

How to Export a PowerPoint (PPT) to PDF:

Windows or Mac (PowerPoint Desktop)

1. Click **File**
2. Select **Export**
3. Choose **Create PDF/XPS Document**
4. Click **Publish** (you can customize slides/pages before saving)

Save As Method

1. Go to **File** → **Save As**
2. Choose the folder/location
3. Select **PDF** from the **Save as type** dropdown
4. Click **Save**

PowerPoint Online

1. Click **File**
2. Choose **Download As**
3. Select **Download as PDF**

Tip: Export your PowerPoint to a PDF before printing. Printing directly from PPT can create unwanted white space and margin issues.



New Student Orientation

JULY NEWSLETTER

724.268.4274

Summer To Do List:

- Register for a Parking Pass
- Register Proxy or Authorized Users for Billing – Bills will be coming soon!
- Review Meal Plan Options
- Be sure to complete Health History Forms and Meningitis Waiver
- Make sure we have all final transcripts (High School, Dual Enrollment, College in High School, AP Scores)

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August 21 is MOVE
IN DAY!



Check your
PennWest email
once a day to stay
up to date!

Have a Question?
Text Us!



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Campus Alerts and
Safety

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