

Print a PowerPoint presentation to a PDF document for student note taking.

PowerPoint for Mac

With your presentation open, click File/Print (%P).

- 1. From Layout, select Handouts (3 slides per page).
- 2. From <u>PDF</u>, select **Save as PDF**.

Follow the prompts for saving the resulting file.

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PowerPoint for Windows

With your PowerPoint file open:

- 1. From Printer select Microsoft Print to PDF.
- 2. From <u>Settings</u> select **Slides: 3 Slides**.
- 3. Click Print.

Follow the prompts for saving the resulting file.

