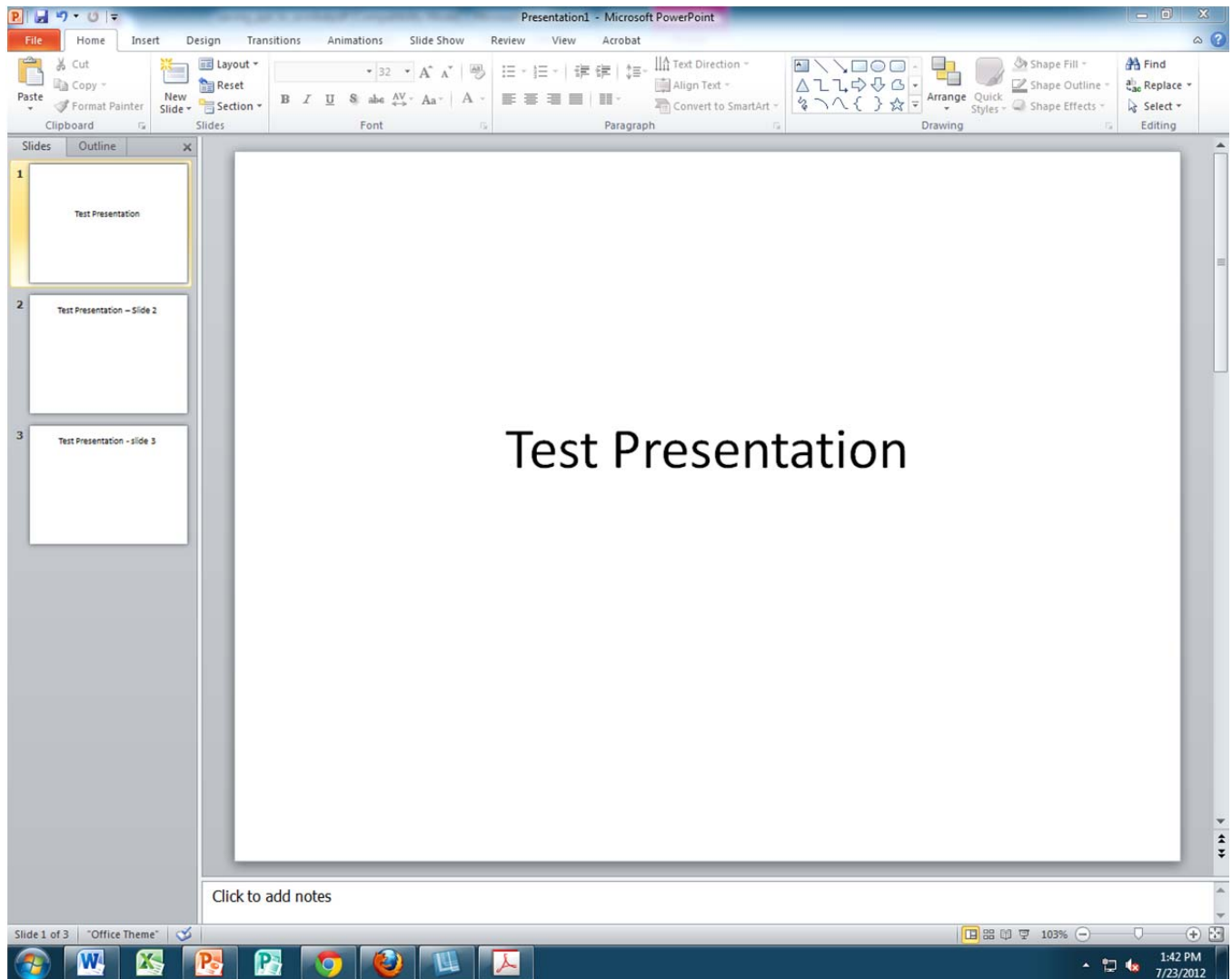


Saving Your PowerPoint Presentation in an Acrobat Format

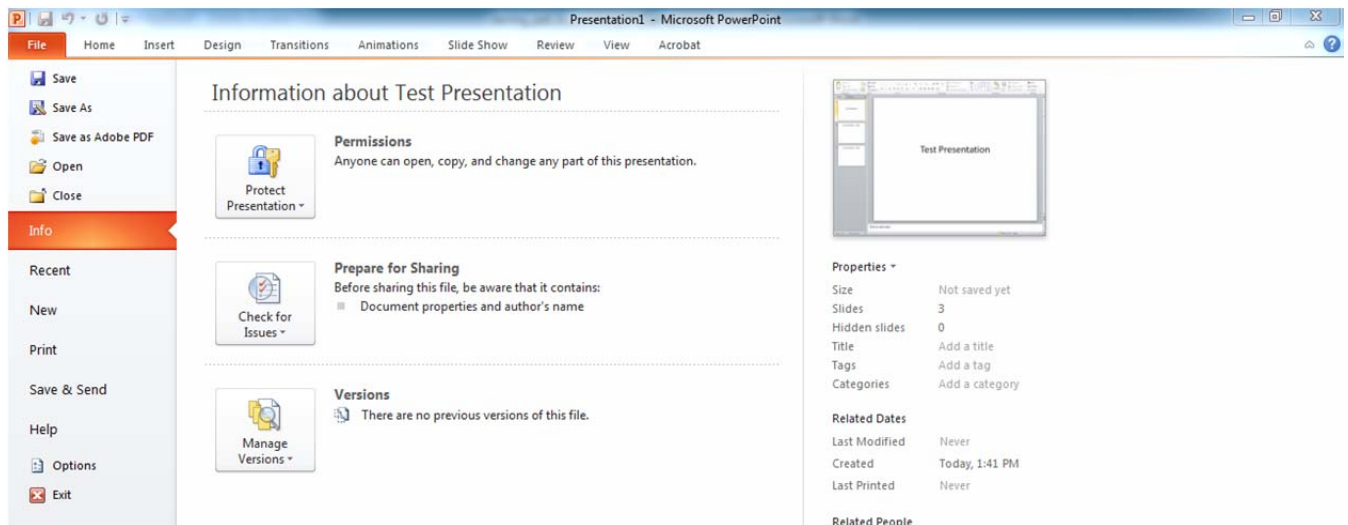
Here are the steps to save your presentation as a pdf file, showing 6 slides per page. This will help students print out the file without any problems.

First of all, you must have the full version of Adobe Acrobat Pro installed on your computer, not just the Acrobat Reader. If you don't have Adobe Acrobat Pro, you will need to download a pdf printing program, such as Primo pdf, from the internet. These programs have basic versions which are free.

