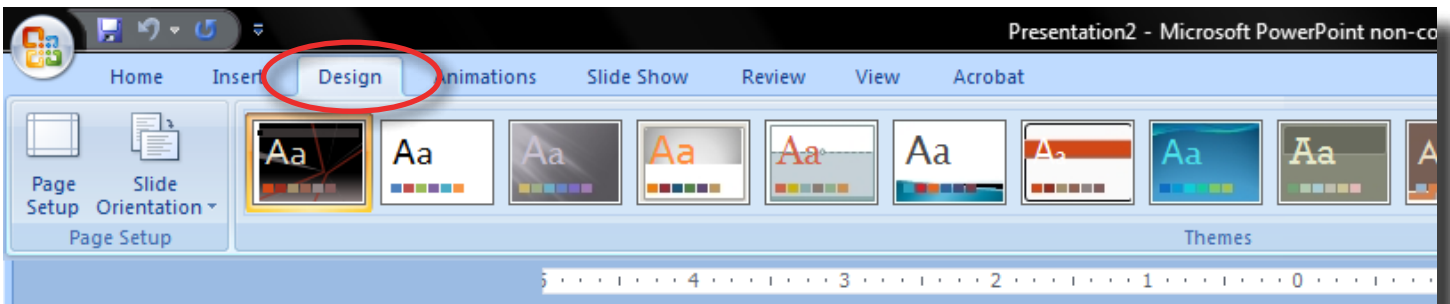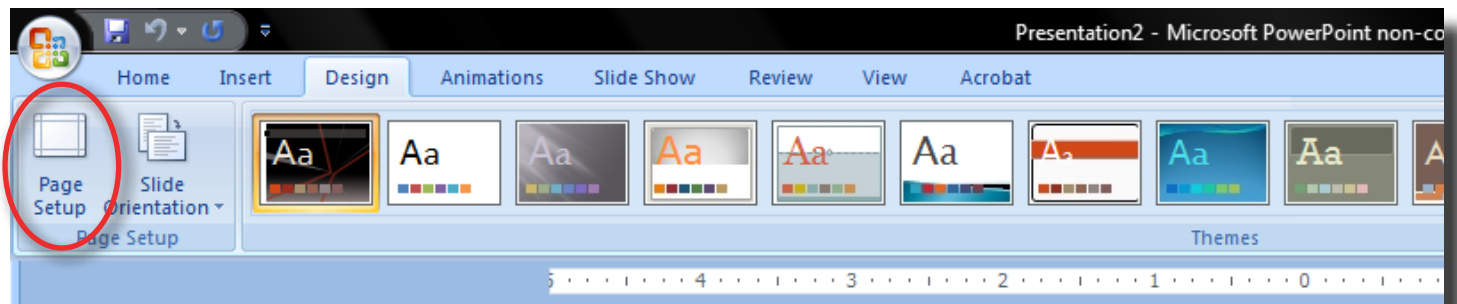# Creating a PDF From Microsoft PowerPoint 2007

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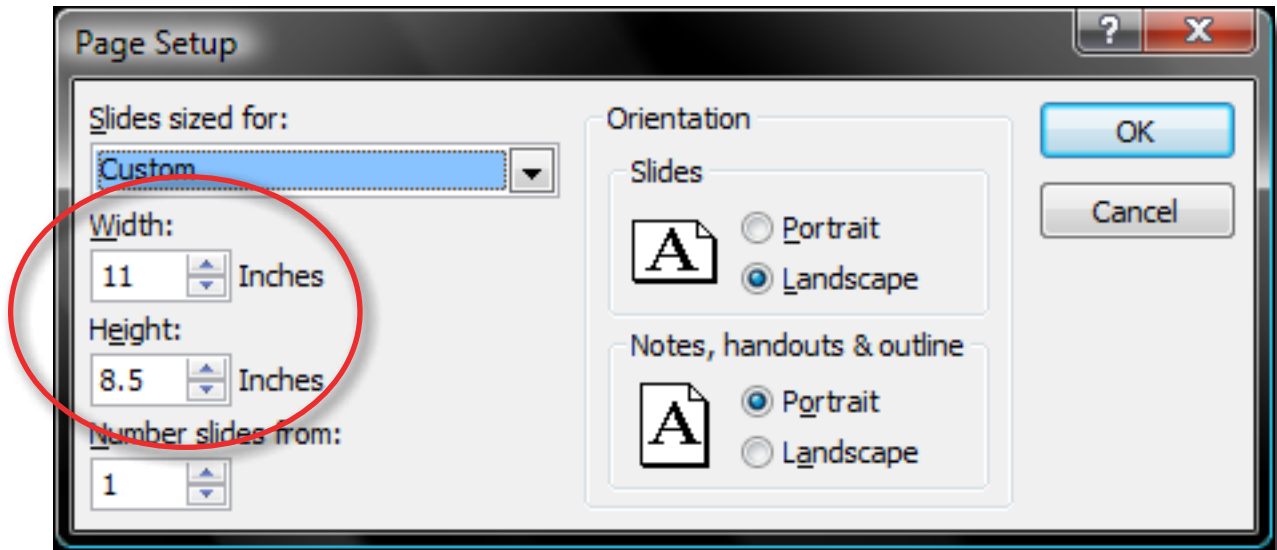
