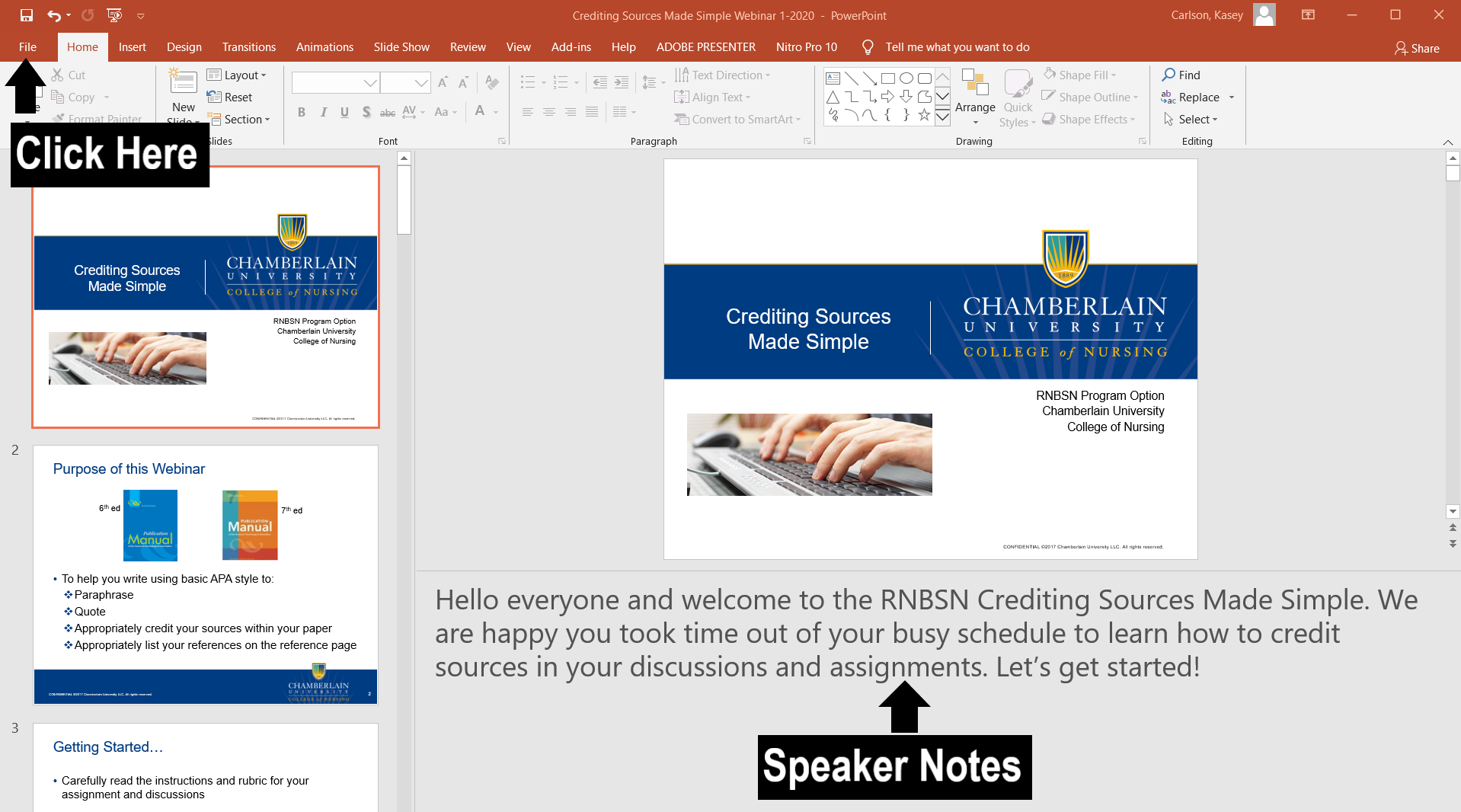
**POWERPOINT NOTES PAGE IN PDF FORMAT**

**JOB AID**

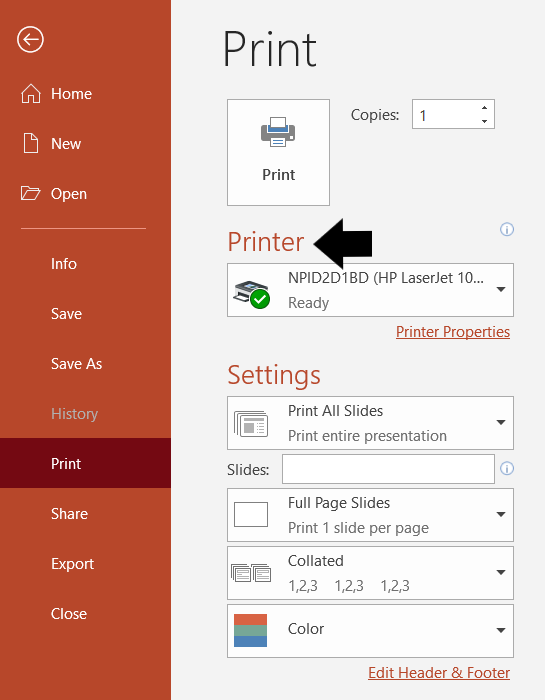
In order for faculty to easily view the speaker notes of a PowerPoint, you may be asked to submit the PowerPoint in PDF format. Here are the steps:

# For a Windows PC

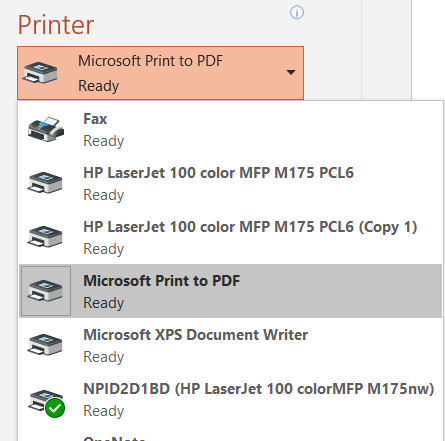
**Step 1:** Open your Powerpoint. Verify that the speaker notes are present below the slide. Click on **File**.



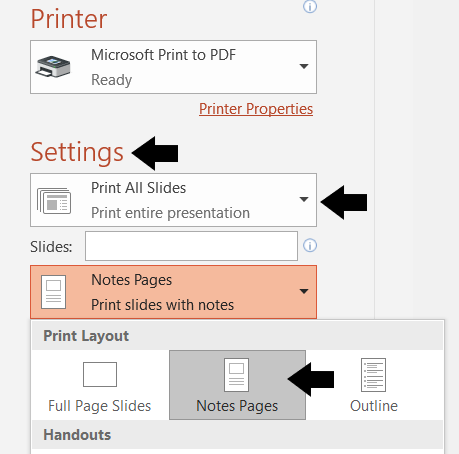
**Step 2**: Under File, scroll down and click on Print. Find **Printer**.



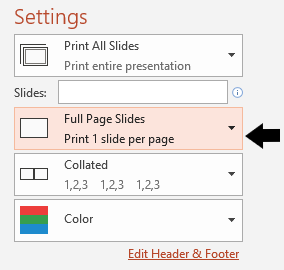
**Step 3:** Click on the drop down options under Printer. Select **Print to PDF**.

