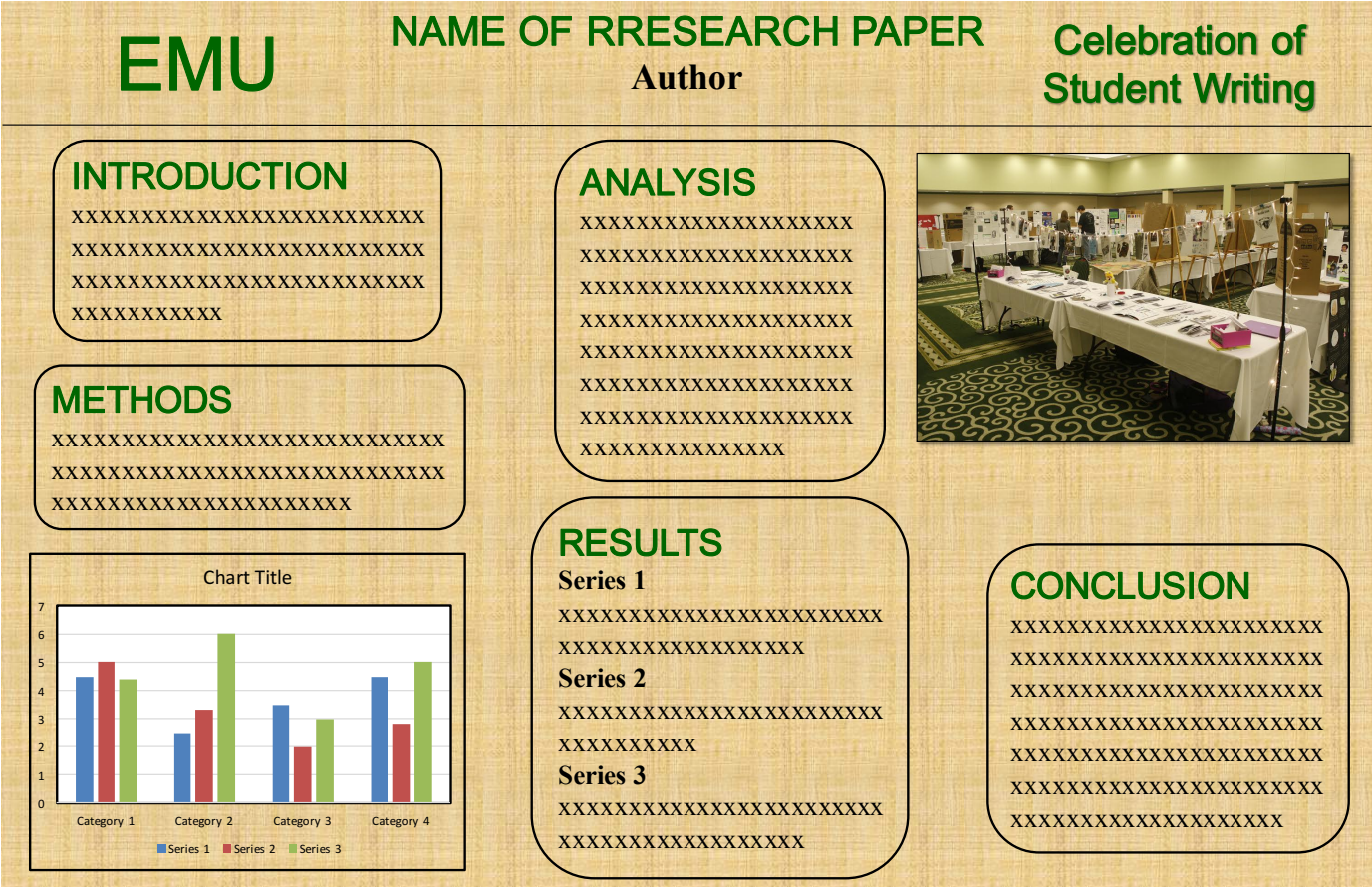


Instructions for saving as PowerPoint and PDF and printing in PowerPoint 2015 for Mac 10.10.1.

(If you have another version of PowerPoint things may look different.)

When to use these instructions: When you want to save and print your poster on PowerPoint.

For these instructions, we'll be printing something that looks like this.



Step One

Click on the “File” tab.