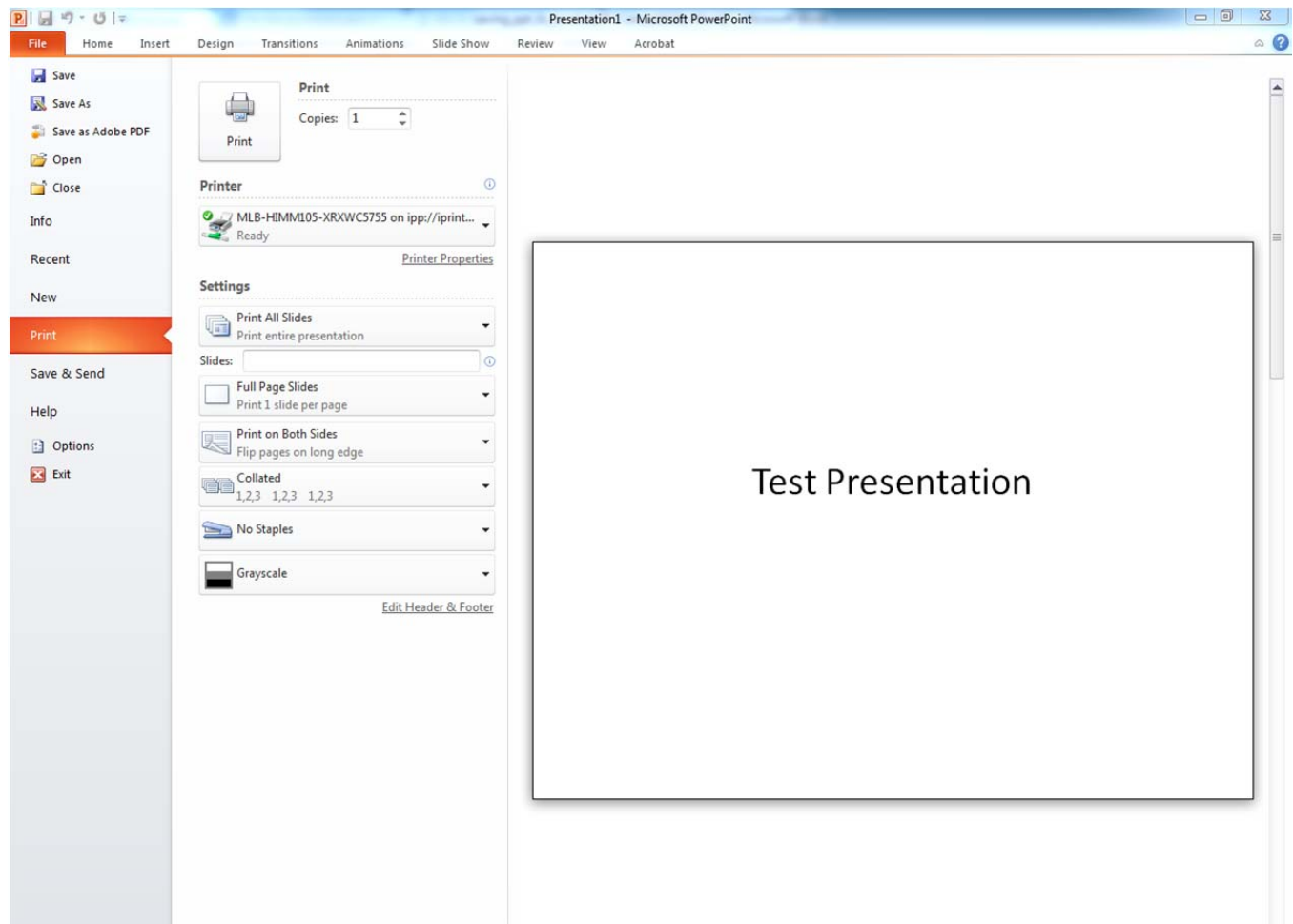
The first step is to open up your PowerPoint presentation in PowerPoint (for this example I am running Microsoft PowerPoint 2010 on Windows 7).



