

Creating a PDF for print

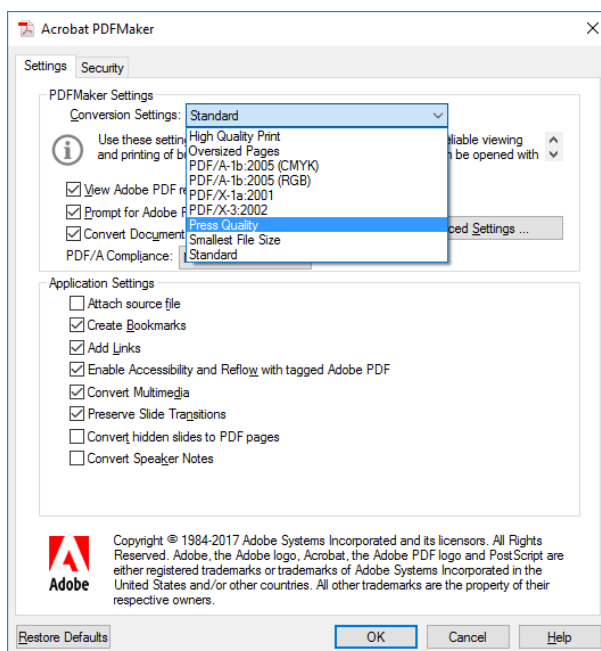
First you have to have Adobe Acrobat that creates pdf's installed on your computer. Then you will see a toolbar named Acrobat in all the Office programs, including PowerPoint.

Change the settings to make the PDF in "press quality"

1. From the Acrobat menu in PowerPoint select Preferences.



2. Change the "Conversion Settings" to Press Quality.

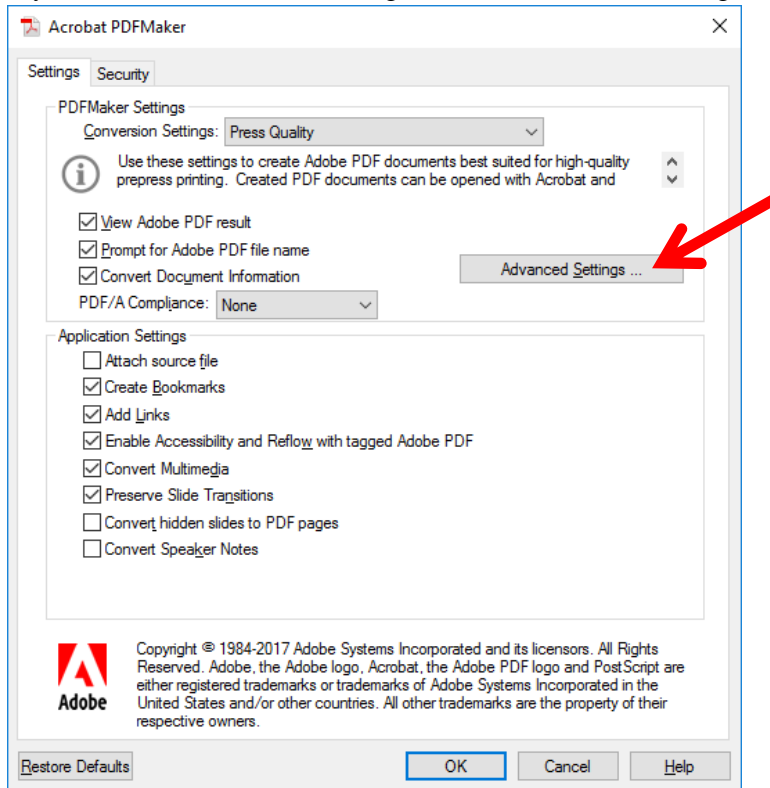


3. Select OK.

4. You can now create your PDF selecting Create PDF button



If you like to see what those settings are, select Advanced Settings.



Select Images, here are the settings for how Acrobat will create your pdf.

