How2 turn PowerPoint slides into JPEGs

What is a jpeg?

A jpeg is an image, and is one of the most popular ways to create, share and store images on the web.

JPEGs can be easily sent as email attachments, or printed off. So if you're creating your poster in MS PowerPoint (**and it doesn't have interactive features which are lost in JPEGs**), you can make your poster slide into a JPEG.

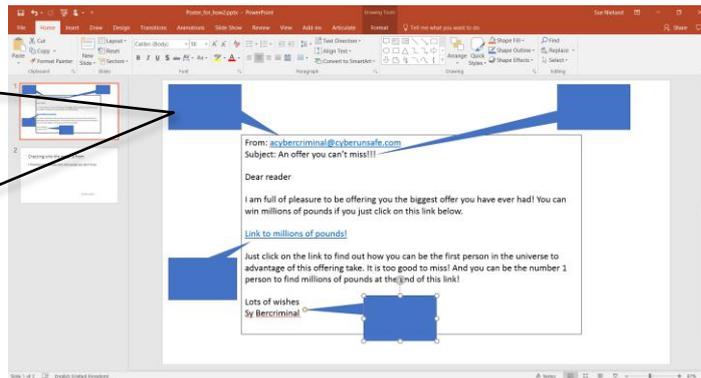This How2 will explain how to save your poster slide as a JPEG so it can be easily shared with others.

Using the Save options to make a jpeg

Create your slide in MS PowerPoint. **Remember that you cannot use the jpeg feature if you are using the hyperlinks in PowerPoint to make your poster interactive**. These features don't work when the slide is turned into a jpeg.
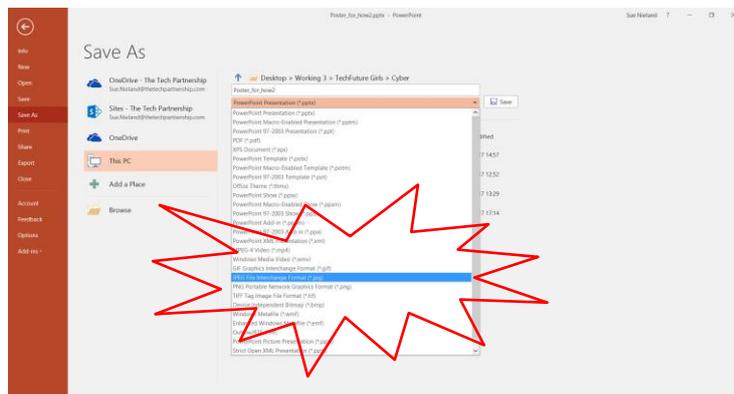
I am going to create my phishing email example on the slide, so I insert a text box and then type in who the email is from. Once I have text on the slide, I can insert a hyperlink. Highlight the text, and then click on the Insert tab on the top toolbar and select Hyperlink.

> In my slide, I have created the email in the centre, with the 'from', 'subject' and a suspicious link, as well as errors in grammar and a strangely named sender!
>
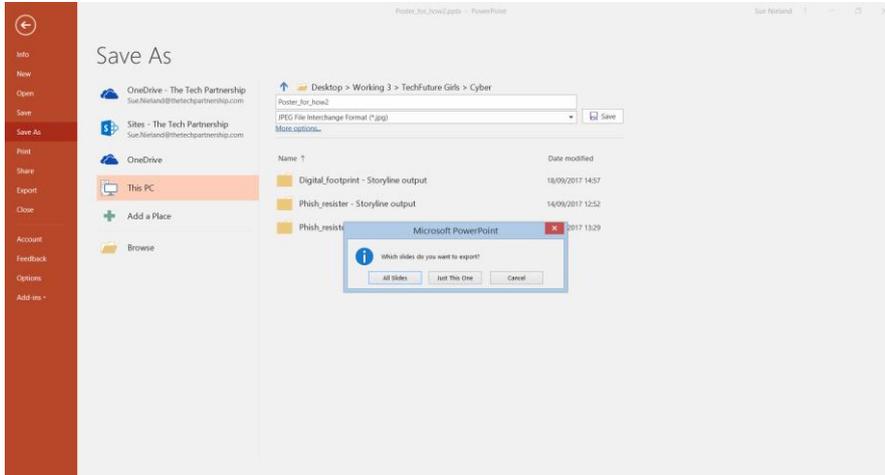> I have also added callouts from the Shapes menu into which I can type more information.

Although my poster isn't quite finished, I am using this to show you how to now save this as a jpeg. Yours will have more information in it, and will probably be a lot more attractive than mine!

When you are ready, click on **File** and then choose **Save as**.

In the second long rectangular box at the top, you will see a drop down arrow. The text in that box probably says 'PowerPoint presentation'. Clicking on the arrow brings up all the ways you can save your presentation. About two-thirds of the way down the list is the option for JPEG File Interchange Format (*.jpg).

When you click on Save after selecting the JPEG option, you will see another box asking you which slides you want to export (when you save as a JPEG you are actually exporting your slide to a different type of program, which turns it into an image).

As you probably have just one slide, the poster you've created with the email, select **Just This One.**

This will export your slide to the same folder as your original PowerPoint document, and the slide will have become a jpeg.

This makes it very easy to share your poster by either printing it out, or by sending it to friends and family as an attachment to an email.