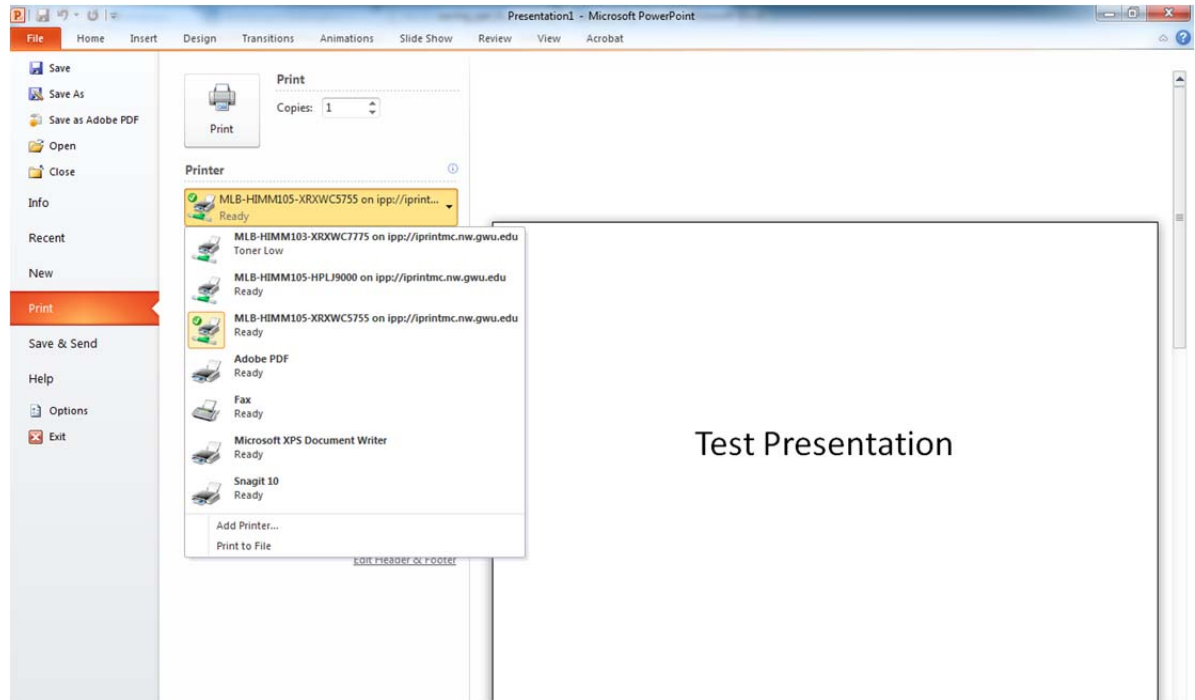
The next step is to click on the file tab and then click on print:



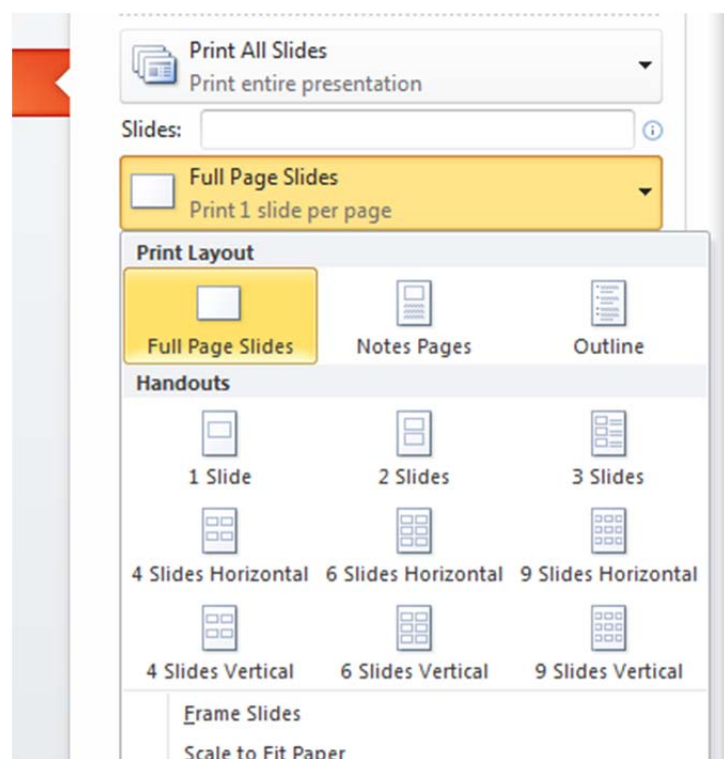
Clicking on Print brings up the following screen:



To select the printer, click on the 'Printer' drop-down button and choose the Adobe PDF (or other PDF program, such as PrimoPdf) as your printer:



Once you have chosen the Adobe PDF (or other pdf printing program), you must click on the 'Print All Slides' button and select '6 Slides Horizontal' or any of the other options



Next click the 'Print' button and a pdf will be created – give this a name and save.

