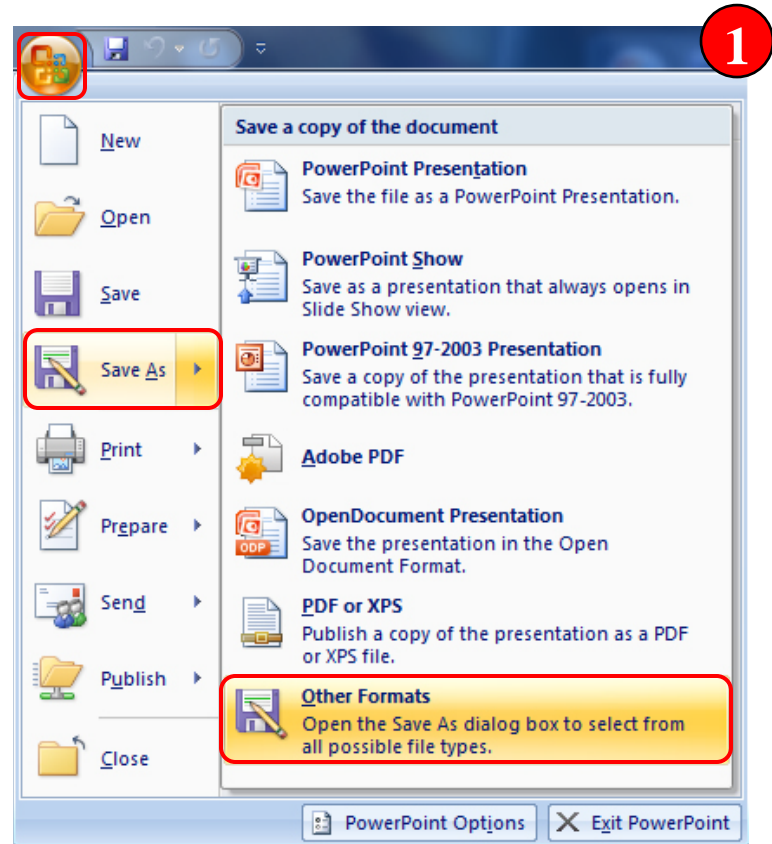


Help Document Series: Export PowerPoint slides as JPEG files.

Using these instructions you can easily access export individual slides from a PowerPoint presentation as individual JPEG files for posting on the web or submitting them to the Clark University Bulletin Board Service (CUBBS). These instructions are for Office 2007.

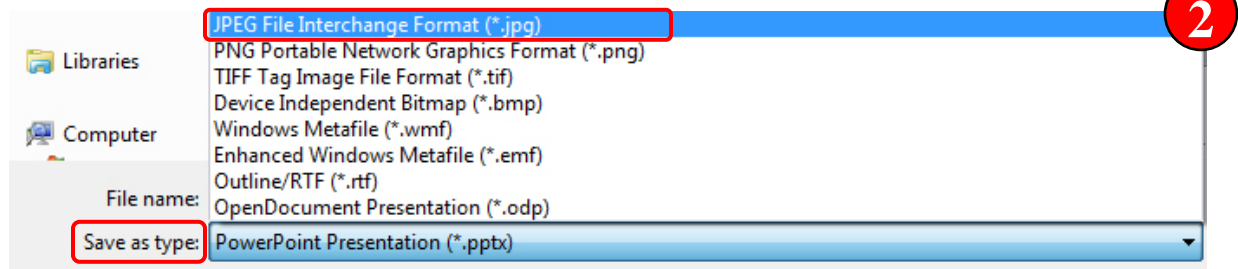
Step 1

After opening up the PPT file you wish to export to JPEG images; click on the **Office Button** and select the **Save As** hierarchal menu followed by **Other Formats**.



Step 2

In the **Save As** window, click on the **Save as type:** menu and select the **JPEG File Interchange Format (*.jpg)**.

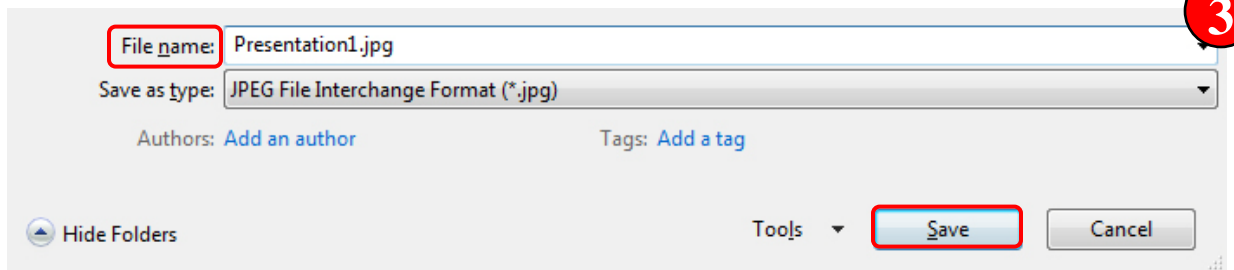


If you have any questions, or require further assistance, please contact the ITS Help Desk at **508-793-7745** or helpdesk@clarku.edu.

Step 3

There is now a chance to change the file name of the JPG file(s) that will be created at the end of this process.

When you are ready to create the JPG file(s), click on the **Save** button.



Step 4

No matter how many slides that are in the PPT presentation, PowerPoint will ask if you want to save the current slide or every slide in the presentation as a JPG file. Select the button that provides the output you want. If you select **Every Slide**, a folder with the file name you specified in Step 3 will be created with the individual JPG files within it.