1. Open Microsoft PowerPoint 2007.
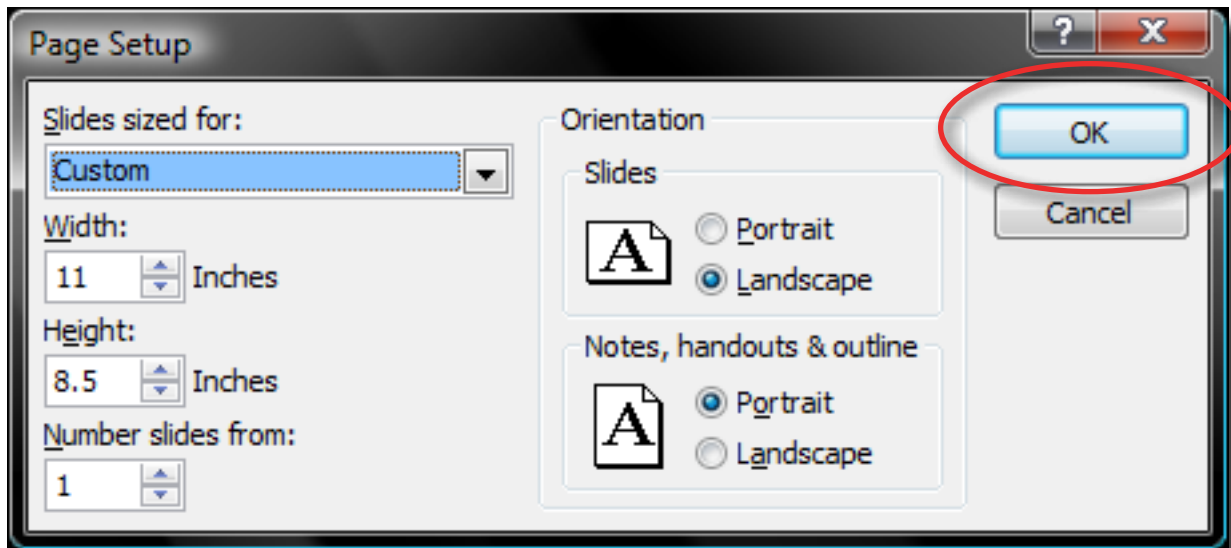2. Open your file.
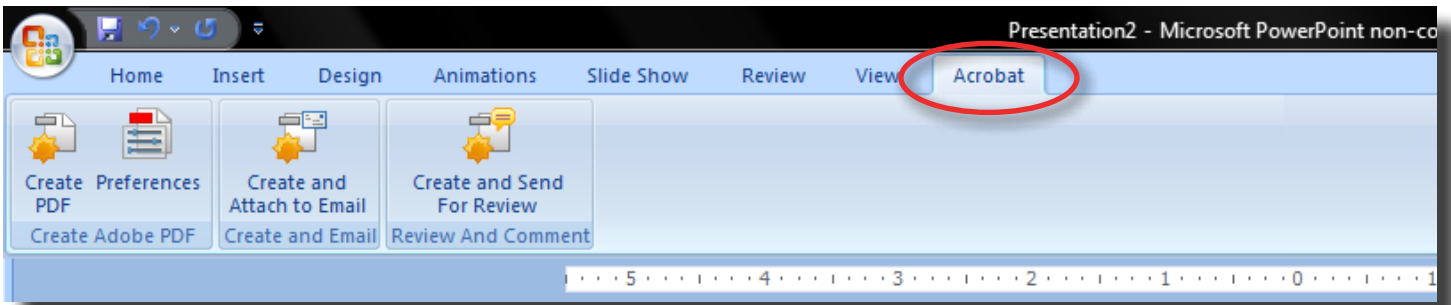3. Click the **Design** tab.

