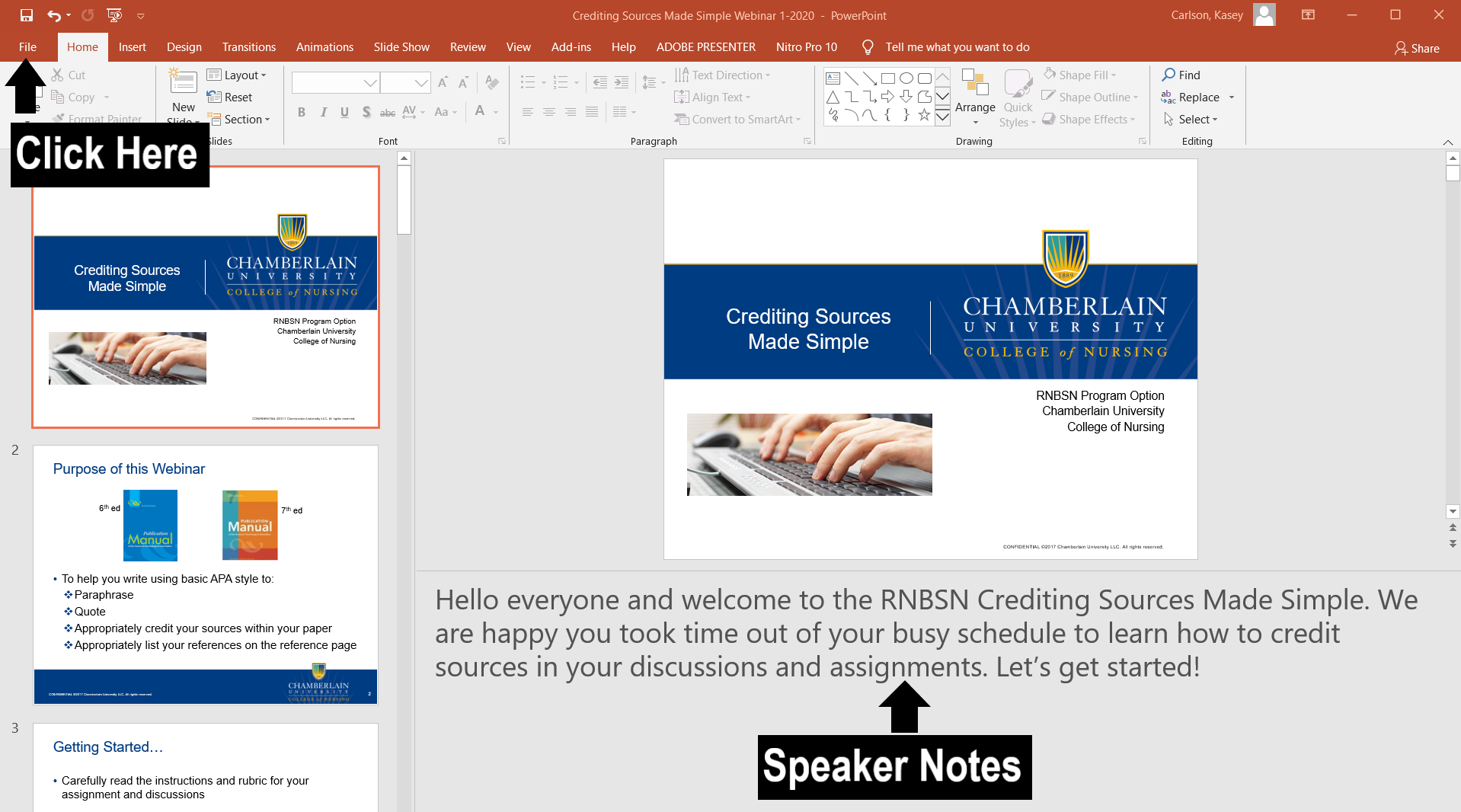
**POWERPOINT NOTES PAGE IN PDF FORMAT**

**JOB AID**

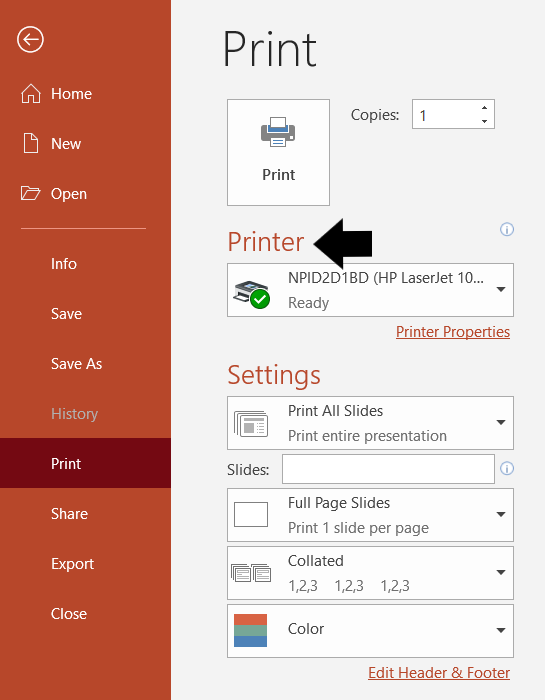
In order for faculty to easily view the speaker notes of a PowerPoint, you may be asked to submit the PowerPoint in PDF format. Here are the steps:

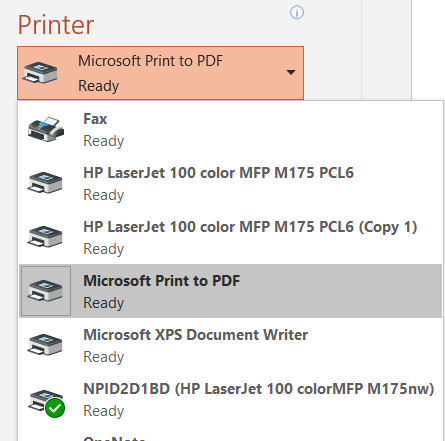
