

# Packing for the Move: *Creating a PDF from PPT*

## Create



A PDF file is a widely supported format. PDF files will save the original design layout of your PowerPoint presentation.

**Note:** *All changes need to be made to your original PowerPoint presentation before beginning this process.*

1. Open the PowerPoint presentation you want to save as **PDF** (.pdf).
2. If using MS Office 2010, click on the **File** tab. If using MS Office 2007, click on the **OFFICE BUTTON**.
3. Select **Save As**.
4. In the **Save as type** box, click the drop-down list and select **PDF**.
5. Click **Standard** for publishing the document online and printing.
6. Select **Options**.
7. Select **Handouts** from the **Publish What** drop-down list.
8. Select **slides per page** (**Six slides** will fit on one page) and select **Horizontal**.
9. Select **Frame slides** (Framing the slides adds a nice touch to a printout).
10. Click **OK**.
11. Click on the **Save** button.

# Packing for the Move: *Creating a RTF from Word*

Create

**RTF**

The Rich Text Format (RTF) is an alternative format to preserve a document's text and graphics that can be interchanged with different word processing software.

*The following instructions apply to Word documents saved in the Word .doc or .docx file format.*

1. Open the document you want to save as **Rich Text Format (.rtf)**.
2. If using MS Office 2010, click on the **File** tab. If using MS Office 2007, click on the **OFFICE BUTTON**.
3. Select **Save As**.
4. In the **Save as type** box, click the drop-down list.
5. Select **Rich Text Format**.
6. Click on the **Save** button.

# Packing for the Move: *Creating a PDF from Word*

## Create



**Note:** *All changes need to be made to your original Word document before beginning this process.*

1. Open the document you want to save as **PDF** (.pdf).
2. If using MS Office 2010, click on the **File** tab. If using MS Office 2007, click on the **OFFICE BUTTON**.
3. Select **Save As**.
4. In the **Save as type** box, click the drop-down list.
5. Select **PDF**. If this option isn't available, contact your Transition Consultant.
6. Select **Optimize for** and be sure **Standard** is selected.
7. Click on the **Save** button.