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.
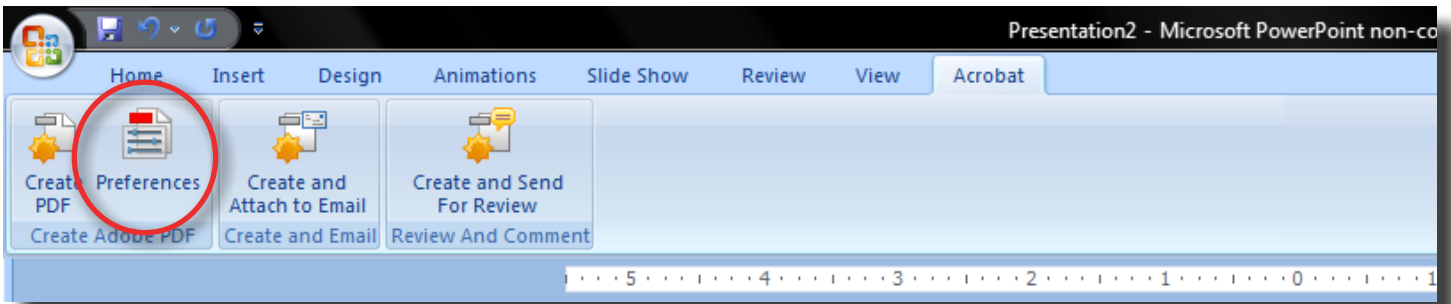

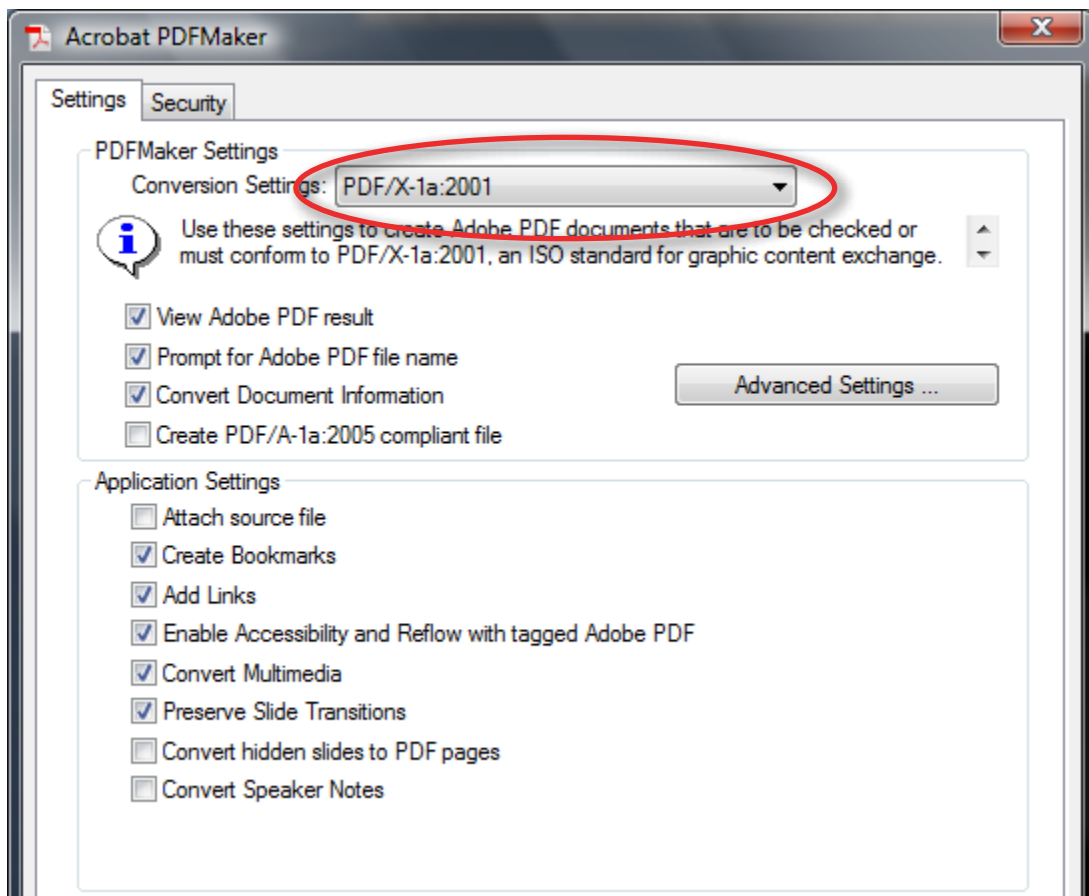6. Click the **OK** button.

