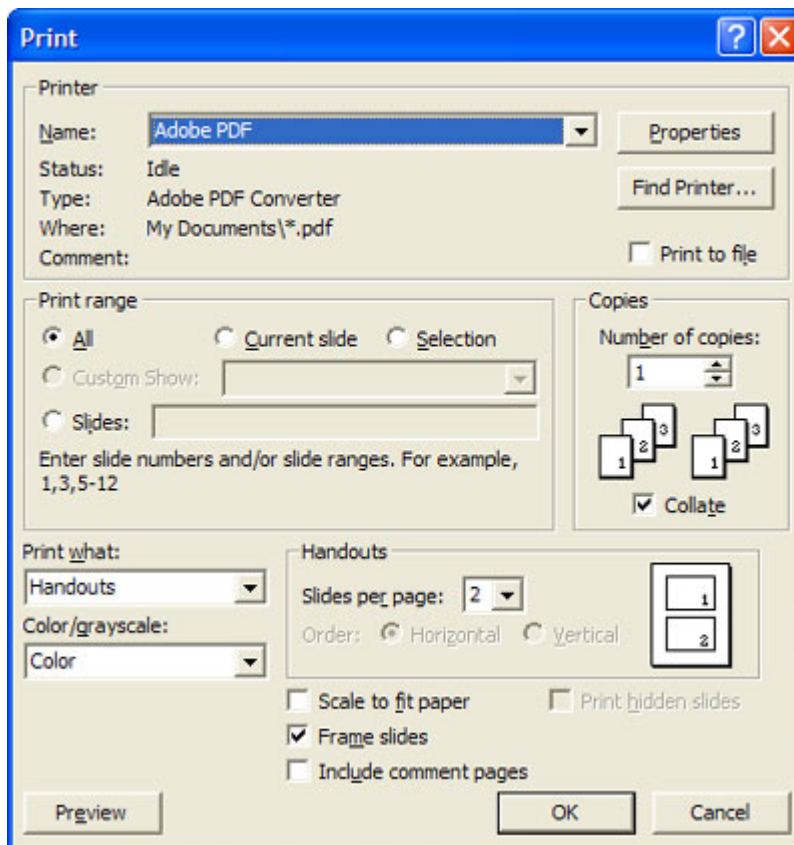


Converting PowerPoint Presentations to PDF Handouts

1. Open your PowerPoint file.
2. Go to the **File** menu.
3. Trace to **Print**.
4. Select **Adobe PDF** from the Printer "Name" dropdown menu.
5. Select **Handouts** from the "Print what:" dropdown menu.
 - o You can also choose to change the slides from color to grayscale, from the "Color/grayscale" dropdown menu.
6. Select the number of "Slides per page" from the dropdown menu under Handouts.
7. Click Ok.



8. Save the PDF file to your computer.