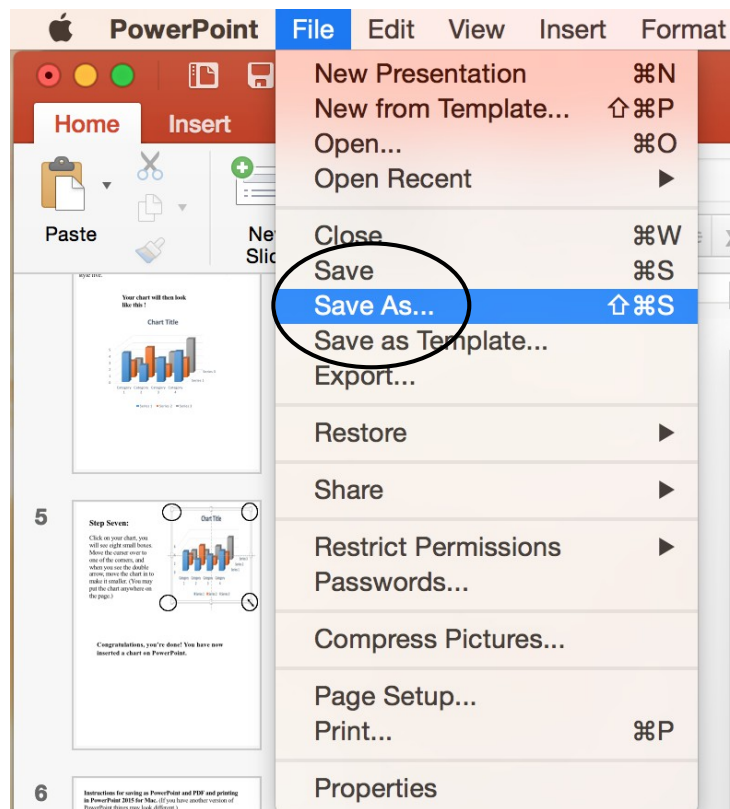
Step Two

Click on ”Save As”.

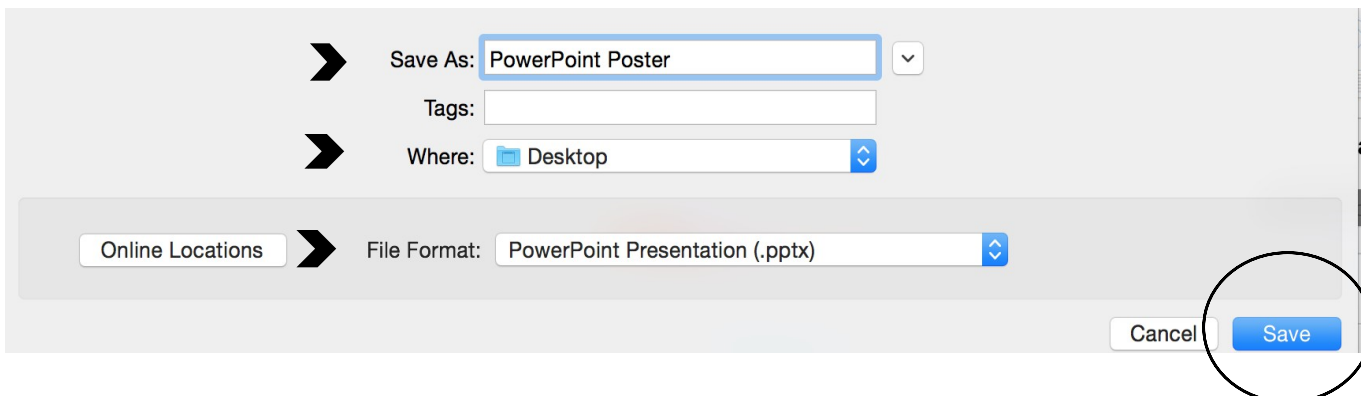
Step Three

The box below will appear.

