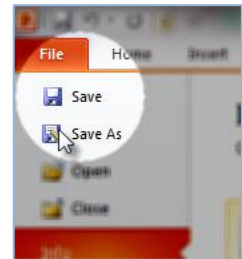


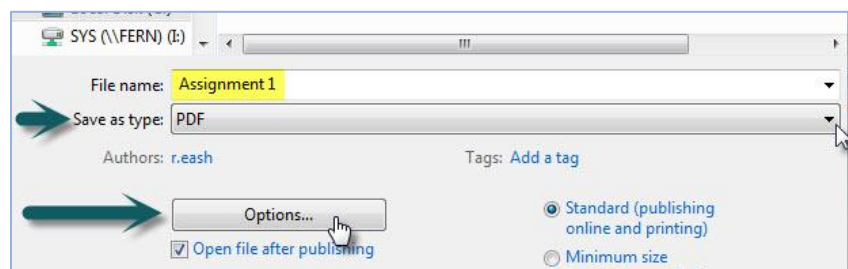
## Saving a Powerpoint file as a .pdf prior to submission via Turnitin

This guide is intended to help you turn your PowerPoint presentation into a .pdf file that you can then submit electronically via Turnitin. You will also be able to see the notes pages underneath your slides (click on the **View** tab at the top and then select the **Notes Pages** option on the top left of your screen if you want to see this within PowerPoint).

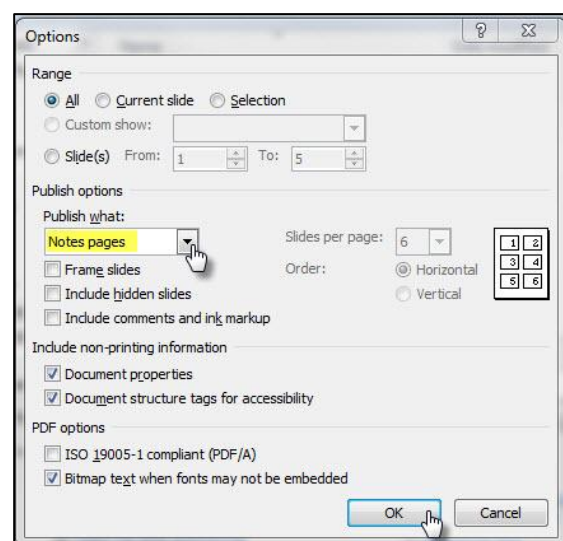
1. Once your presentation is complete, save it as normal (i.e. as a standard .ppt file)
2. Click on the **File** tab on the top left of your screen and select **Save As**



3. This will bring up a new window. The screen shot below is of the bottom half of this window.
  - (a) Keep the same **File Name** as you PowerPoint file so that you can match up the original .ppt file with the new .pdf (as highlighted in yellow)
  - (b) Underneath the File name box, is another box entitled **Save as type**. Using the drop-down arrow on the right hand side of this box select **PDF**
  - (c) Click on the **Options** button underneath



4. Using the drop-down arrow on the right ...
  - (a) change what you choose to publish to **Notes pages** (highlighted in yellow)
  - (2) click **OK** at the bottom of the window to close this window; and
  - (3) click **Save** on the original window and your task is complete! Your file will now be saved as a .pdf ready for submission into Turnitin.



You can also watch a demonstration online at <http://www.youtube.com/watch?v=ddTXt63GGYo>