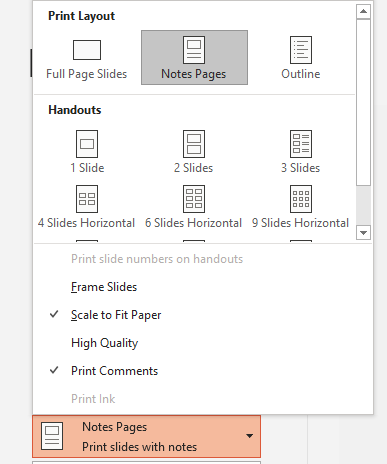


**Step 4:** Under Settings, select **Print All Slides.**



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



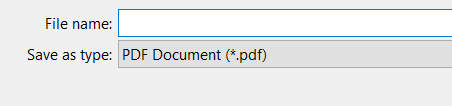


**Step 6:** Click on **Print.**



**Step 7**: **Name your new PDF** document and **Save it** to a location on your computer.

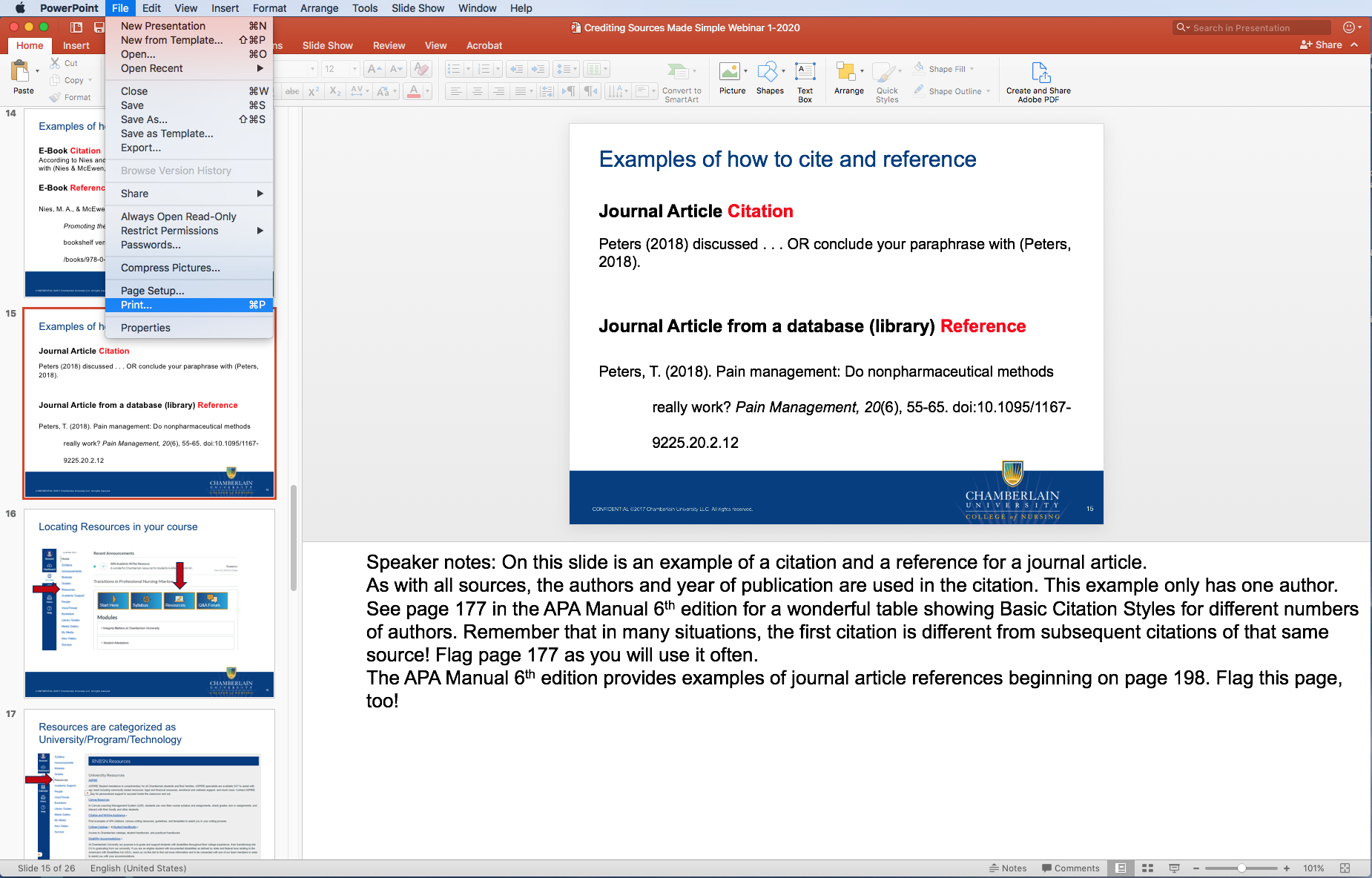
\*Note: Some courses request a specific name. Please see assignment directions for naming of your document.



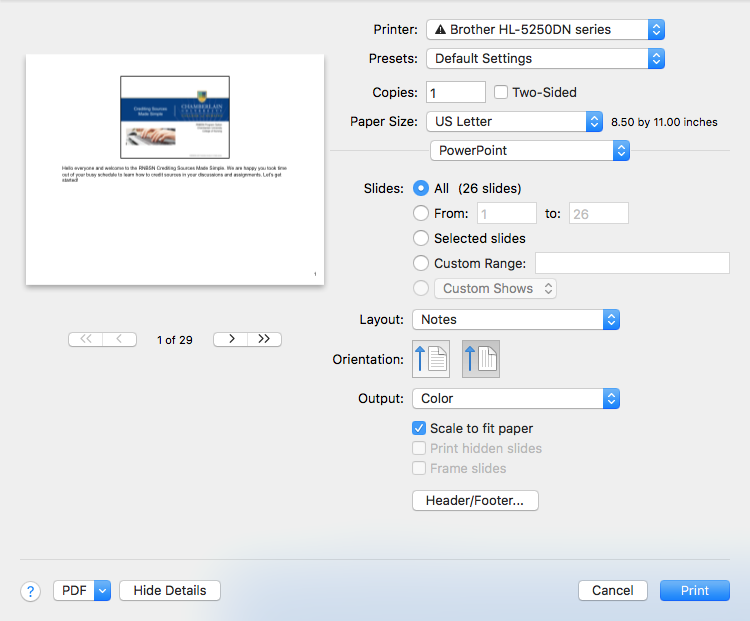
**Step 8:** Return to the assignment page in Canvas to submit your PDF file.