- First create a name. For example, “**PowerPoint Poster.**”
- Select “**Desktop**” for where it will be saved.
- Make sure it’s being saved as a “**PowerPoint Presentation (.pptx).**”
- Lastly, click “**Save.**”

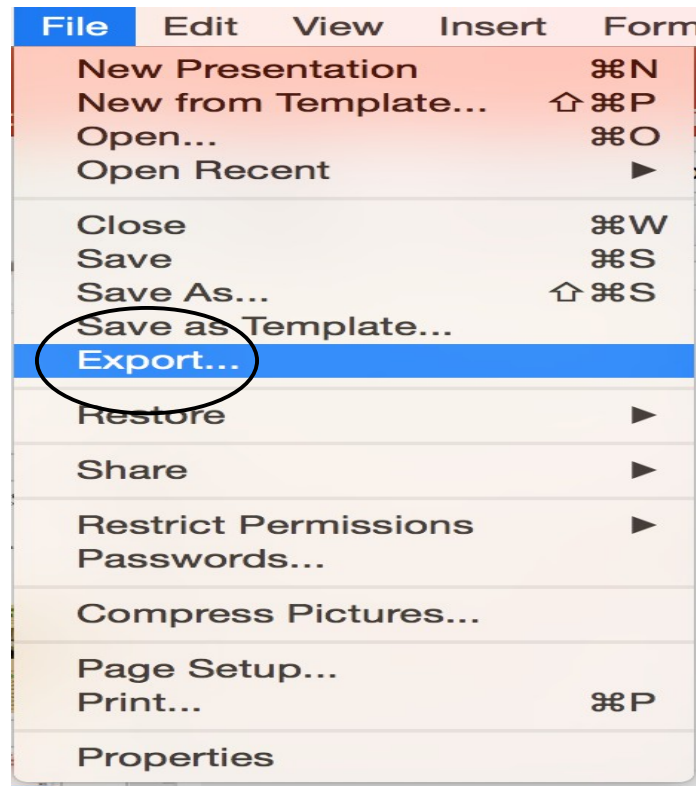


NOTE: You should click save every time you make any changes so your work is not lost.



Step Four

Click on the “**File**” tab.



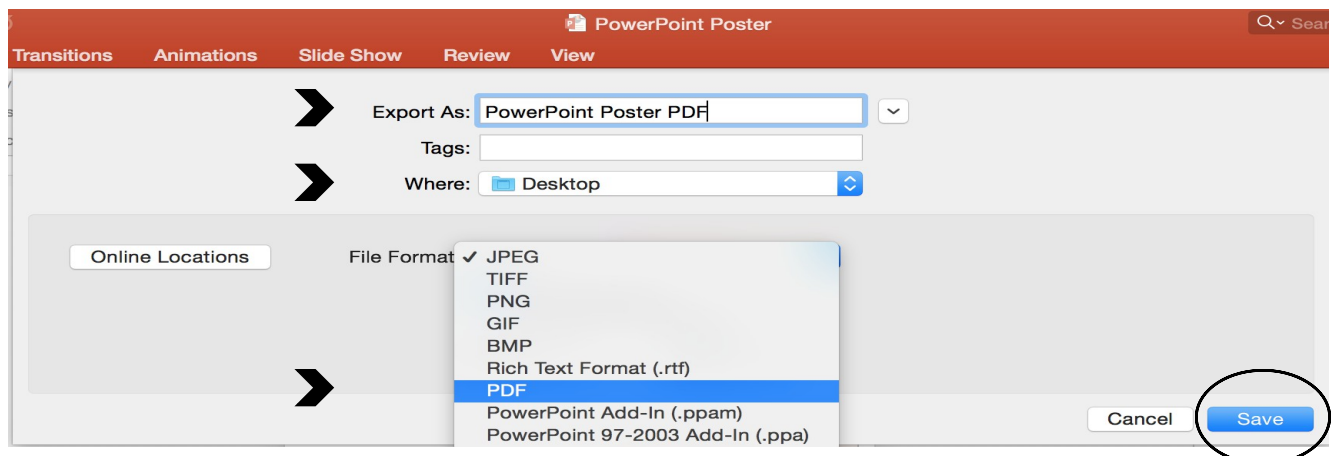
Step Five

Click on “**Export.**”