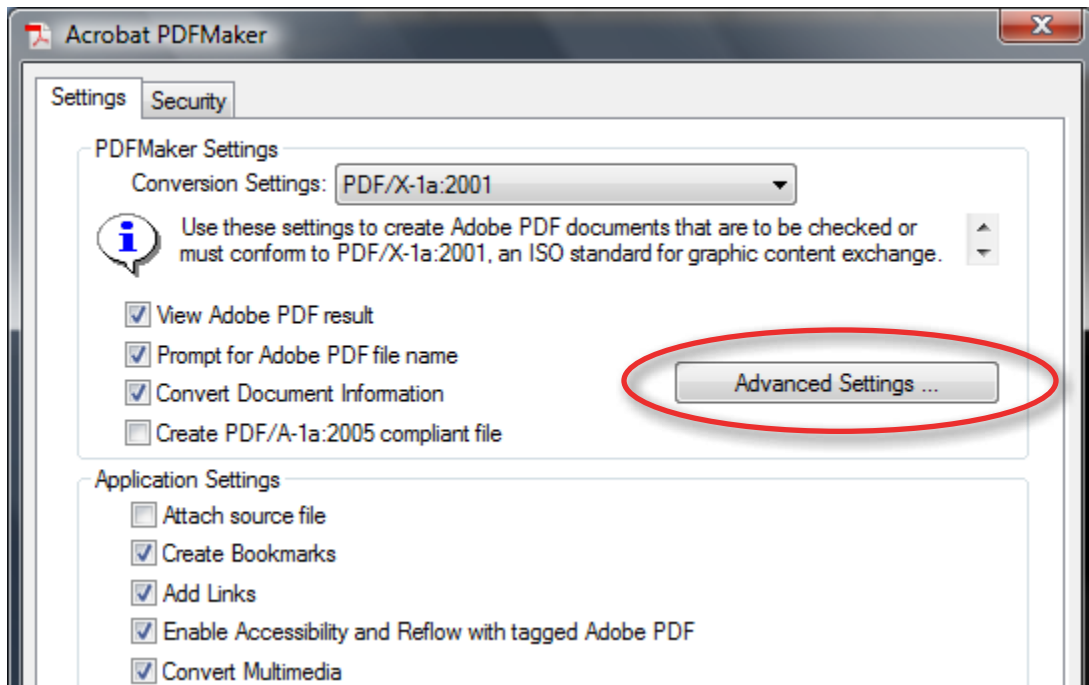7. Click the **Acrobat** tab.
