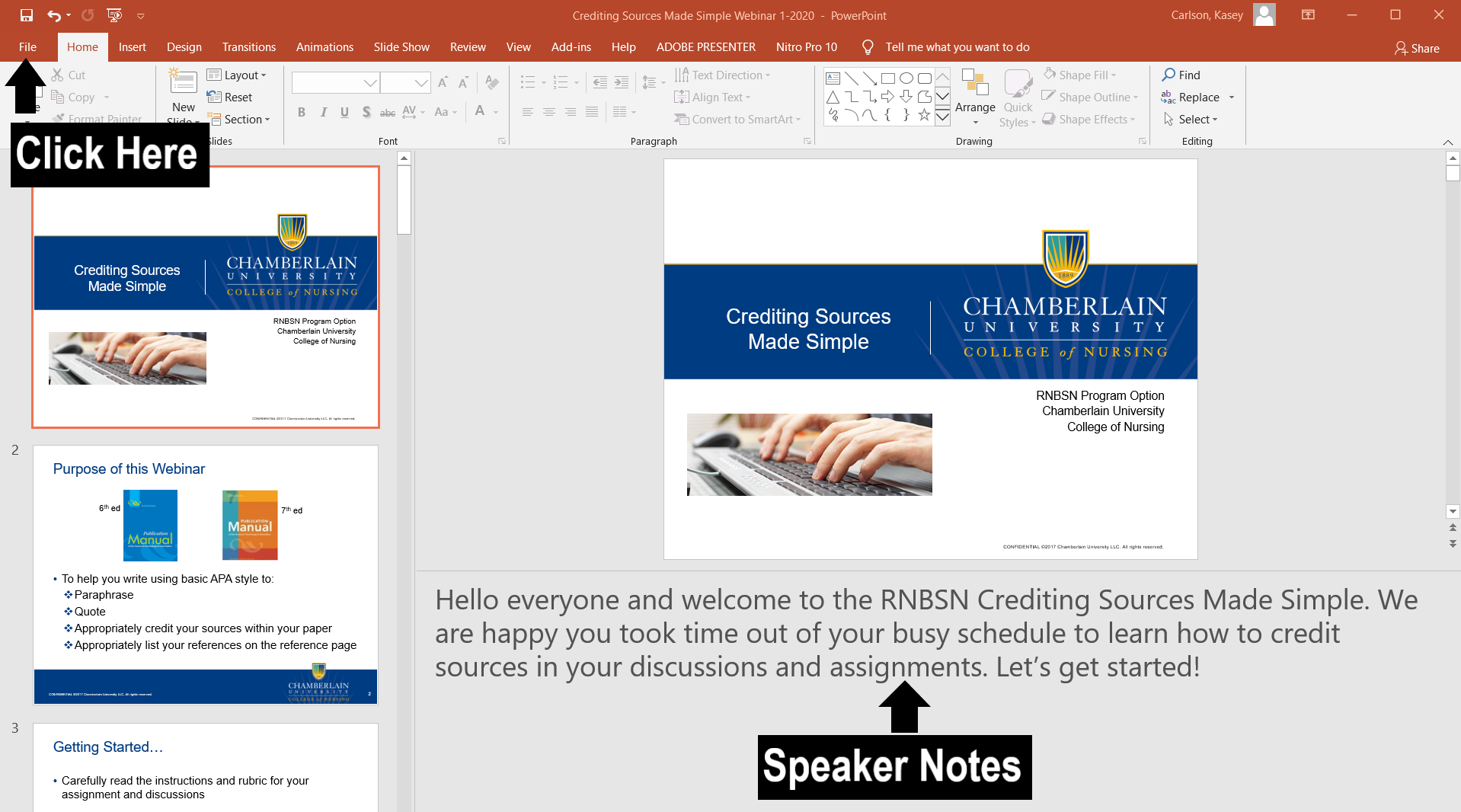
**POWERPOINT NOTES PAGE IN PDF FORMAT**

**JOB AID**

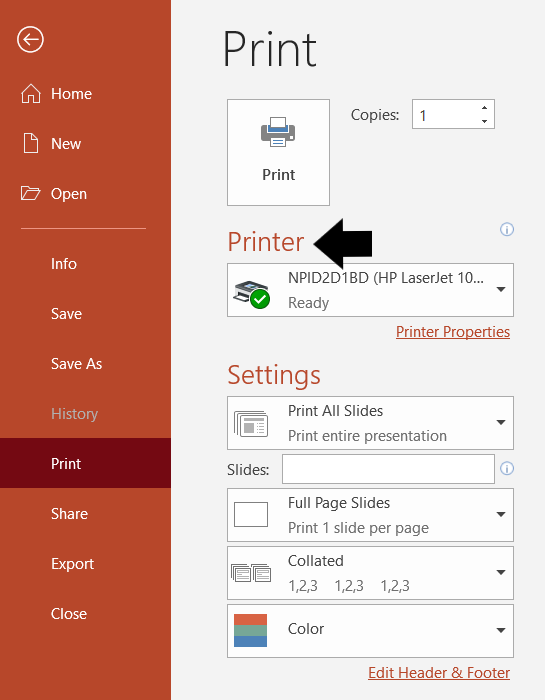
In order for faculty to easily view the speaker notes of a PowerPoint, you may be asked to submit the PowerPoint in PDF format. Here are the steps:

