Creating a PDF From Microsoft PowerPoint 2007

Use the instructions below to correctly convert your PowerPoint 2007 documents into PDF documents.

If you do not have the full version of Adobe Acrobat (does not include Reader), we recommend downloading and installing the free add-in from Microsoft before proceeding. Go to http://www.microsoft.com/download/en/details.aspx?displaylang=en&id=9943 to download.

- 1. Open Microsoft PowerPoint 2007.
- 2. Open your file.
- 3. Click the **Design** tab.



4. Click Page Setup button.



5. Change the Width to 11 and Height to 8.5. If your slides are orientated in Portrait, change the Width to 8.5 and the Height to 11.



6. Click the **OK** button.

Slides sized for: Custom Width: 11 <a>Inches Height: 8.5 <a>Inches Number slides from: 1 <a> Orientation OK Cancel Cancel Ok Cancel Cancel Ok Cancel Cancel

7. Click the Acrobat tab.



8. Click the **Preferences** button.

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9. Change the Conversion Settings to PDF/X-1a:2001.

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Settings Security							
PDFMaker Settings Conversion Settings: PDF/X-1a:2001 Use these settings to create Adobe PDE documents that are to be checked or must conform to PDF/X-1a:2001, an ISO standard for graphic content exchange.							
View Adobe PDF result Prompt for Adobe PDF file name Convert Document Information Create PDF/A-1a:2005 compliant file							
Application Settings Attach source file Create Bookmarks Add Links Cable Accessibility and Reflow with tagged Adobe PDF Convert Multimedia Preserve Slide Transitions Convert hidden slides to PDF pages Convert Speaker Notes							

10. Click the **Advanced Settings...** button.

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Settings Security	
PDFMaker Settings Conversion Settings: PDF/X-1a:2001 Use these settings to create Adobe PDF documents that are to be checked or must conform to PDF/X-1a:2001, an ISO standard for graphic content exchange.	
Application Settings Attach source file Create Bookmarks Add Links Enable Accessibility and Reflow with tagged Adobe PDF Convert Multimedia	

11. Change the Resolution from 2400 to 300.

PDF/X-1a:2001 - Adobe PDF Settings								
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12. Make sure the Default Page Size is Width: 8.5 and Height: 11.

PDF/X-1a:2001 - Adobe PDF Settings								
PDF/X-1a:2001								
Fonts Color Advanced Standards	Description Use these settings to create Adobe PDF documents that are to be checked or must conform to PDF/X-1a:2001, an ISO standard for graphic content exchange. For more information on creating PDF/X-1a compliant PDF documents, please refer to the Acrobat User Guide. Created PDF documents can be opened with Acrobat and							
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- 13. Click the **OK** button.
- 14. Click the **Save** button.



15. Click the **OK** button

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Convert Speaker Notes							
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16. Click the Create PDF button.



17. Give your file a name and then click the **Save** button.

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18. Your PDF has been created.