

CONVERTING POWERPOINT FILES TO ADOBE PDF FOR BLACKBOARD

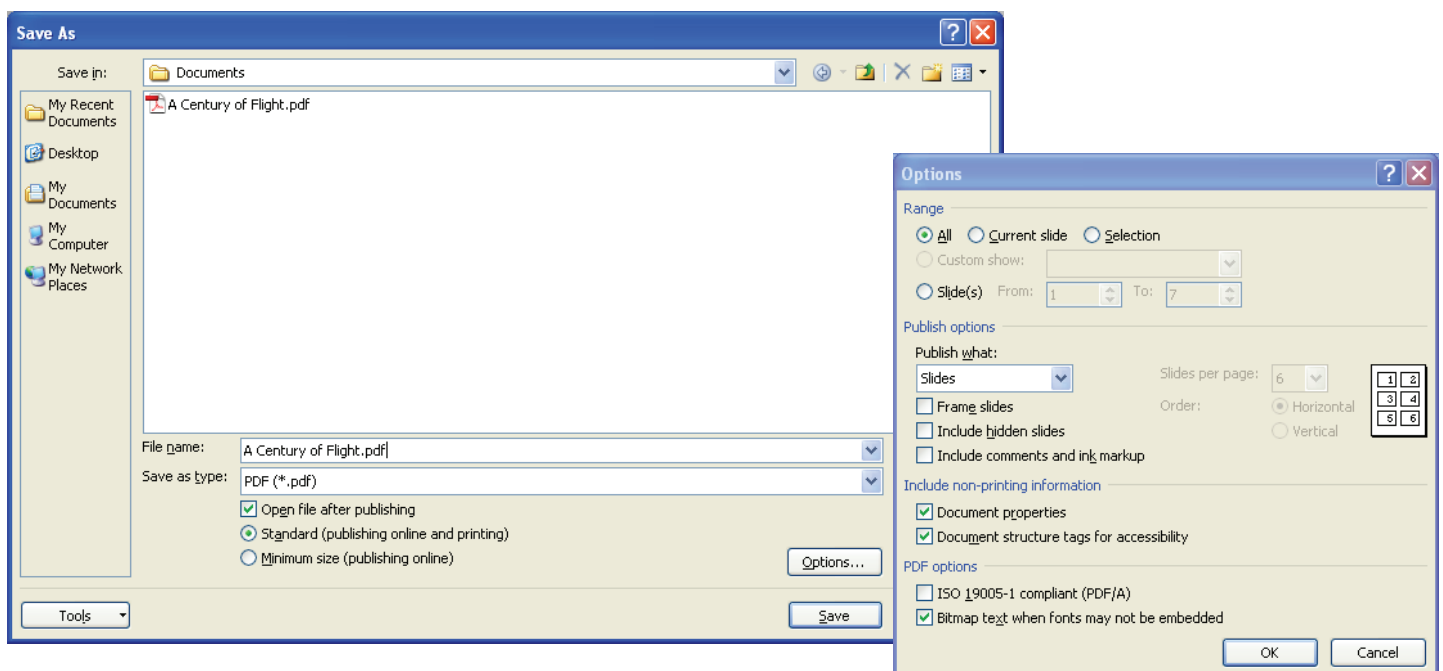


In Blackboard there is a limit to the size of the files you can add. If you are using Microsoft PowerPoint slides in your online class you may want to save these files as Adobe PDF (portable document format) files for easier download by students.

In Microsoft PowerPoint 2007 you save your file as an Adobe PDF by following these steps:

1. Open your Microsoft PowerPoint presentation,
2. Save your PowerPoint file as a **PowerPoint slide** (.pptx) so you can easily edit the project in the future,
3. Use **Save As** (under the Microsoft Office button in the upper left) to save your PowerPoint as a **PDF (*.pdf)**. Drop down the Save As Type options and click on PDF (*.pdf). You will notice a few different options directly under this Save As Type after choosing PDF. You can leave Open File After Publishing checked if you wish to preview your new PowerPoint PDF file. Also there is a radio button allowing you to save the PDF as a Standard PDF (which looks good on screen and in print) or a **Minimum size** (which compresses the file size down allowing for quicker downloads but doesn't necessarily retain "print quality"). (shown in the screenshot below left)
4. Also you will notice an **Options** button to the lower right. Clicking Options allows you to determine the number of slides saved to the PDF, the type of PDF you are producing (Slides, Handouts, Notes Pages, or Outline View). By default this option is set to Slides producing a slide per page PDF. Choose the options appropriate to your need and click OK. (shown in the screenshot below right)
5. After PDF (*.pdf) is chosen and you've typed in a name and chosen a location for your file to save click **Save**.
6. Your PowerPoint will save as a PDF and you will be able to upload your PowerPoint files as PDFs into your Blackboard course as shown on page 2 of this handout.

NOTE: You will lose any animation effects set in the original PowerPoint file when you convert to PDF.



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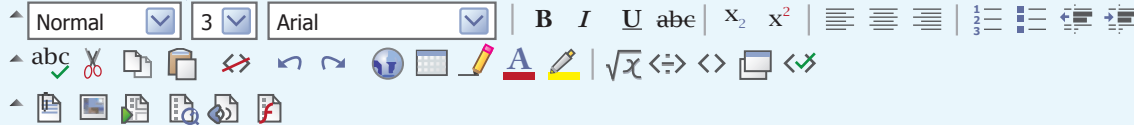


Create Assignment Visual Editor



Attach File

Visual Editor: ON



Before the end of the day (midnight CST) on Friday of this first week of classes pl

1. Visit and read the text at the following link:

[U.S. Centennial of Flight Commission: Precursors to Powered Flight](#)

or copy and paste the link into your browser: http://www.centennialofflight.gov/essay/Prehistory/late_1800s


2. View the attached Adobe PDF file called "A Century of Flight",

[A Century of Flight \(Adobe PDF\)](#)

3. And in your own words answer the fo

Adding Content Links:

To add a content link to an assignment:

1. Type the text you'd like to appear as the link,
2. Using the mouse highlight the text you just typed,
3. Click on the Paper/Paperclip symbol 
4. You will see a screen pop up like the screen at right. Browse to the file you'd like to add using the Browse... button,
5. Type in a name of the link and choose whether to have the link launch in a new window and type Alt (alternative) text in case the link doesn't show up,
6. Click Submit.

Your content link will appear underlined in blue (see Adobe PDF shown above).

Insert Content Link

Cancel Submit

1. Select Content Link

Browse Browse...

or Specify Source URL

For example, <http://www.myschool.edu/>

2. Content Link Options

Name of Link to File


Launch in new window Yes No

Alt Text

3. Submit

Cancel Submit

Text typed into the Visual Editor can be formatted for boldfacing, italicizing, underlined and more. Type your text and then highlight the text you'd like to format using the mouse. Click on the appropriate Visual Editor button to format your text.

Content Links can also be added to assignments. Files include Adobe PDF, Microsoft PowerPoint, Microsoft Word, Microsoft Excel, HTML files, etc. Follow the instructions above on adding content links to an assignment using the Paper/PaperClip symbol  in the Visual Editor.