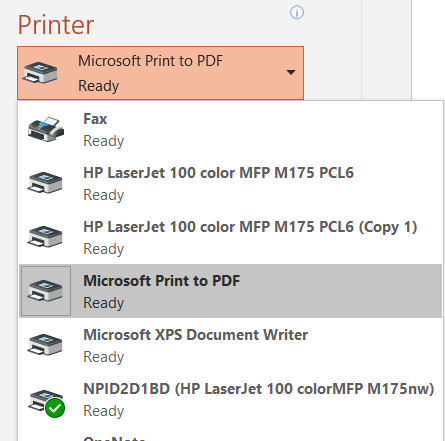
**For a Windows PC**

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

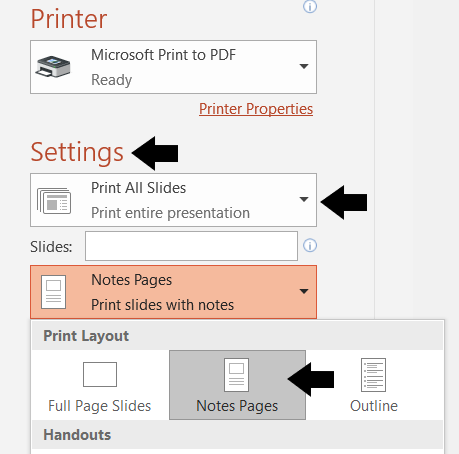


**Step 2**: Under File, scroll down and click on Print. Find **Printer**.

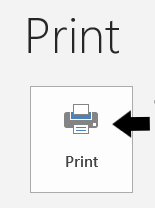


**Step 3:** Click on the drop down options under Printer. Select **Print to PDF**.

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

