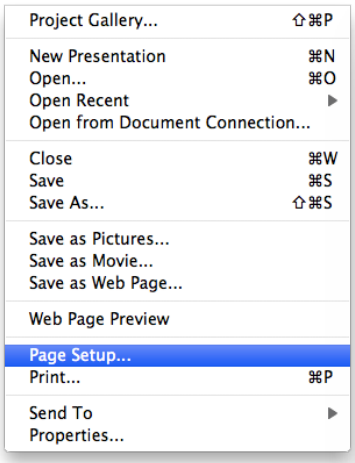
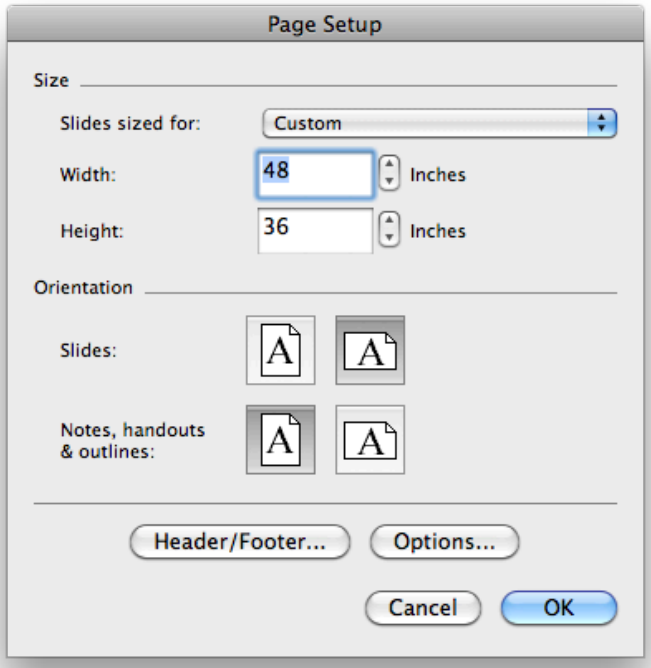
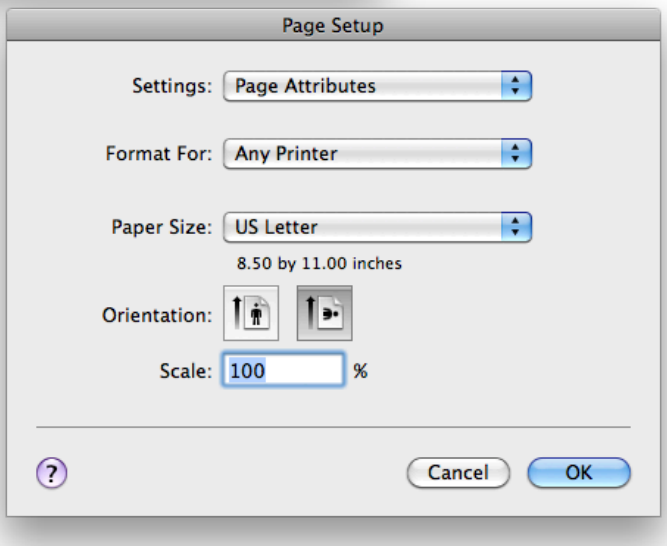
Converting a PowerPoint File to PDF on a Mac
(making slide size = page size)