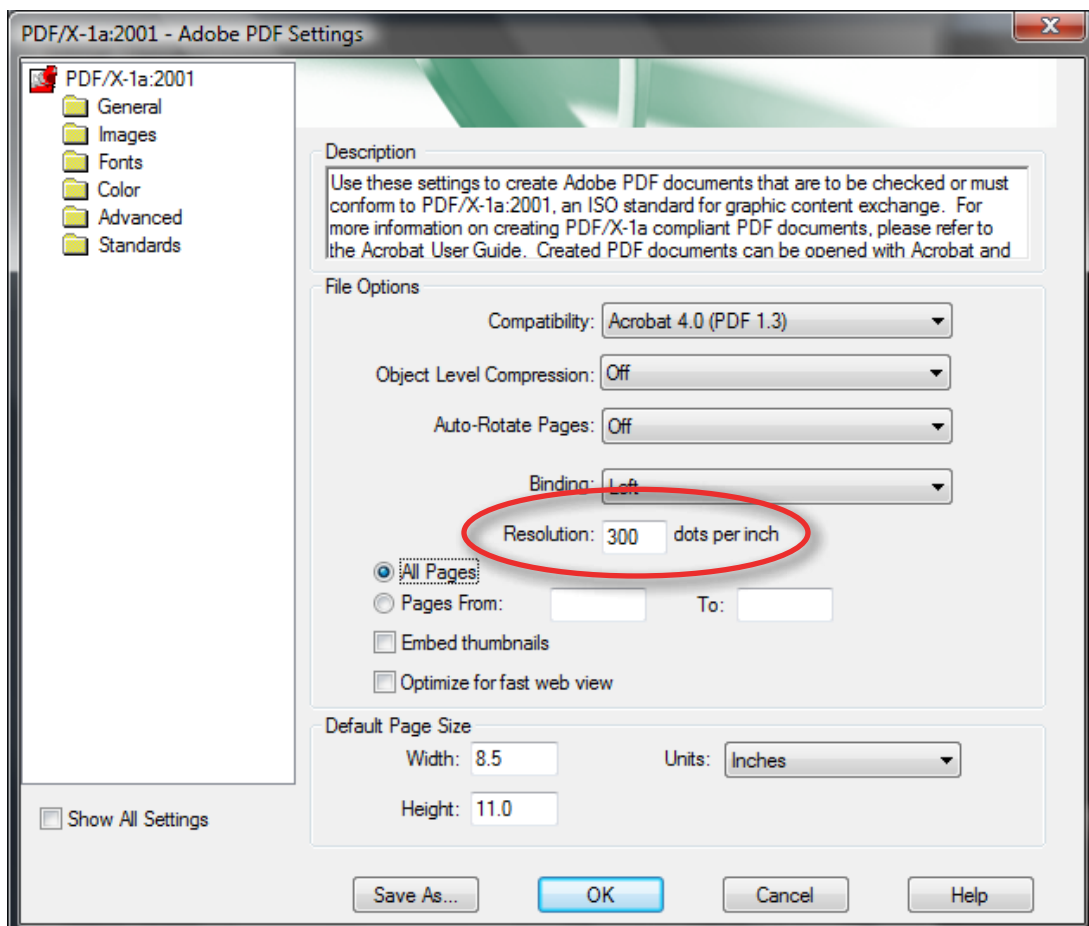

8. Click the **Preferences** button.

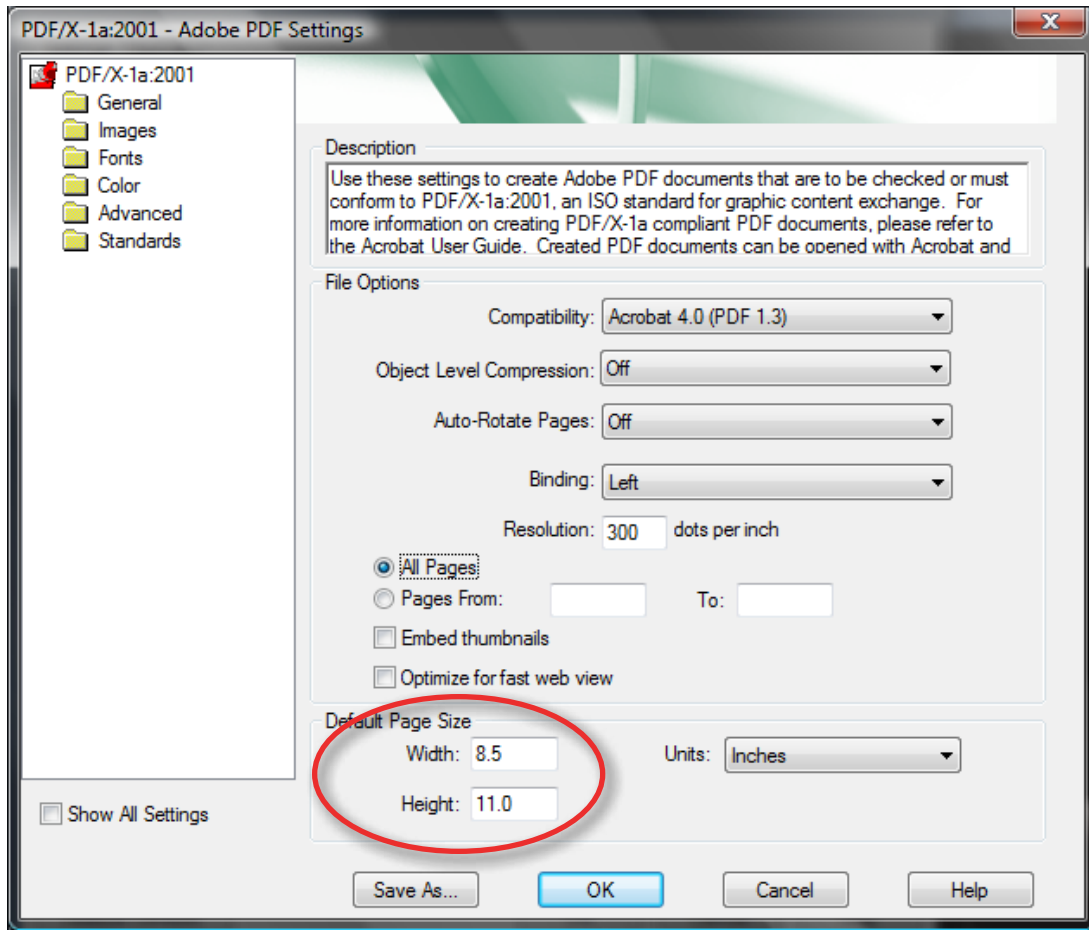9. Change the Conversion Settings to PDF/X-1a:2001.

