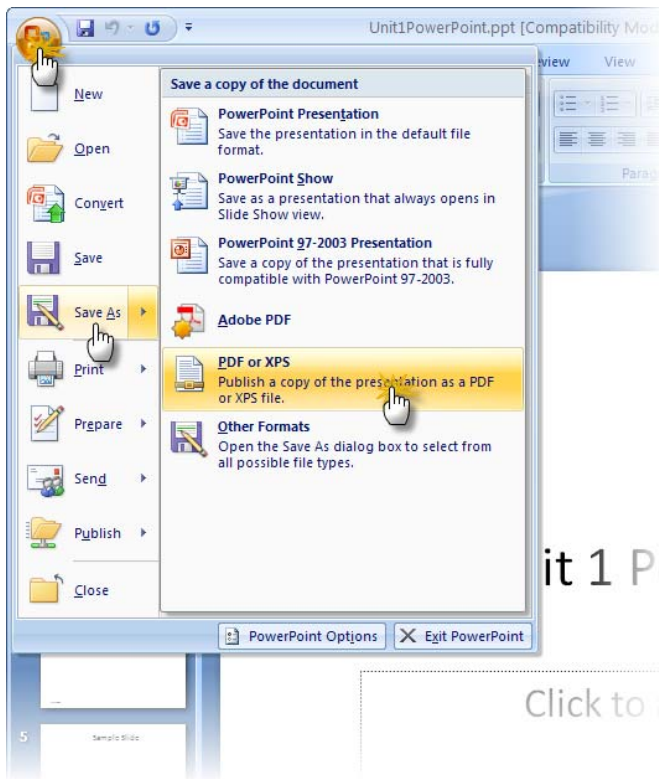


Save PowerPoint Presentations for Students to Print

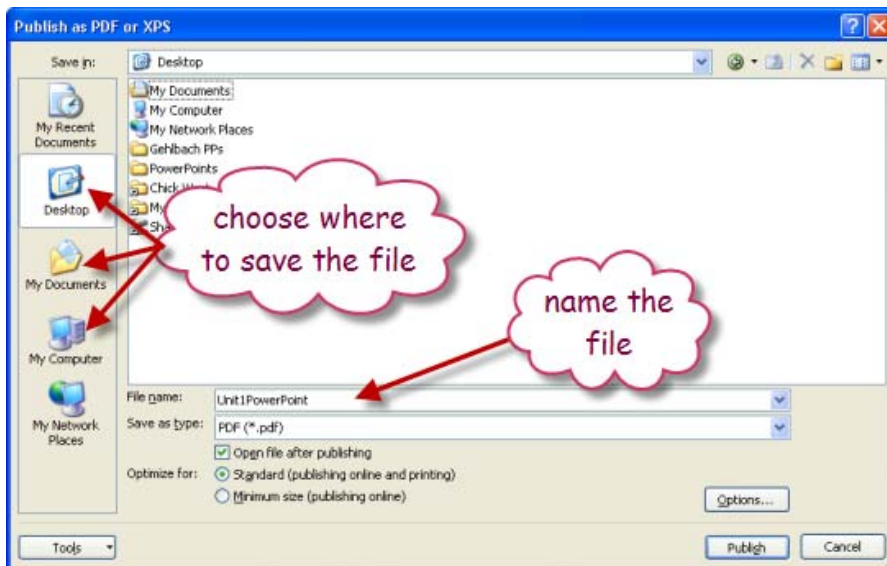
If you want students to be able to print your PowerPoint presentations, save them as PDF files. You can provide students with a printable handout of your slides showing 3 or 6 (or another number) slides per page. This saves paper and makes it easy for students to print.

Save as PDF

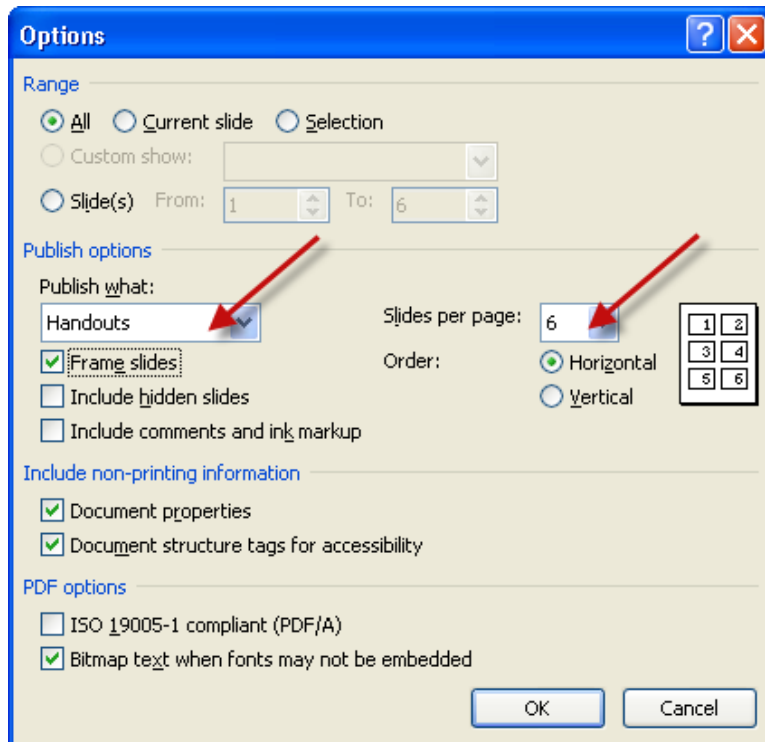
1. Open your PowerPoint presentation.
2. Click on the round Microsoft Office button in the upper left. Hover over *Save As*. Click on *PDF or XPS*. (See picture.)



3. In the window that pops up, choose where you want to save the file. The default file name is the original file name, but you can change the name here if needed.



4. Click *Options*. To put more than one slide on a page, make sure to choose *Handouts* in the *Publish what* pull-down menu. For *Slides per page*, choose 3 or 6 or another number depending on what you want. Click *OK*.



5. Click *Publish*. Your PDF document will probably open automatically so you can check it. Now, upload your PDFs to Blackboard and make links where needed.

Note: If you are using your home computer and you do not have the option to save as PDF, you can go to <http://www.cutepdf.com/Products/CutePDF/writer.asp> to download a free PDF writer. If you do this, you will choose Print instead of Save As and then choose Cute PDF as the printer. You will get the same result.