

PowerPoint 2003 Conversion to PDF Handouts (PC)

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 Preview**
3. At the top of the screen where it says **Print What:**, select **Handouts (6 slides per page)** from the pull-down menu (Figure 1). Note: You may select from whichever option you desire here (e.g., **Handouts (3 slides per page)** or even **Outline View**).

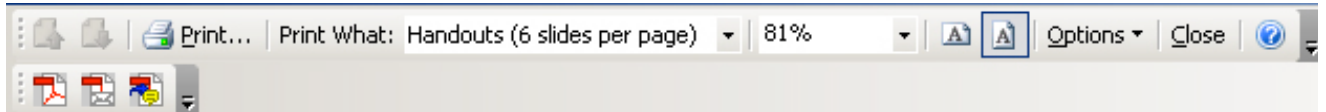


Figure 1: Print Preview Screen

4. Click on the **Close** button to close Print Preview.
5. If you have an **Adobe PDF** menu at the top of the PowerPoint screen, select **Convert to Adobe PDF** from that menu (Figure 2). Note: You will probably only have this menu if Adobe Professional - not Adobe Reader -- is installed on your PC).

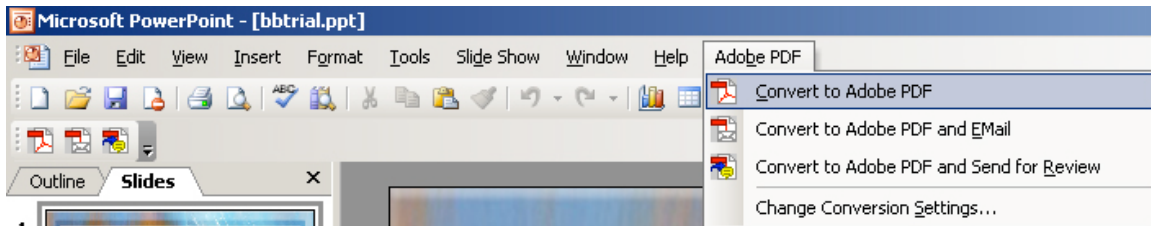


Figure 2: Adobe PDF Menu in PowerPoint

6. If you DO NOT see the **Adobe PDF** menu at the top of the PowerPoint screen, try going to **File > Print** and from the printer pull-down menu, select **Adobe PDF** as the printer (Figure 3). Note: You might possibly have the choice here of **Adobe Distiller** if you are on an older PC.

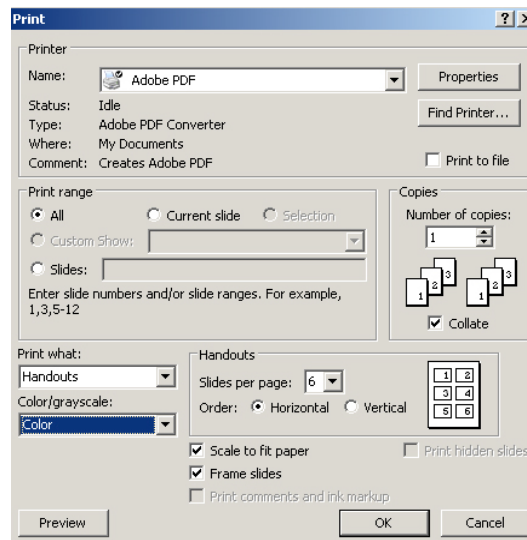


Figure 3: Print Dialog Box

7. Click the **OK** button.
8. When the Save dialog box appears, note that the file has a .pdf extension. Click on the **Save** button.

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).

3 Options

Do you want to make the content visible? Yes No

Do you want to add offline content? Yes No

Do you want to track number of views? Yes No

Do you want to add metadata? Yes No

Choose date restrictions

Display After

Nov 30 2004

01 55 PM

Display Until

Nov 30 2004

01 55 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.