# For a Windows PC:

Open your Powerpoint. Verify that the speaker notes are present below the slide. Click on **File**.

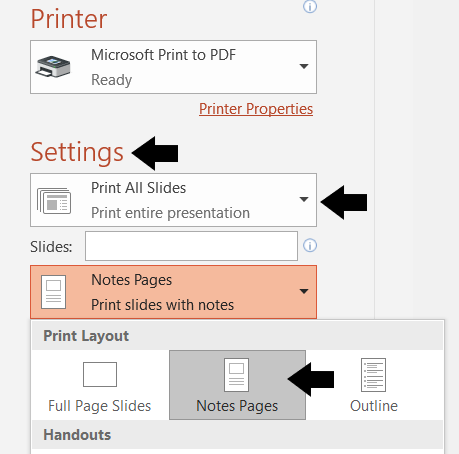


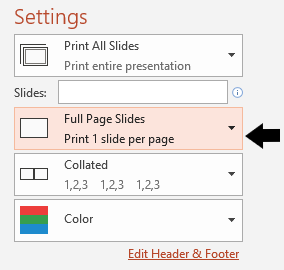
**Option 1: Print to PDF**

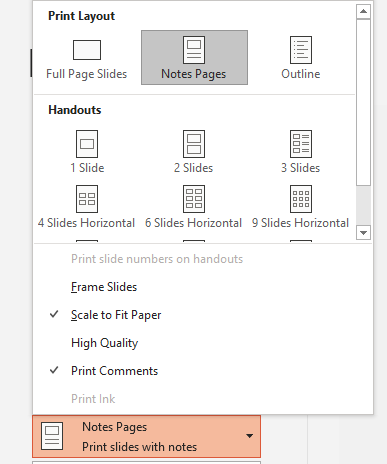
**Step 1**: Under File, scroll down and click on **Print**. Find **Printer**.

