

## How to turn a PowerPoint into a PDF

1. You'll want to make sure you are absolutely finished before you save it as a PDF and turn it in to turnitin.com.
2. FIRST, make sure you have saved your PowerPoint to your computer somewhere just in case you need to go back and make changes.
3. Then, go back to the upper-left hand and click on file. Choose "Save as".
4. When the "Save as" box comes up, add PDF to whatever you named your original PowerPoint. This way you won't get the PDF confused with the Microsoft document. For example, if it were "shannonoutsiders," I would rename it "shannonoutsiderspdf".
5. In this same box, there is a place that says "Save as type". Now, you want to choose PDF.
6. After choosing the type, click on Save. I would save it in the same place that you saved your original PowerPoint.
7. Remember where you saved it, go to [www.turnitin.com](http://www.turnitin.com) and upload it just like you did your essay.

LET ME KNOW IF YOU HAVE ANY PROBLEMS. I HAVE NEVER DONE THIS BEFORE, SO IT MAY NOT WORK EXACTLY HOW I WANT IT. THEREFORE, BE SURE TO KEEP A FINISHED COPY OF YOUR POWERPOINT ON YOUR FLASH DRIVE OR WINDOWS LIVE ACCOUNT.