1. Choose Page Setup from the PowerPoint File menu

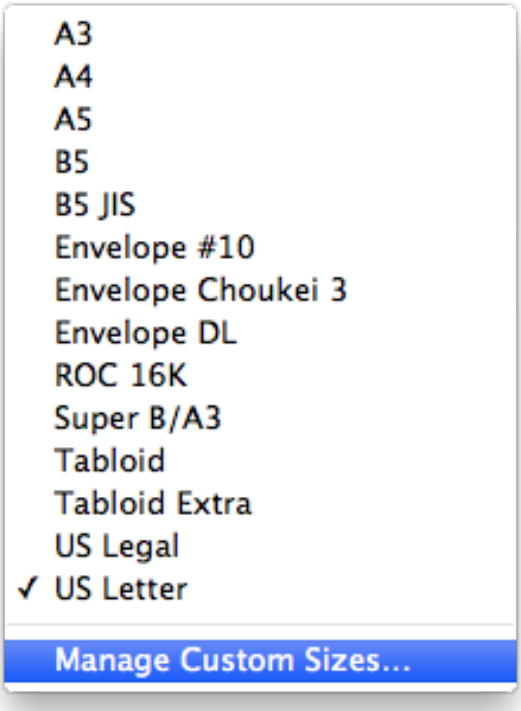


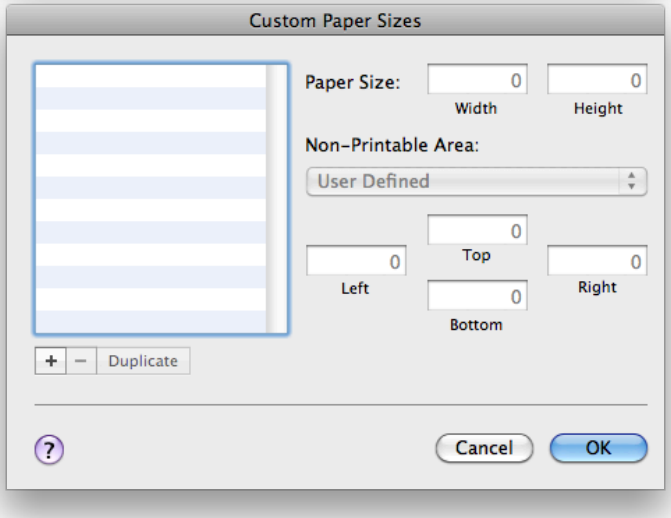


2. Click the Options button

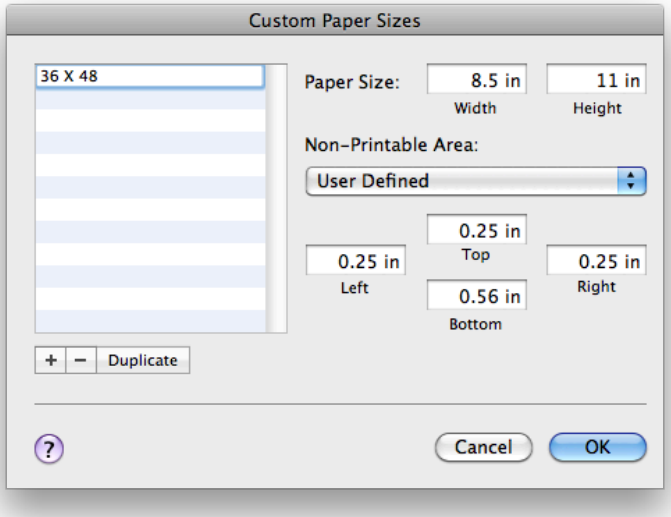


3. Click on **Paper Size** and
4. select **Manage Custom Sizes...**

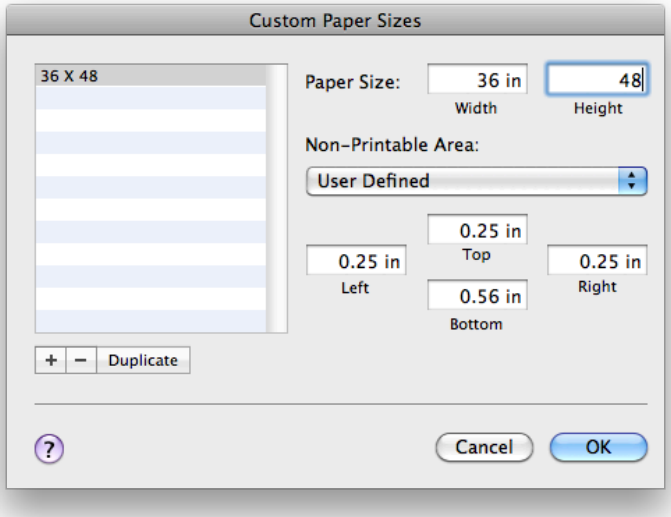


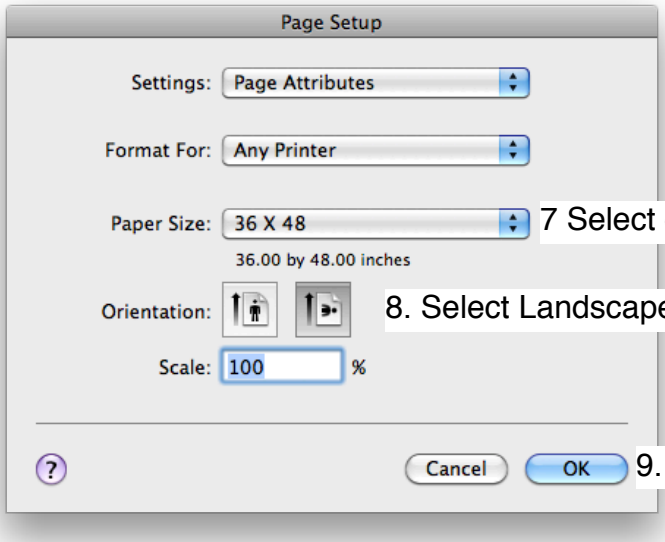


5. Click on **+ to** add a custom size; type in a description



6. Enter the appropriate dimensions **swapping** height and width (trust me)

