

## PowerPoint Conversion to PDF Handouts (Mac OS X)

In addition to converting your PowerPoint documents into HTML for display in Blackboard, you can also convert your PowerPoint presentation into PDF handouts for students to print. The instructions below will show you how to successfully complete this process.

1. Create the PowerPoint presentation and save it in the normal manner with a .ppt extension.
2. Select **File > Print**
3. At the pull-down menu that says **Copies and Pages**, change it to say **Microsoft PowerPoint** (Figure 1)

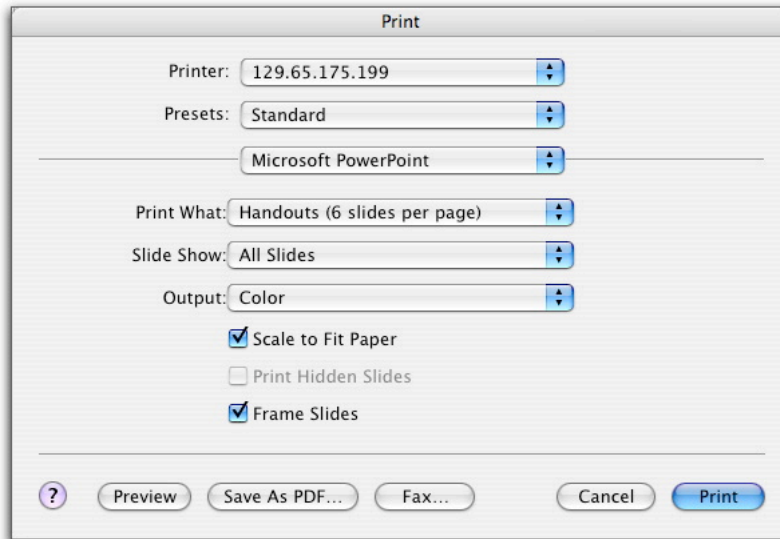


Figure 1: Print Dialog Box

4. From the pull-down menu that says **Print What:**, select **Handouts (6 slides per Page)**. Note: You may select from whichever option you desire here (e.g., **Handouts (3 slides per page)** or even **Outline View**).
5. For **Output:** select **Color** or **Grayscale**
6. Select **Scale to Fit Paper**
7. Click on the **Save as PDF...** button at the bottom of this dialog box.
8. When the **Save to File** dialog box appears (Figure 2), type a name for the file and make sure it has the **.pdf** extension on it. Note: If a **.doc** extension appears, remove it and type **.pdf** instead at the end of the file name.

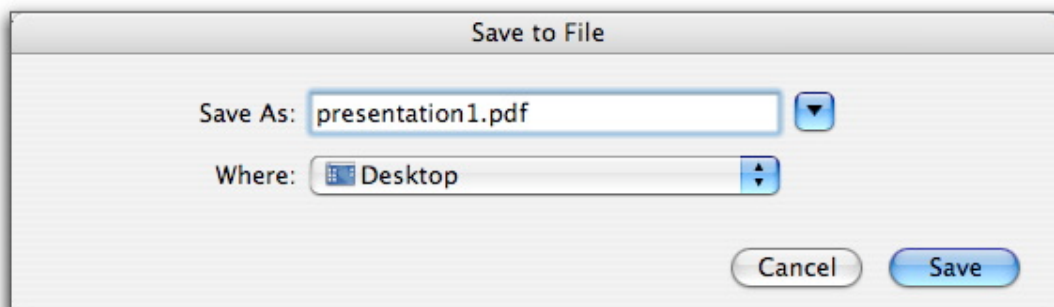


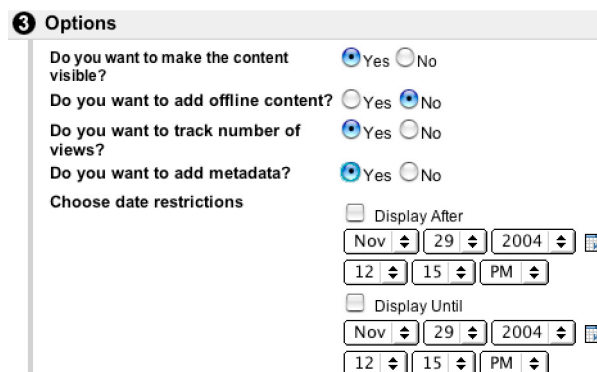
Figure 2: Save to File Dialog Box

9. Select the location where you want to save the PDF (e.g., Desktop, Documents, etc.) and click on the **Save** button.

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## Upload the PDF Handouts or Outline to Blackboard.

1. Open your web browser. Go to the Cal Poly portal at <http://my.calpoly.edu> and log in.
2. Open the Blackboard course you wish to place the file in by clicking on the course's link.
3. In Blackboard, click on the **Control Panel** button within your course.
4. Under the **Course Content** category, select the area in which you want to upload the file (e.g., Course Materials, Assignments, etc.).
5. Click on the **Add Item** button.
6. In **Section 1 - Content Information**, name your document and add any appropriate text, such as a brief description of the file. Select the radio button for **Smart Text**, **Plain Text**, or **HTML**. (The typical choice is **Plain Text**.)
7. In **Section 2 - Content Attachments**, click the **Browse...** button next to **File to Attach:** and locate the newly-created PDF on your computer.
8. Next to **Name of Link to File:** type a link for the students to click upon (e.g., Click here to view)  
**Note: This step is very important! If you don't name the link, the students will have nothing to click upon to open the file.**
9. Next to **Special Action:** select **Create a link to this file** from the drop-down menu.
10. In **Section 3 - Options**, select the options you desire and set the **Date(s) of Availability** (Note: If you do not select any dates, the file will display from the time you hit the **Submit** button until the end of the quarter).



The screenshot shows the 'Options' section of a Blackboard interface. It contains several radio button options and date restriction settings. The options are: 'Do you want to make the content visible?' (Yes selected), 'Do you want to add offline content?' (No selected), 'Do you want to track number of views?' (Yes selected), and 'Do you want to add metadata?' (Yes selected). Under 'Choose date restrictions', there are two sections: 'Display After' and 'Display Until'. Each section has a checkbox and a date/time picker. The 'Display After' section is currently unchecked and shows the date Nov 29, 2004, 12:15 PM. The 'Display Until' section is also unchecked and shows the date Nov 29, 2004, 12:15 PM.

**Figure 4: Options**

11. Click the **Submit** button. Blackboard will provide a Content Receipt to tell you that the file was uploaded correctly. Click on the **OK** button.
12. Return to the student view in Blackboard (by clicking on the breadcrumb of the course's name) to make sure that the PDF file was properly uploaded. If the PDF file downloads to your computer when you click upon the link then you have uploaded the file properly into Blackboard for student access.