**Step 3:** Click on the drop down options under Printer. Select **Print to PDF**.

**Step 4:** Under Settings, select **Print All Slides.**



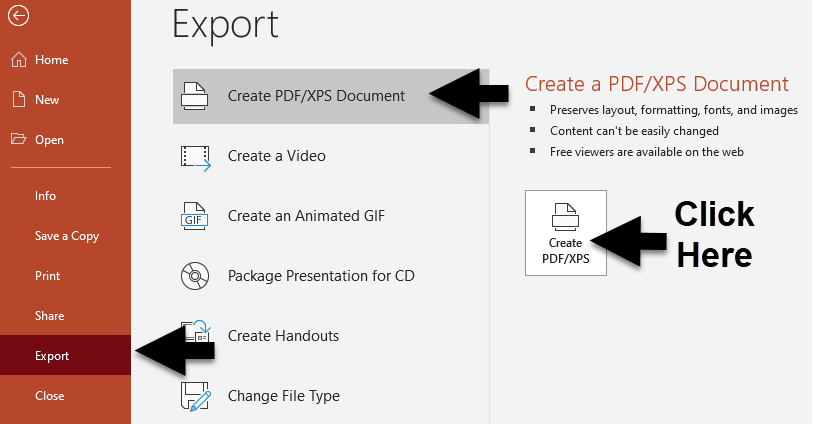
**Step 5**: Under Settings below Print All Slides, click on Full Page Slides and **change it to** **Notes Pages**

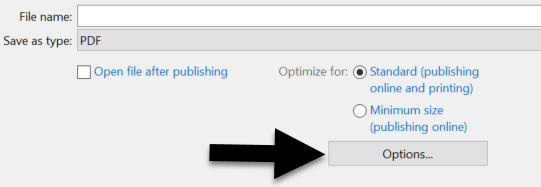


**Step 6:** Click on **Print. Name your new PDF** document and **Save it** to a location on your computer. Note: Some courses request a specific name. Please see assignment directions for naming of your document.