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

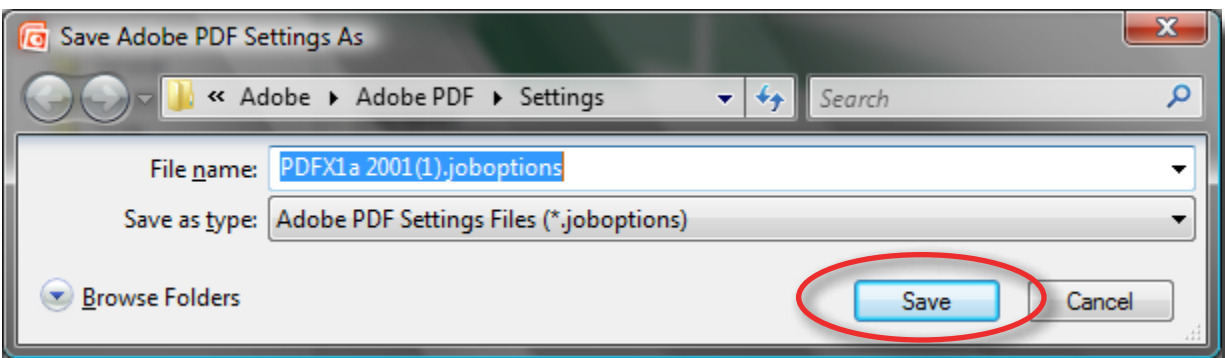11. Change the Resolution from 2400 to 300.

