

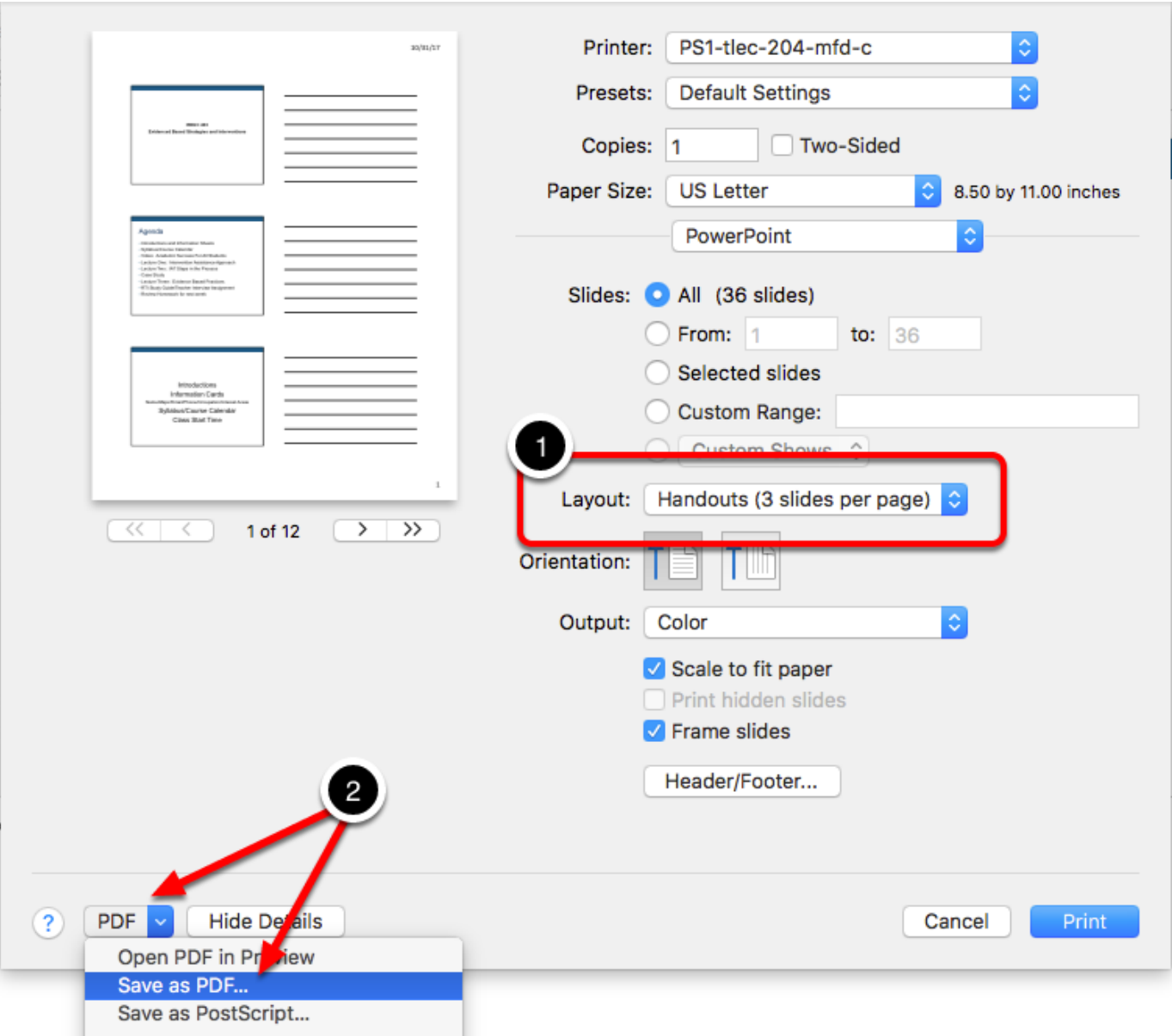
Print a PowerPoint presentation to a PDF document for student note taking.

PowerPoint for Mac

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

1. From Layout, select **Handouts (3 slides per page)**.
2. From PDF, select **Save as PDF**.

Follow the prompts for saving the resulting file.



PowerPoint for Windows

With your PowerPoint file open:

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

Follow the prompts for saving the resulting file.

