

GSD. PowerPoint – How to Convert a PowerPoint Presentation into a PDF file

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General Information:

Possible symptoms/errors:

How to Convert a PowerPoint Presentation into a PDF file.

Alternative names of the system:

N/A

IMPORTANT NOTICE:

N/A

Solution:

Converting a PowerPoint presentation into a PDF is helpful to prevent changes from being made to the original presentation if user wants to make it available to other users. This guide will teach users how they can convert a PowerPoint presentation file into a PDF with ease.

Microsoft Office offers two ways to convert a .pptx file:

By using the 'Save As' function (which is the easiest way to convert .pptx files)By using the print function

Details:

A. By using the 'Save As' function

1. Advise the user to open a PowerPoint presentation.
2. Ask them to click on File then to select Save As.
3. Under Save As, ask the user to click on Browse.
4. Now user needs to browse to the location where they want to save the file. Advise the user to click on the drop-down button and to choose PDF (*.pdf) from the list of file types.
5. To adjust the settings of the PDF file that will be created, tell the user to click Options.
6. Under Options, user can set their preferences as follows:

Range: User can select which Slide to publish (All, Current slide, or Slide(s) From: and To:Publish what: User can also select to save Slides, Handouts, Notes Pages or Outline view. They can also

select to include frame slides, hidden slides, and comments and ink mark-up.

Once the settings have been selected, advise the user to click on OK.

7. Ask the user to type in the file name, then to click Save.

8. User has now converted the file which can be opened with any PDF reader.

B. By using the Print function

1. Advise the user to open a PowerPoint presentation.

2. Ask them to navigate to File then to select Print.

3. From the list of printers, tell the user to select Microsoft Print to PDF.

4. Under Settings, user can select the following: Print All Slides, Print Current Slide and Custom Range. They can also select the Print Layout, Collated/ Uncollated and the Color.

5. Once the settings have been selected, advise the user to click on Print.

6. Instead of printing the presentation, it will direct to the Save Print Output As box. Advise the user to type in the File name and then to click Save.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/A Categorization:

Configuration Item: N/A Category: N/A Subcategory: N/A

Important Links:

N/A