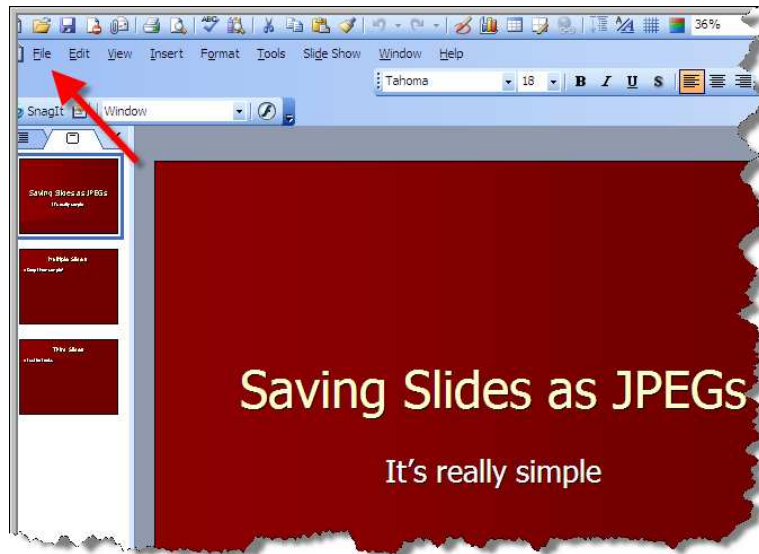


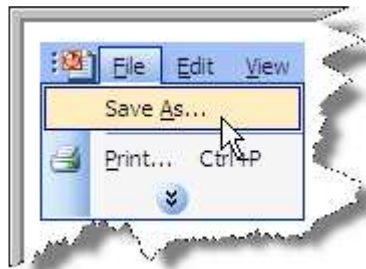
Converting PowerPoint™ Slides to JPEG files

Converting PowerPoint™ slides to JPEG files is a very simple process. It is important to be able to do this so that your slides can be used in other applications. JPEG files are a fairly high quality graphic format, and can be used in a broad range of applications.

Step 1 With a finished PowerPoint™ presentation, Select File.



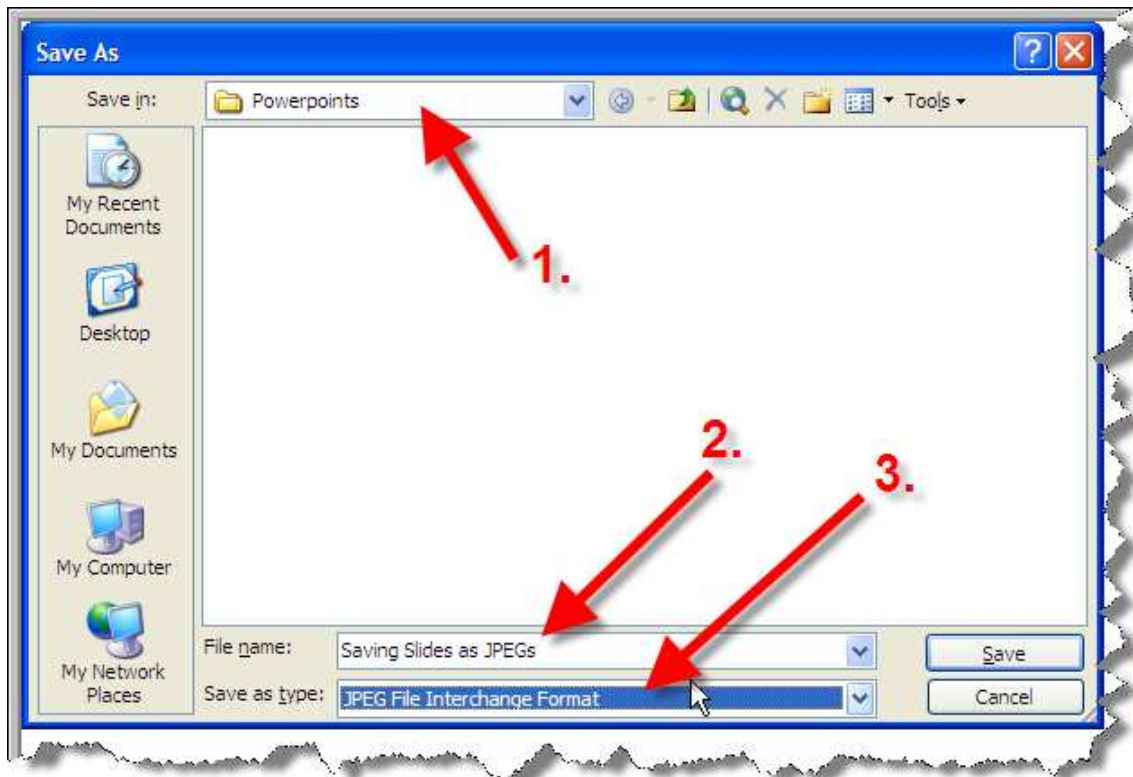
Step 2 Under the file menu, select 'Save As.'



Creating Instructional Media to Support Students with Attendance Issues

Step 3

A new dialog box will appear. In the 'Save In' pull down menu, select the destination you want to save the file to. Next, in the 'File Name' line, type a name for your file. Then, in the 'Save as Type' pull down menu, select "JPEG File Interchange Format." Finally, click on 'Save.'



That's it. Your slides are now saved as JPEG files that can be used in other applications.