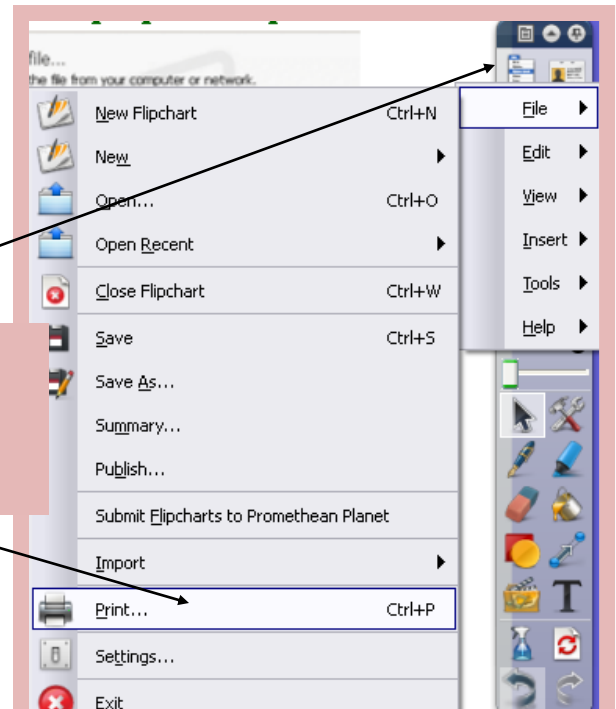


Exporting to PDF

So you've got a flipchart you want to post for your students? Try making it into a PDF. This format takes your chart—either in its entirety or selected pages—and condenses it into a small to upload/download file that can't be edited.

1. From the "Main Menu" select "File," then "Print."

Yes, "Print."

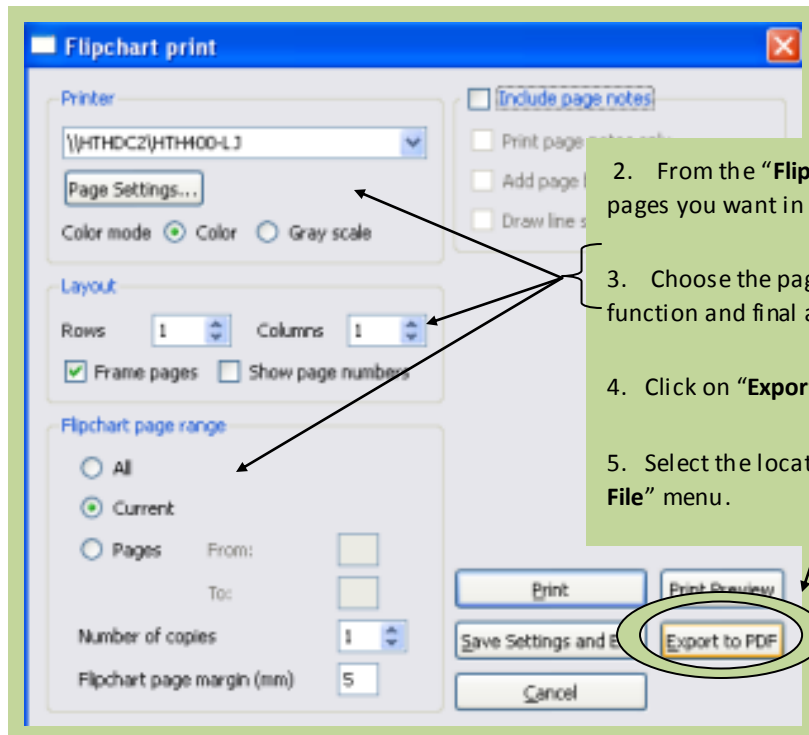


2. From the "Flipchart Print" screen, select the color option, layout, and pages you want in your pdf (similar to printing a PowerPoint).

3. Choose the page settings, pages, and layout for your PDF. This is similar in function and final appearance to printing with PowerPoint.

4. Click on "Export to PDF."

5. Select the location you want to save your new file to with the "Print to PDF File" menu.



7. To make sure it's what you wanted, locate the saved pdf in the folder you chose above.