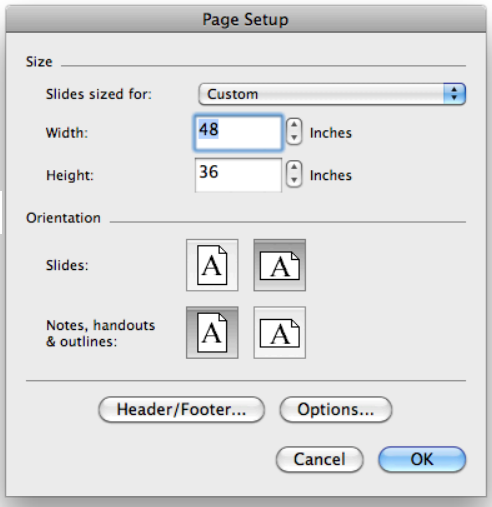




7 Select custom size

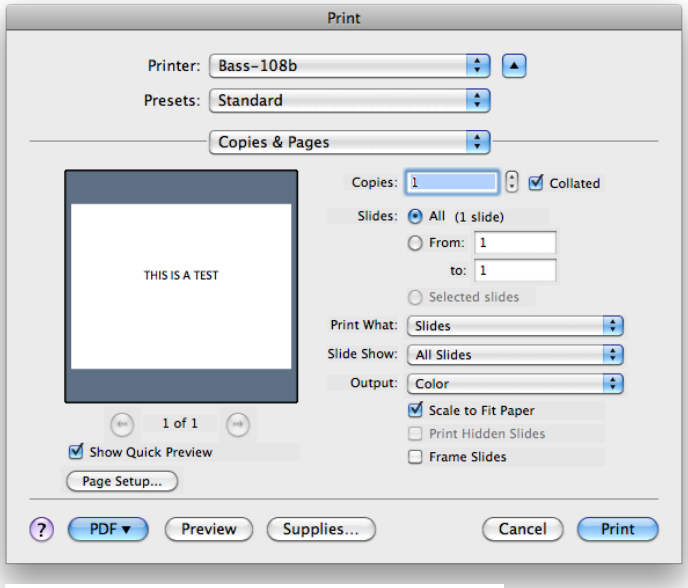
8. Select Landscape

9. Click OK



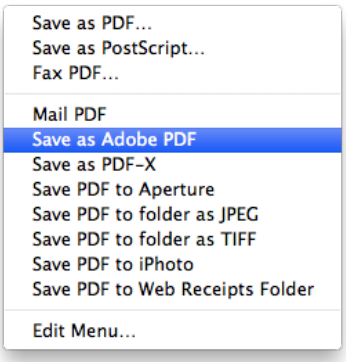
10. Click OK again

11. Click Print from the PowerPoint File menu



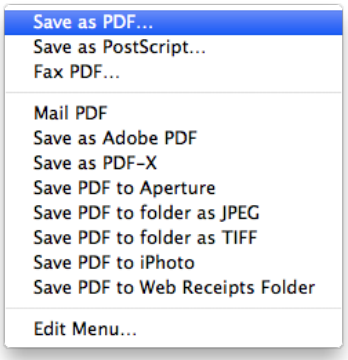
12. Click on the PDF pull down

13. Choose Save as Abode PDF



OR

14. Save as PDF if you don't have Acrobat



15. Follow prompts.
16. Save File.