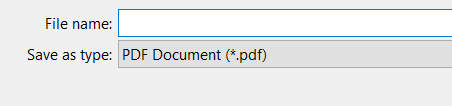


**Step 5**: Click on **Print.**



**Step 6**: **Name your new PDF** document and **Save it** to a location on your computer.

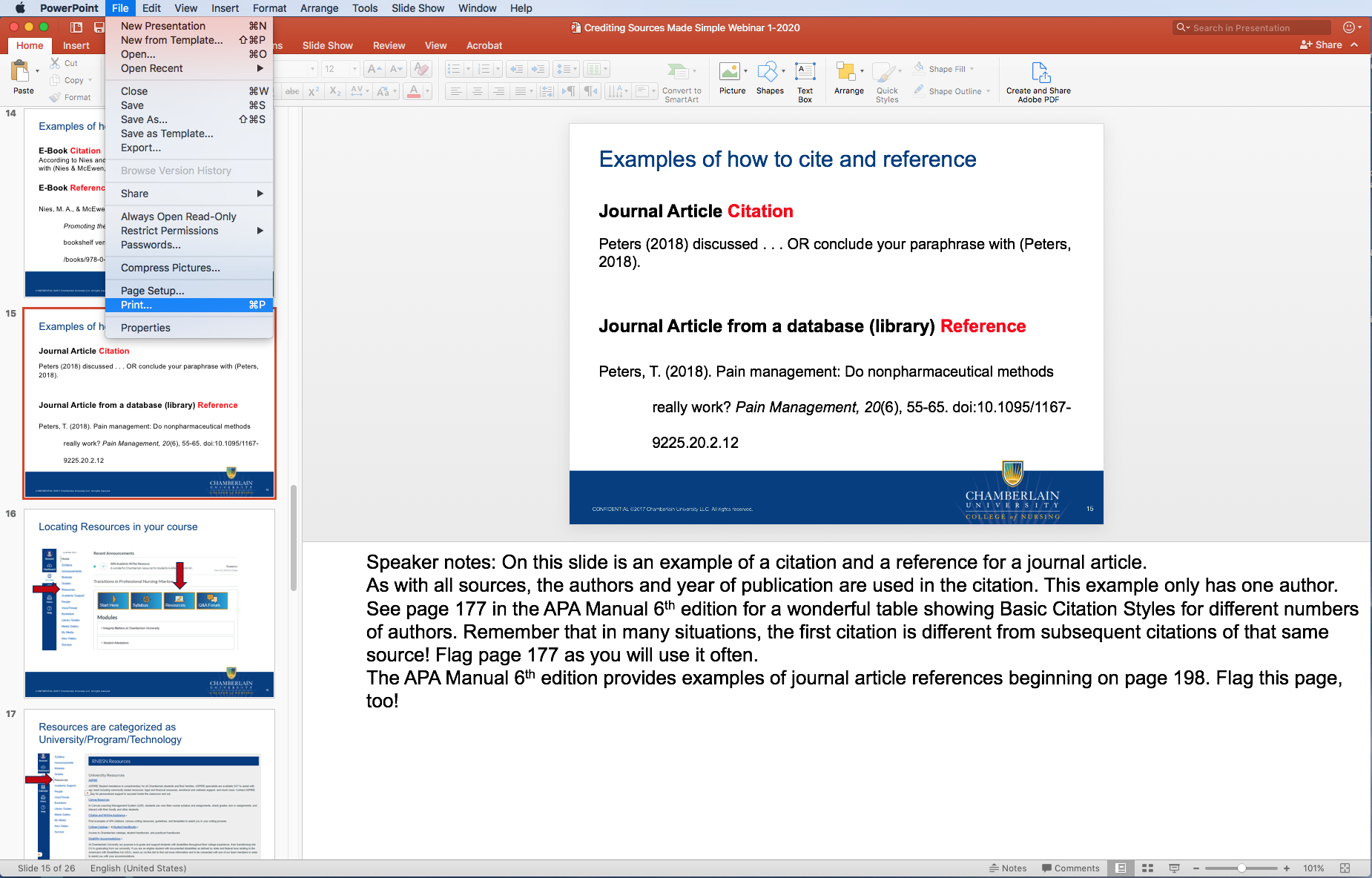
*\*Note: Some courses request a specific name.Please see assignment directions for naming of your document.*



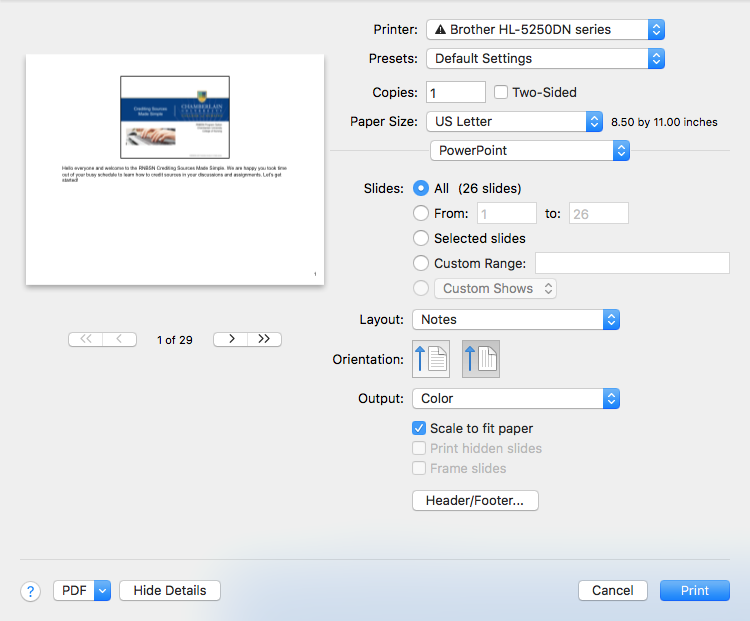
**Step 7:** Return to the assignment page in Canvas to submit your PDF file.