Step Six

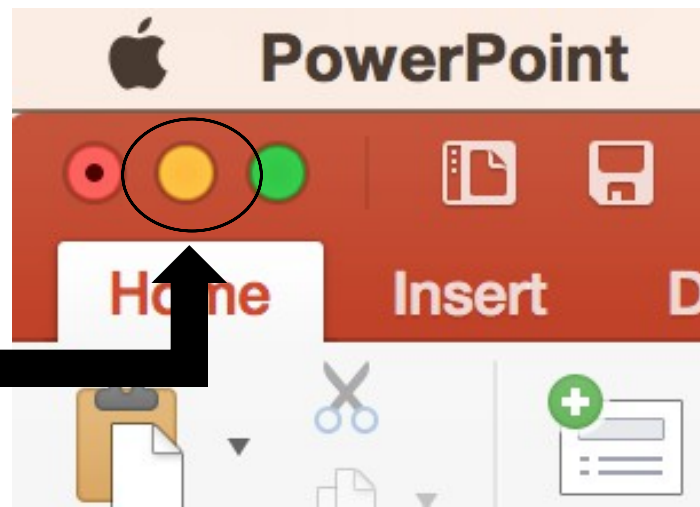
The box below will appear.

- First create a name. For example, “**PowerPoint Poster PDF.**”
- Select “**Desktop**” for where it will be saved.
- Click on “**File Format**” to select “**PDF.**”
- Lastly, click “**Save.**”



Step Seven

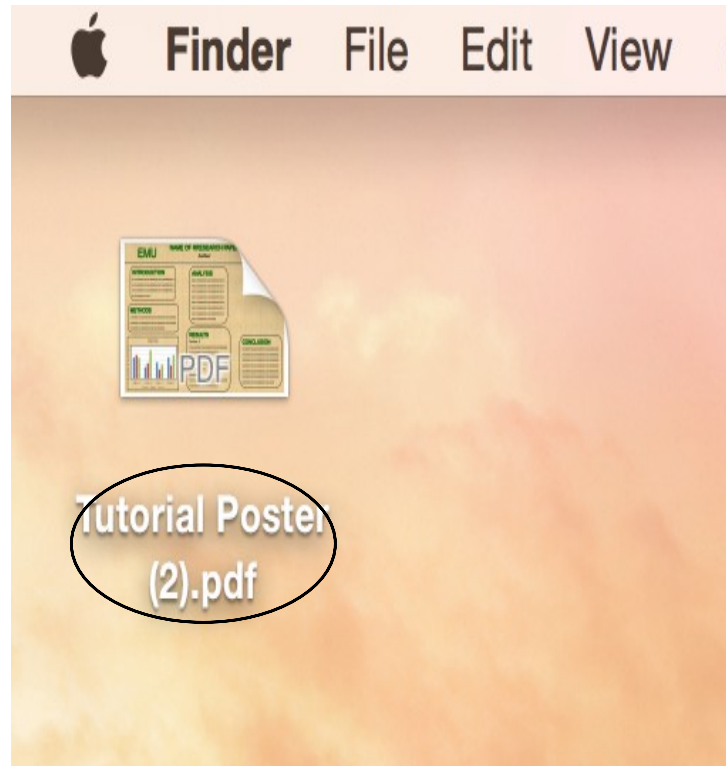
You are now ready to print. First minimize PowerPoint by clicking the yellow circle at the top left corner of PowerPoint.



Step Eight

Now, find the icon of your poster on the desktop. Make sure it is the PDF copy.

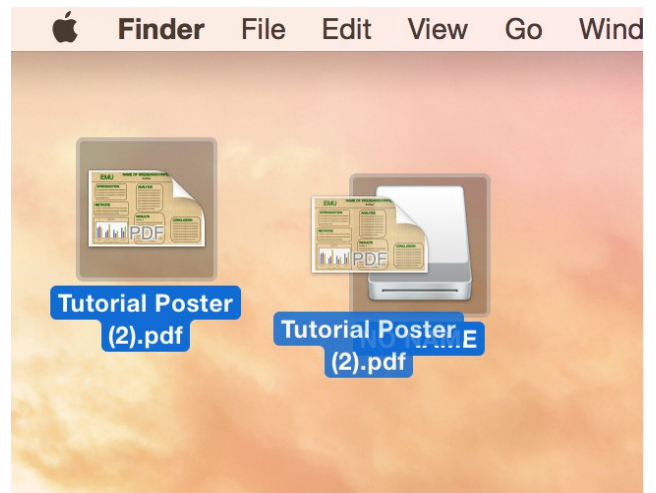
NOTE: This icon can be located anywhere on your desktop. You'll be able to find it by looking for the name you have saved it under.



Step Nine

Plug in your USB drive and drag the poster over to the USB drive. If you do not have a USB drive, email the poster to yourself.

