

Best Practice Guide  
for  
Uploading Lecture Presentations to ECO

In accordance with student input and requests, Instructional Support has created this document to serve as a guide for uploading lecture presentations to ECO. For a more in-depth training on these guidelines and the process for uploading presentations, please see the accompanying instructional video.

*Best Practice Guidelines*

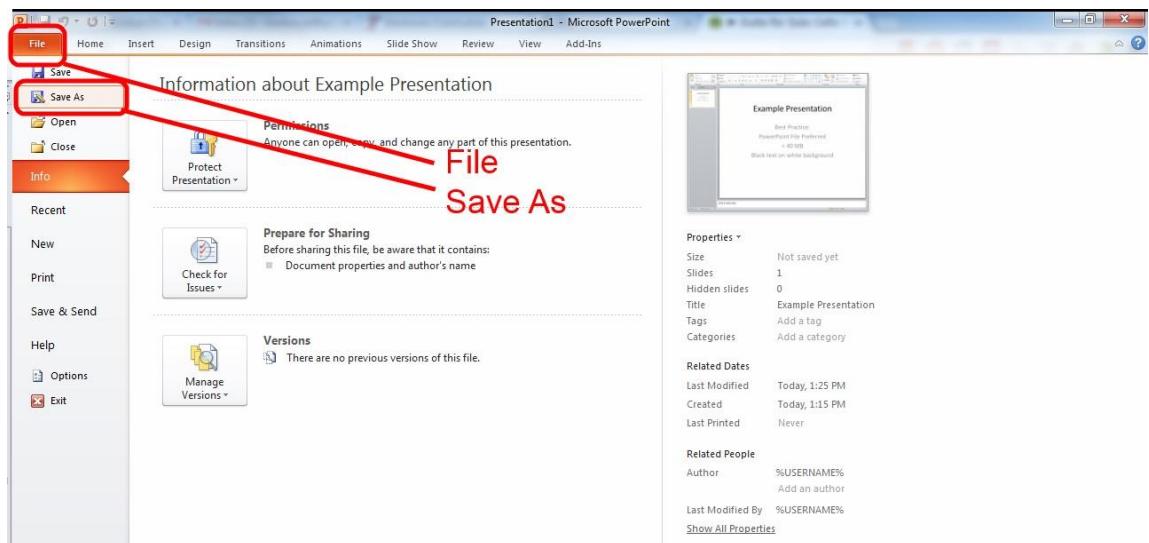
Generally, **PowerPoint presentations are preferred** over Adobe PDFs. PowerPoint presentations allow students the greatest degree of control over these documents. Because students want to use these documents in different ways – printing multiple slides per page, printing slides for note-taking, formatting presentations for viewing on mobile devices, etc – releasing the PowerPoint presentation is the simplest way to allow students this flexibility.

It is important to note that there is a 40 MB size limit for file uploads on ECO. Many presentations will not exceed this limit, but those that feature high resolution images might. If your presentation is too large to be uploaded to ECO, or you prefer not to post in the PowerPoint format, please read the following portion of this document. To determine the size of the presentation, you can right click (or option-click) on the file, and select either *Properties* (PC) or *Get Info* (Mac).

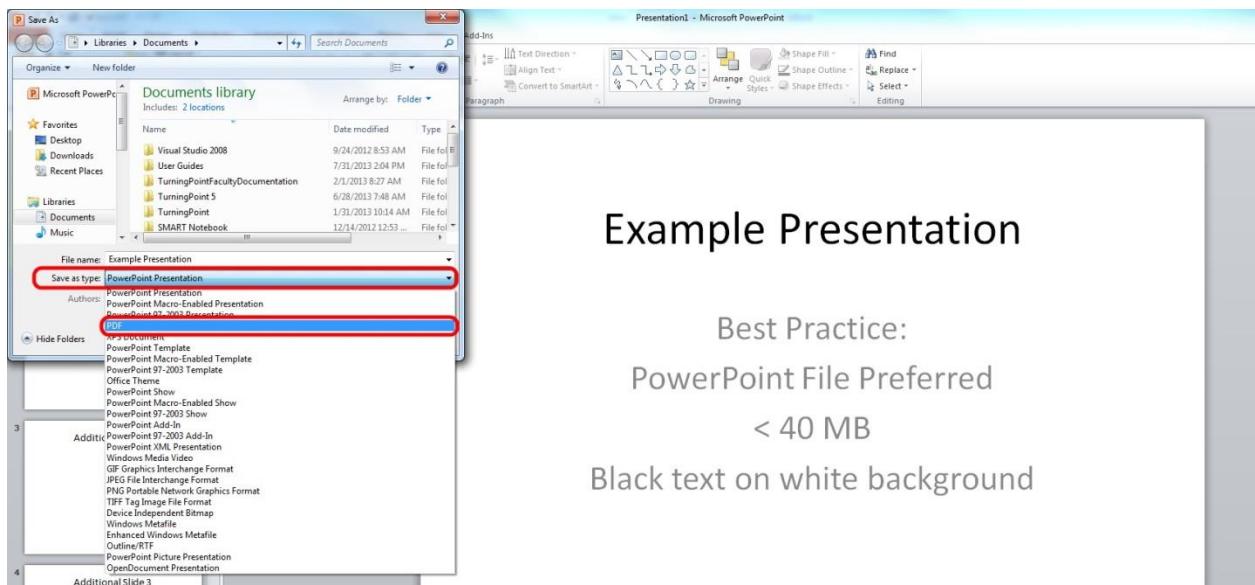
*Converting PowerPoint Files to PDF Documents*

If you are unable to release your presentation as a PowerPoint file, it must be converted to .PDF. To convert your file to PDF, follow these steps:

- 1) Select *File*, in the top left of the document
- 2) Select *Save As*



- 3) A dialog box will appear. Select the dropdown menu next to *Save as type:* and select **PDF**.



- 4) Check the name and destination for saving, and then click *Save*.

**Black text on a white background works best for printing.** Many times, presentations feature light text on a dark background, which requires a tremendous amount of ink to print. If you upload your PowerPoint document to ECO, this will not be a concern, since students can change the color scheme manually. **If you convert your document to a pdf, however, please ensure that you change the color scheme before converting.**