**For a MAC PC**

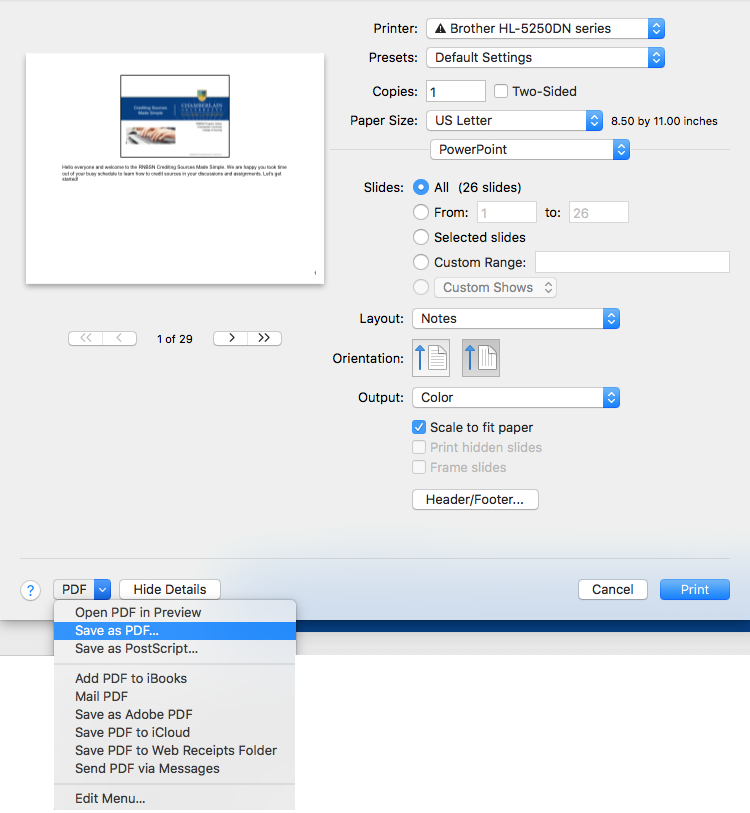
**Step 1:** Open your Powerpoint. Verify that the speaker notes are present below the slide. Pull down **File** and scroll down to **Print**.



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

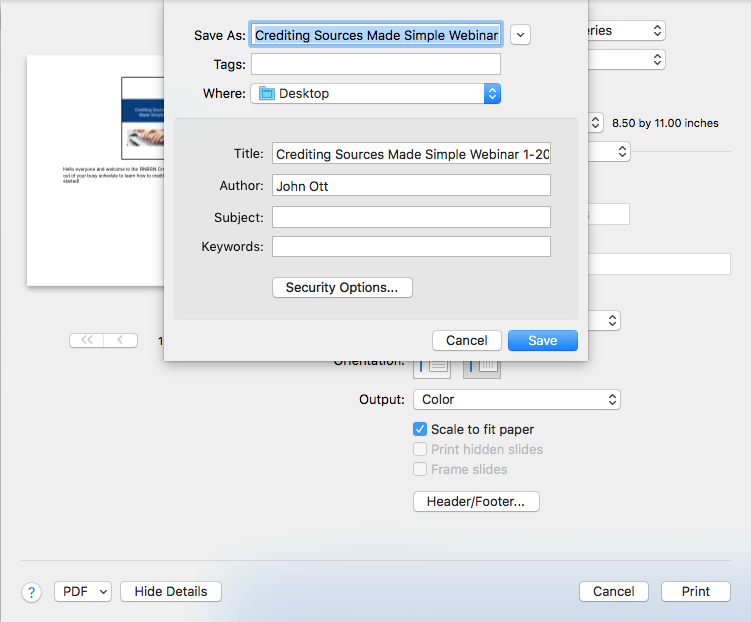


**Step 3:** Open **PDF** (bottom left), select **Save as PDF.**



**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.