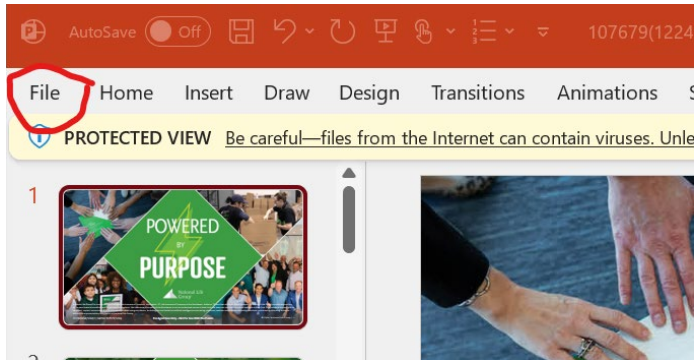
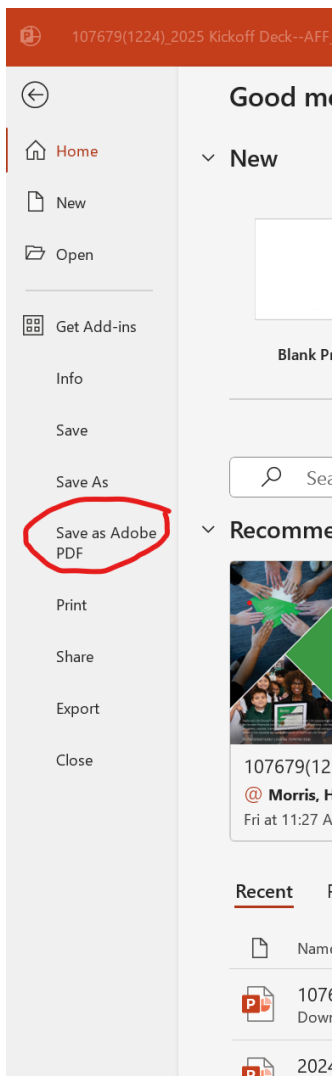


Converting your PPT Presentation to a PDF

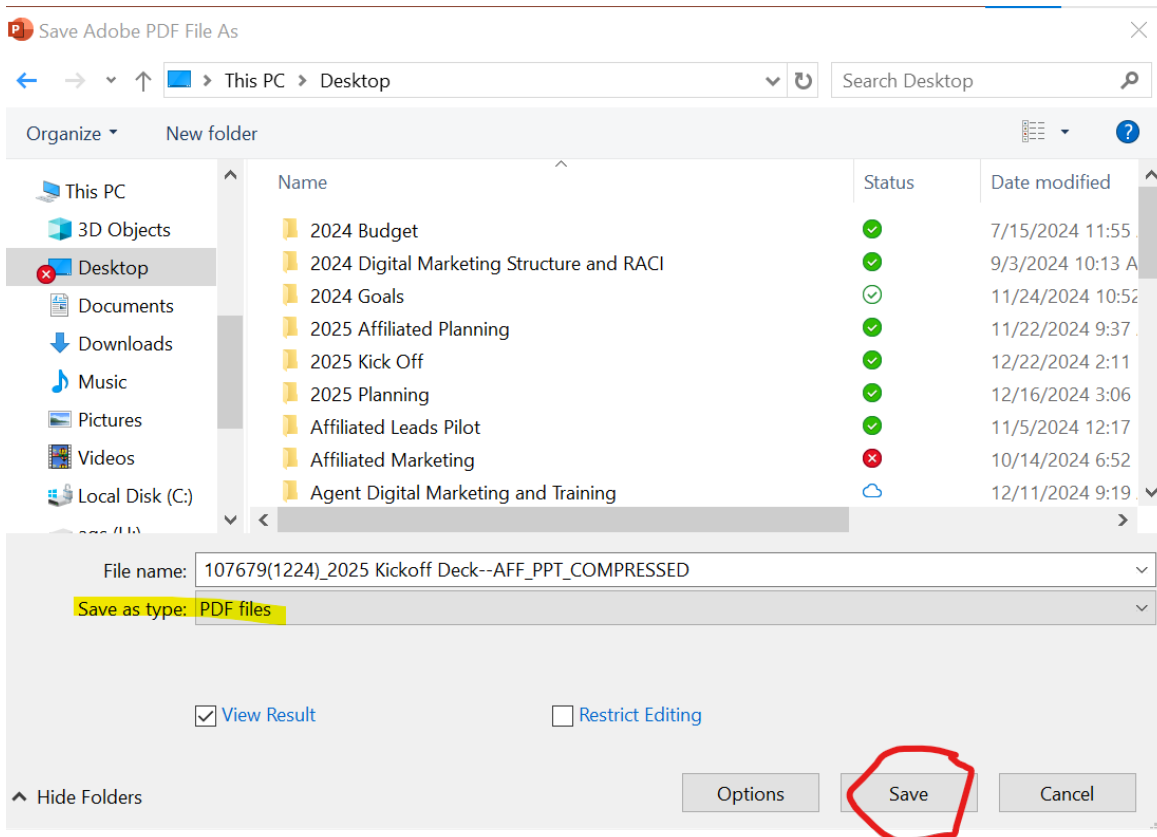
1. Within the top-left corner of PowerPoint, navigate to **File**.



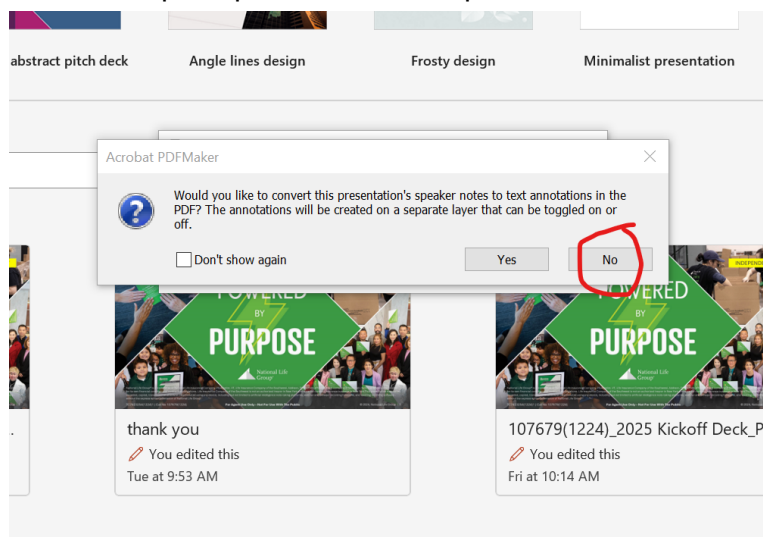
2. On the left-hand panel of the screen, select **Save as Adobe PDF**.



3. Select where you want to save the document, re-name accordingly and select **Save**. *Ensure the document type still says PDF.*



4. You will be prompted to convert speaker notes. When asked, select **No**.



5. PDF Maker will work its magic – when it's done, it will open and be saved to the destination you selected.