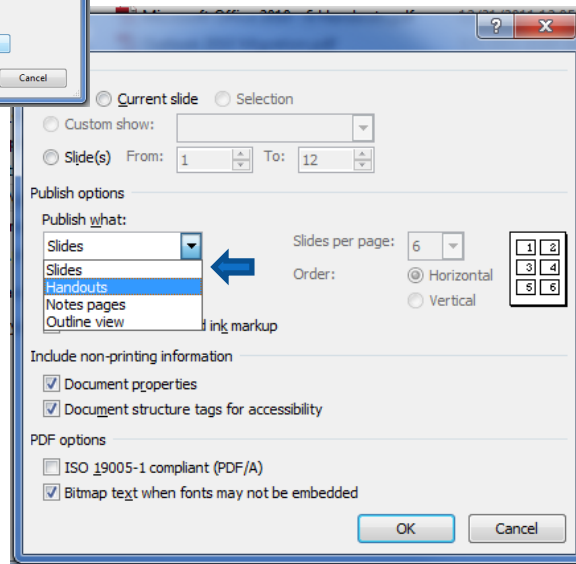


3. Enter your **Filename** and choose **Options**


4. From the **Options** dialog box, choose **Handouts** under **Publish what:** from here you will be able the format you prefer and choose **OK**.



5. You can then choose **Publish** to create your file.



# PowerPoint 2007

1. From the **Office Button**  choose **Save As** and **PDF or XPS**
2. From this point forward you may following the instructions above for PowerPoint 2010 starting at [step 3](#).



**Still need help?**

If you have further questions, please contact Tracy Smith, the trainer with the helpdesk, at 539-7223 or [tbsmith@pstcc.edu](mailto:tbsmith@pstcc.edu).