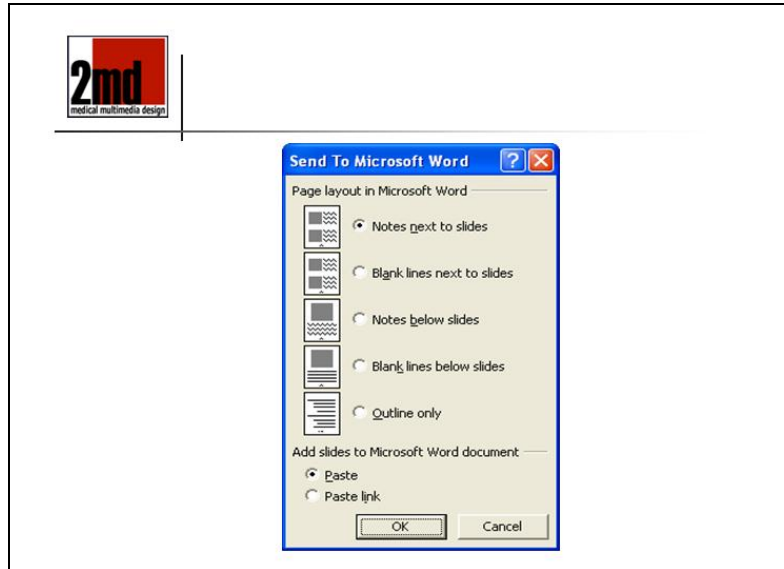


## Sending PowerPoint Presentations to Word

Sending your PowerPoint presentation to Word is beneficial for students. It will be easier for them to print and in some cases quicker for them to download.



1. From the File menu click on **Send To** then choose **Microsoft Word**. A window will open with the following options:
  - Notes next to slides (Creates small images)
  - Blank lines next to slides (Good for handouts with 3 slides on a page and space for taking notes)
  - Notes below slides (Larger images. Good for when you want student to be able to see a bigger picture and the explanatory text.)
  - Blank lines below slides (Large images with no text. Good for note taking or creating a printable version of slides)
  - Outline only (Only Text good when your presentation is all words. Creates much smaller file sizes. To use as a complement to a text book, reference page numbers and figure numbers in the outline view.)
2. Select one of the five options.
  - The PowerPoint presentation will then launch Word and start to put together the file.
3. Save the Word file once PowerPoint has completed the process.
  - Go to the File menu and click on Save.