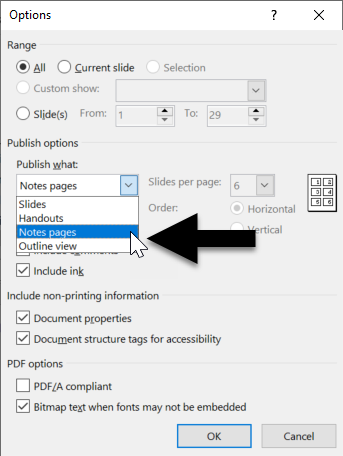
**Option 2: Export to PDF**

**Step 1**: Under File, scroll down and click on **Export**. Find **Create PDF/XPS Document**. Click on box.





**Step 2:** Before saving, click **Options.**



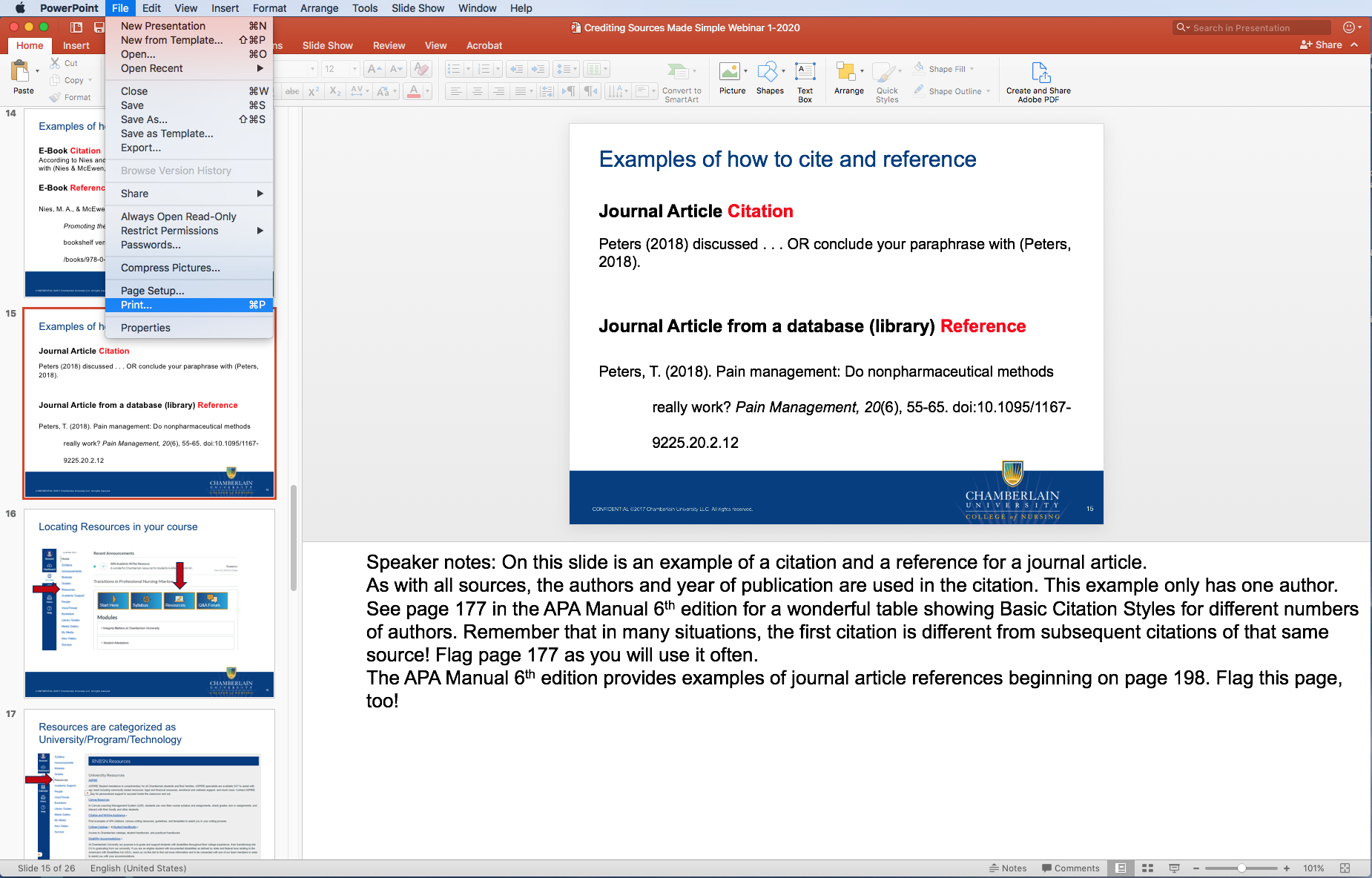
**Step 3:** Under “Publish what:”, select **Notes Pages.** Click **OK.**

**Step 4: Name your new PDF** document and **Save it** to a location on your computer. Note: Some courses request a specific name. Please see assignment directions for naming of your document.

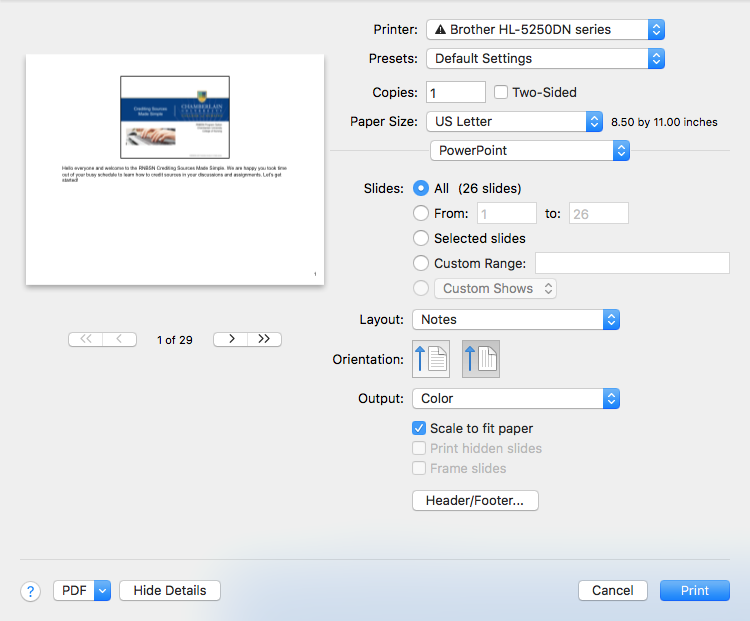
**Final Step of Either Option:** Return to the assignment page in Canvas to submit your PDF file.