# For a MAC PC

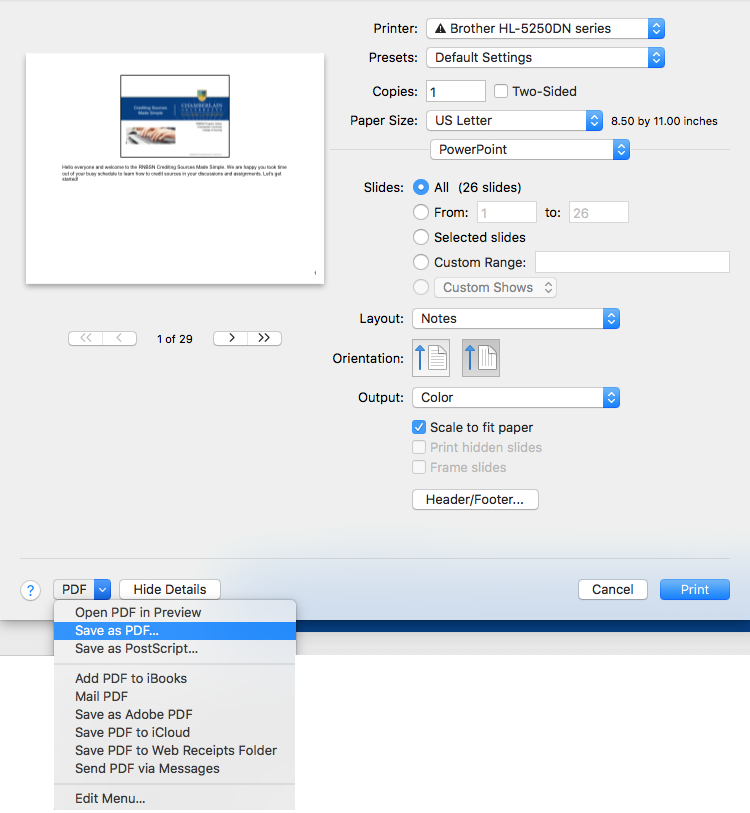
**Step 1:** Open your Powerpoint. Verify that the speaker notes are present below the slide. Pull down **File** and scroll down to **Print**.



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

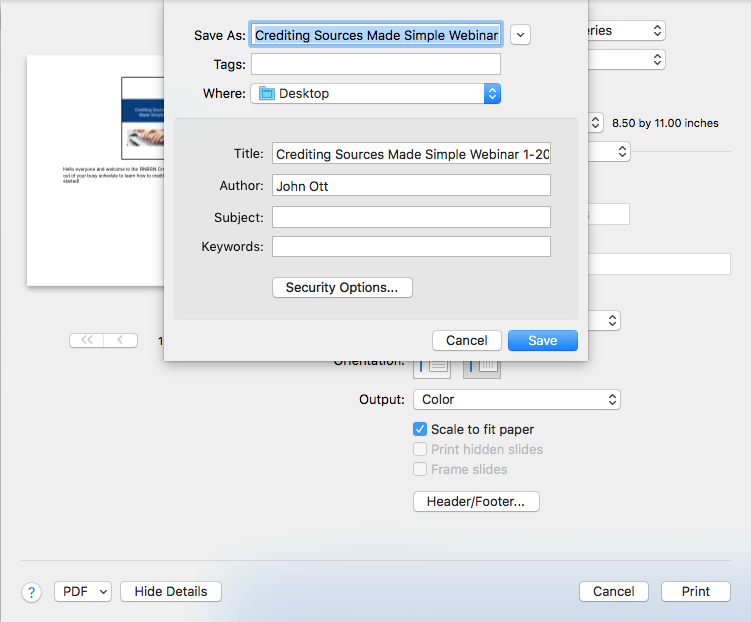


**Step 3:** Open **PDF** (bottom left), select **Save as PDF.**



**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.