

How to Save a PowerPoint as a PDF

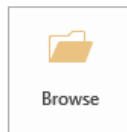
1. First, make sure you've previously saved the presentation to your folder as a "ppt" file. If you do not, you will not be able to go back and edit it.
2. Click File



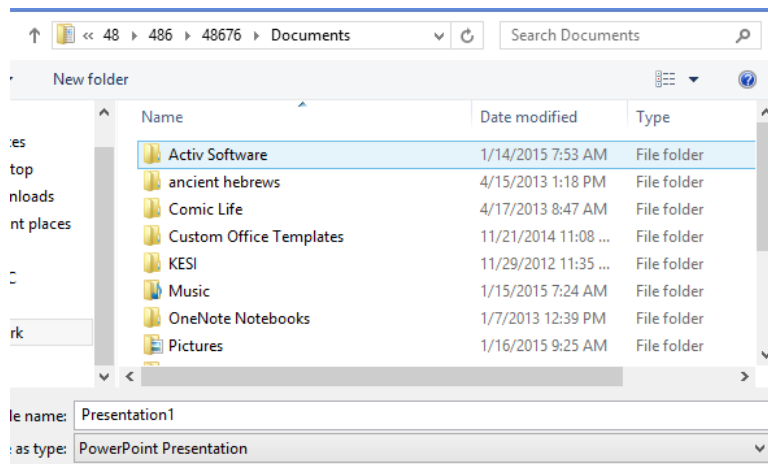
3. Click "Save As"



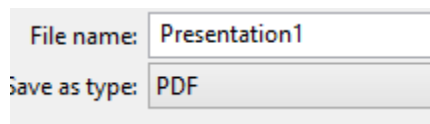
4. Select the appropriate folder to save this file in.



5. Rename your document if you need to, then select the arrow next to where it says "PowerPoint Presentation"



6. Select "PDF"



7. Then Click Save.