

Saving a 2007 Power Point as a PDF

Power Points can be uploaded to Blackboard course shells, but there are problems associated with these files.

- Popup blockers tend to block the ppt files from being viewed
- Power point files open as editable files.


Saving the Power points as a PDF solves these problems. Here are the steps to make your files online friendly

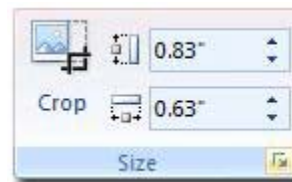
All online files, ppts, pdfs and htmls must have **Alternate Text** for each image used within the document.

(Alternate Text is a description of the image to identify the picture for those students who use Text Readers.)

To add an **Alt Text**, right click on the image to open the Picture Tools Format tool bar ribbon.



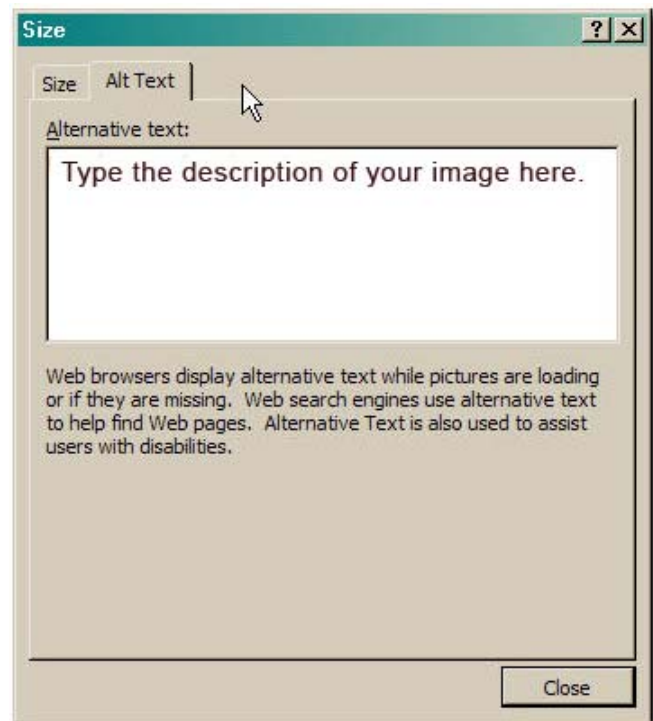
Find the **Size** box and click the  button.



Click the Alt Text tab then type in the image description in the Alternative text box.

Click

Close



Once all of your images have **Alt Text** you can save your file as a PDF.



Click the  to open the dropdown menu.

Scroll over **Save As** to click on **Adobe PDF**.

The file will take a few moments to **Save**.