NOTE: For this tutorial the USB name is “NO NAME”, but other names for the USB could appear. Keep in mind that the USB also could pop up anywhere on your desktop. It can vary in shape and color but will look similar to this.



Step Ten

Take your USB drive to the printing center located in Halle Library.



PHOTO CREDIT: https://en.wikipedia.org/wiki/Bruce_T._Halle_Library

Step Nine

The printing center is located in the down stairs of Halle Library, room G01. If you do not have a USB drive, you may call this number 734-487-2013 and they will provide an email address to send your poster to. **You should attempt printing at least three days before due date.**

Ground Level

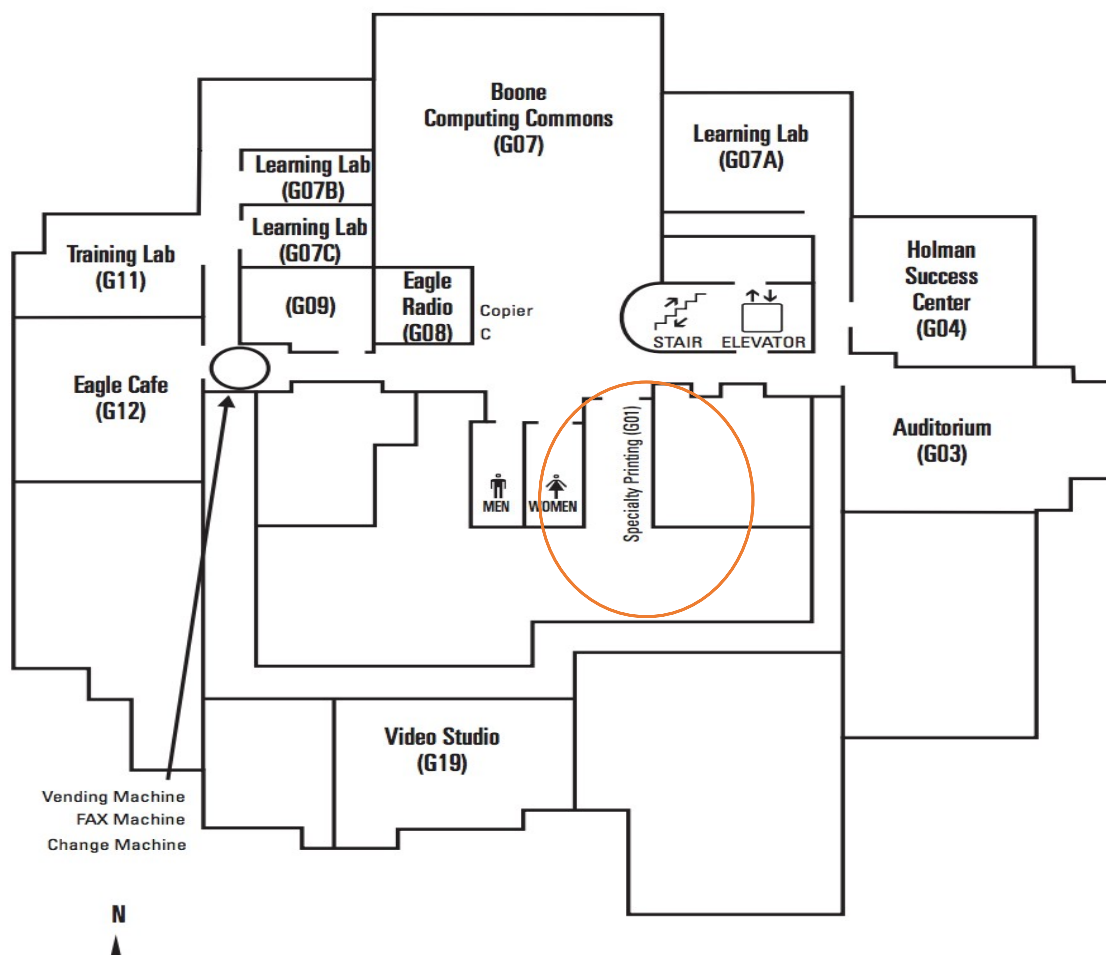


PHOTO CREDIT: <http://www.emich.edu/library/about/floorplans-g.php>

Congratulations, you're done! You have now saved as PowerPoint and PDF. You have also now printed.