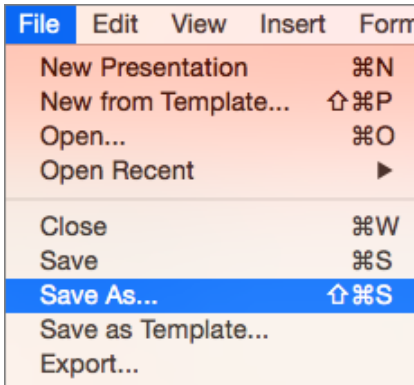


There are two ways to make your PowerPoint for macOS presentation a PDF.

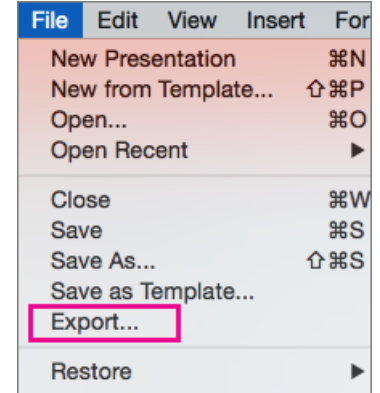
1. You can export your presentation as a PDF file by going to **File > Export**.

--OR--

2. You can save your presentation as a PDF in **File > Save As**.



Both methods do the same thing, so you can choose whichever you're more familiar with when you want to create a PDF version of your presentation.

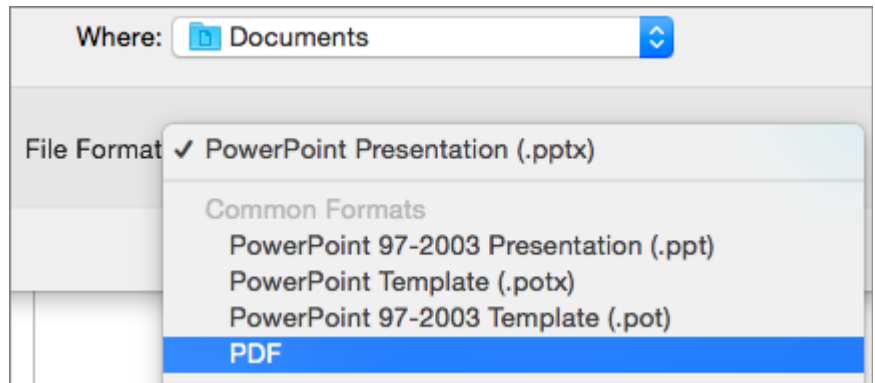


Method 1: Save your presentation as a PDF

Select **File > Save As**.

Choose the location where you'd like to save your PDF, and then in the File Format menu, choose **PDF**.

This shows the PDF option in the File Formats list in the Save As dialog in PowerPoint 2016 for Mac. --->

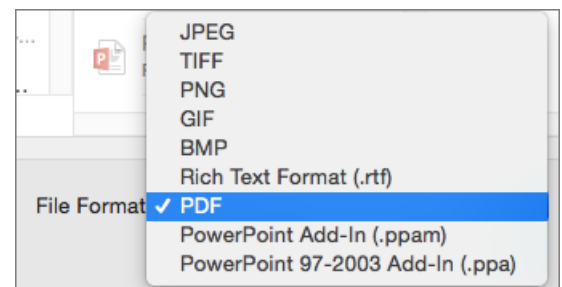


Method 2: Export your presentation as a PDF (This method isn't available in PowerPoint for Mac 2011.)

Select **File > Export**. In the **File Format** menu, choose **PDF**.

Set the print quality of the PDF

You can set the print quality of the PDF to High, Medium, or Low—depending on your need. By default, the print quality is set to High—which is the optimal choice for printing a PDF.



Follow these instructions to set the print quality of the PDF:

Click the PowerPoint **Menu > Preferences**. In the PowerPoint Preferences dialog box, click **General**.

Under **Print Quality (Paper/PDF)**, set the **Desired Quality** of the PDF to **High** for commercial printing.