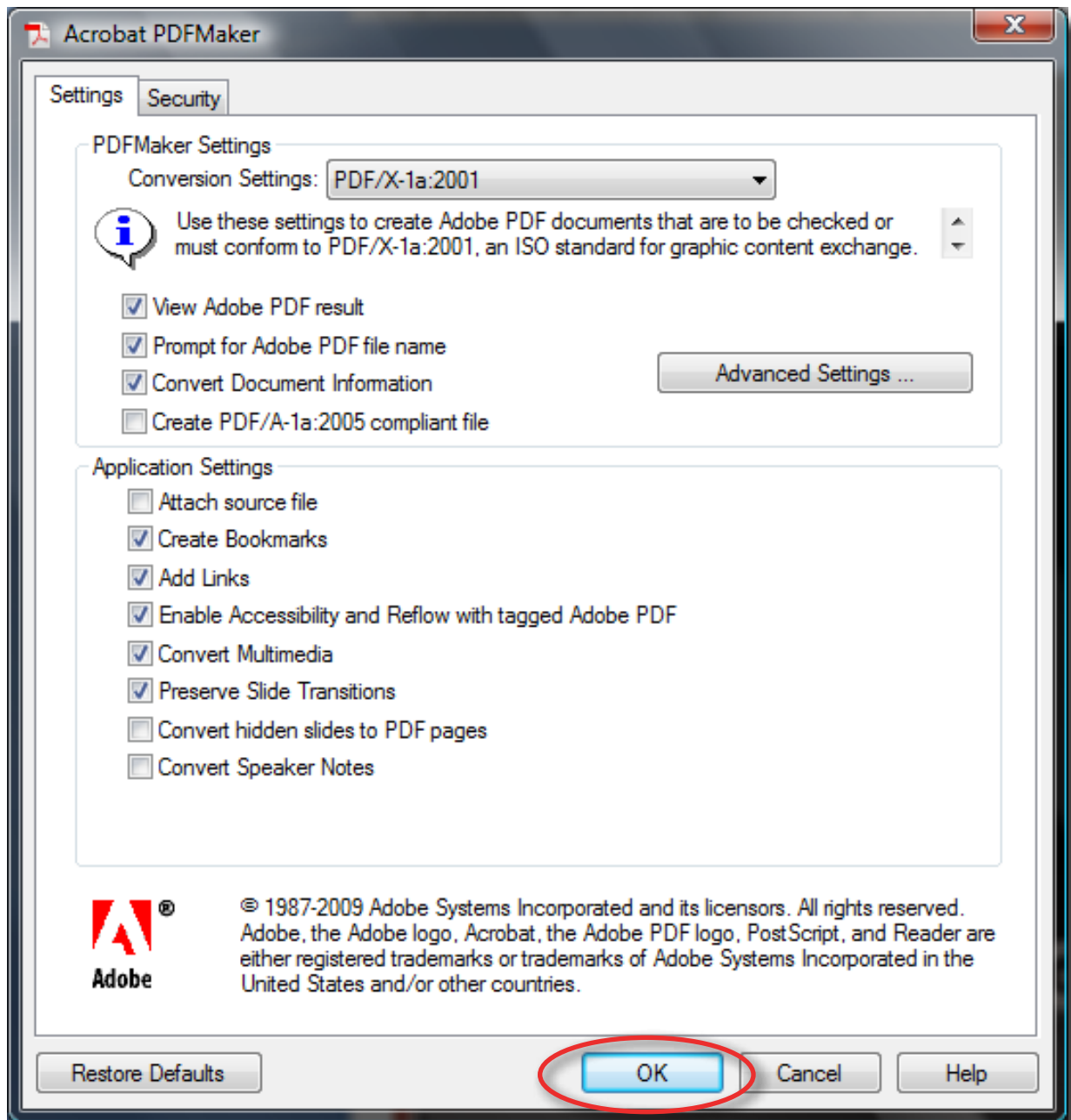12. Make sure the Default Page Size is Width: 8.5 and Height: 11.
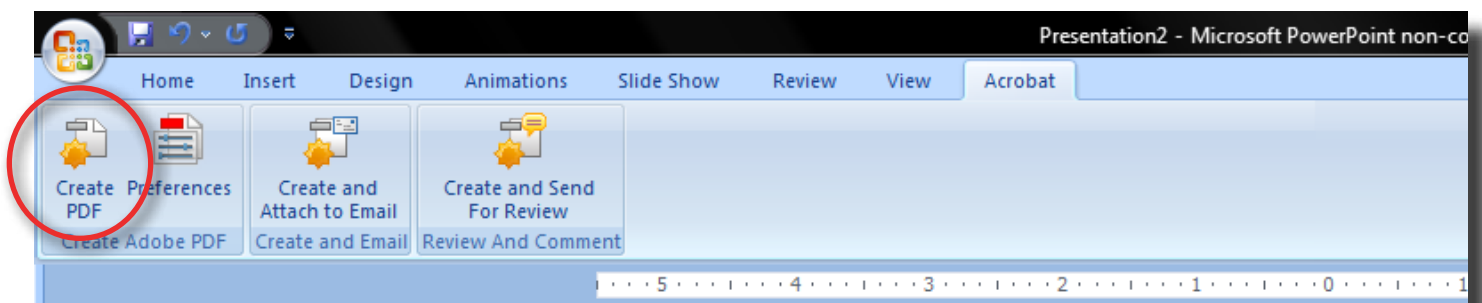