# For a MAC PC:

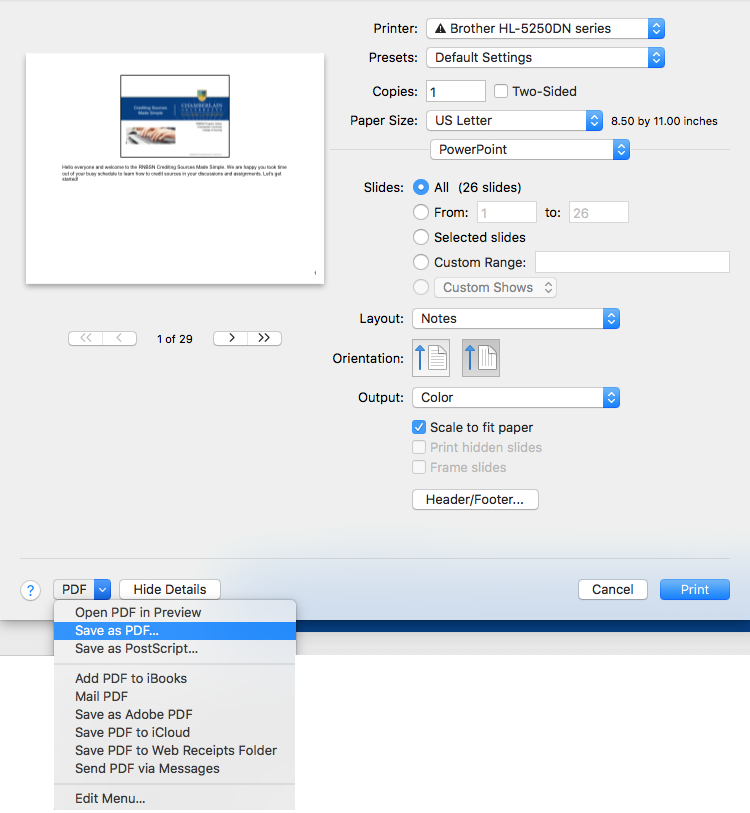
**Step 1:** Open your Powerpoint. Verify that the speaker notes are present below the slide. Pull down **File** and scroll down to **Print**.



**Step 2:** Under **Layout**, find and select **Notes.** Choose **Orientation**,   
portrait or landscape.

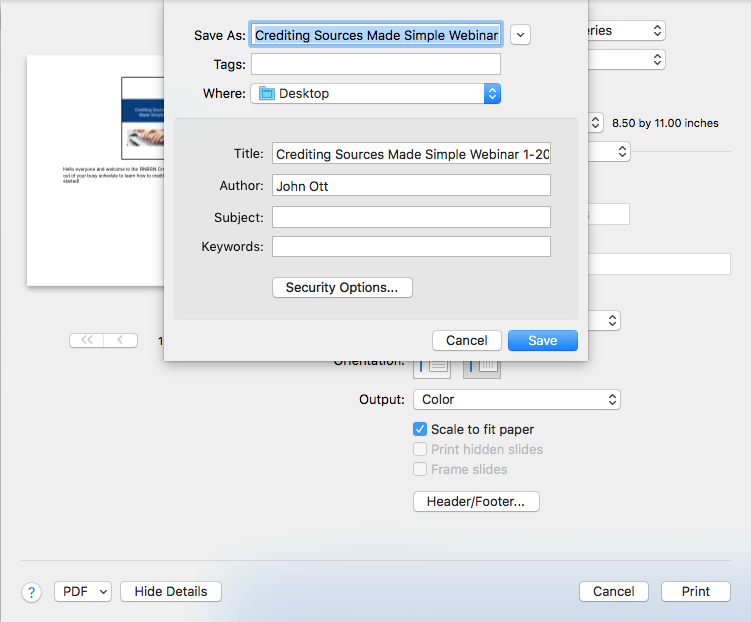


**Step 3:** Open **PDF** (bottom left), select **Save as PDF.**



**Step 4:** **Name your new PDF** document and **Save it** to a location on your computer.

Note: Some courses request a specific name. Please see assignment directions for naming of your document*.*



**Step 5:** Return to the assignment page in Canvas to submit your PDF file.