13. Click the **OK** button.
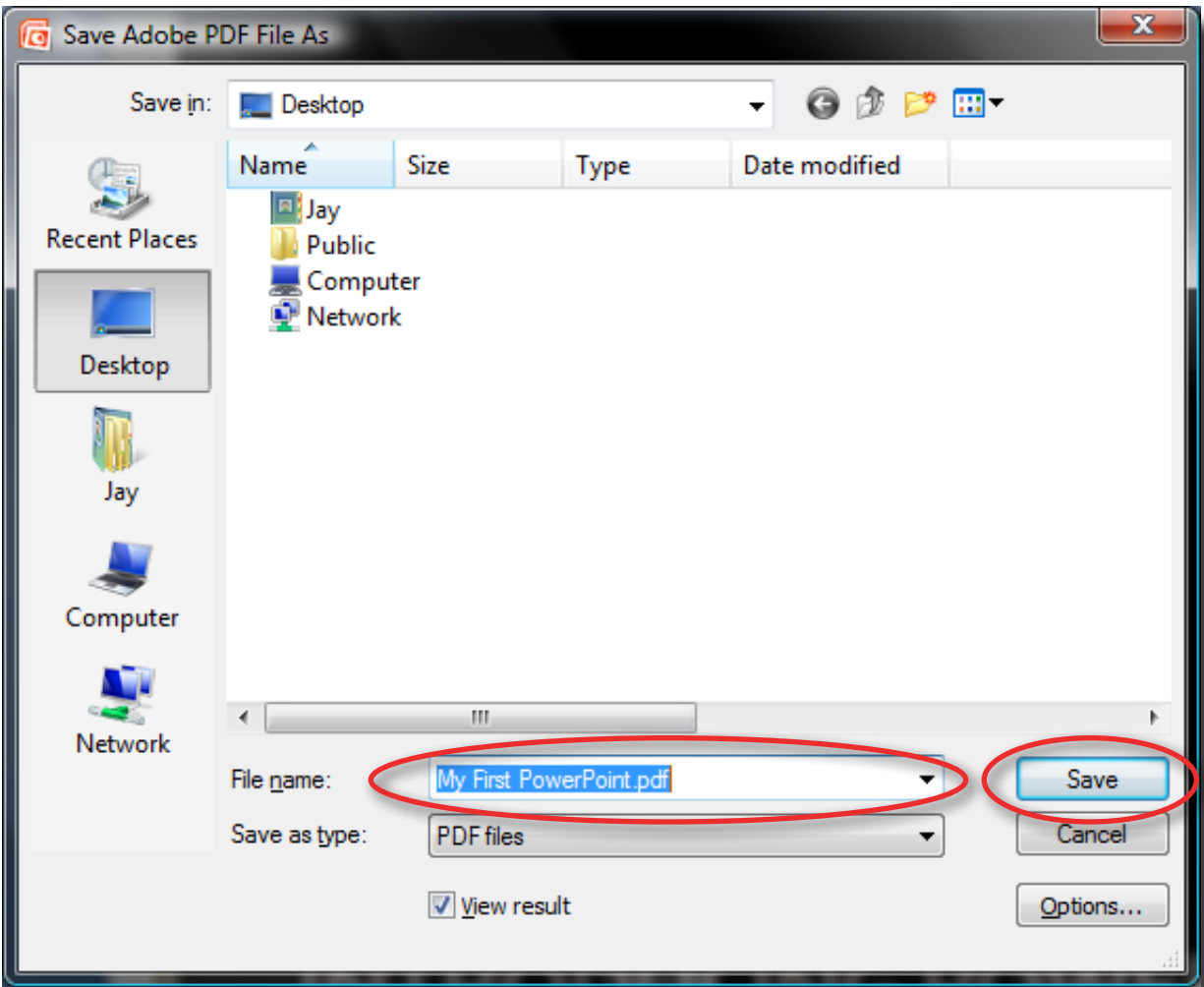14. Click the **Save** button.

15. Click the **OK** button

16. Click the **Create PDF** button.

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

18. Your PDF has been created.