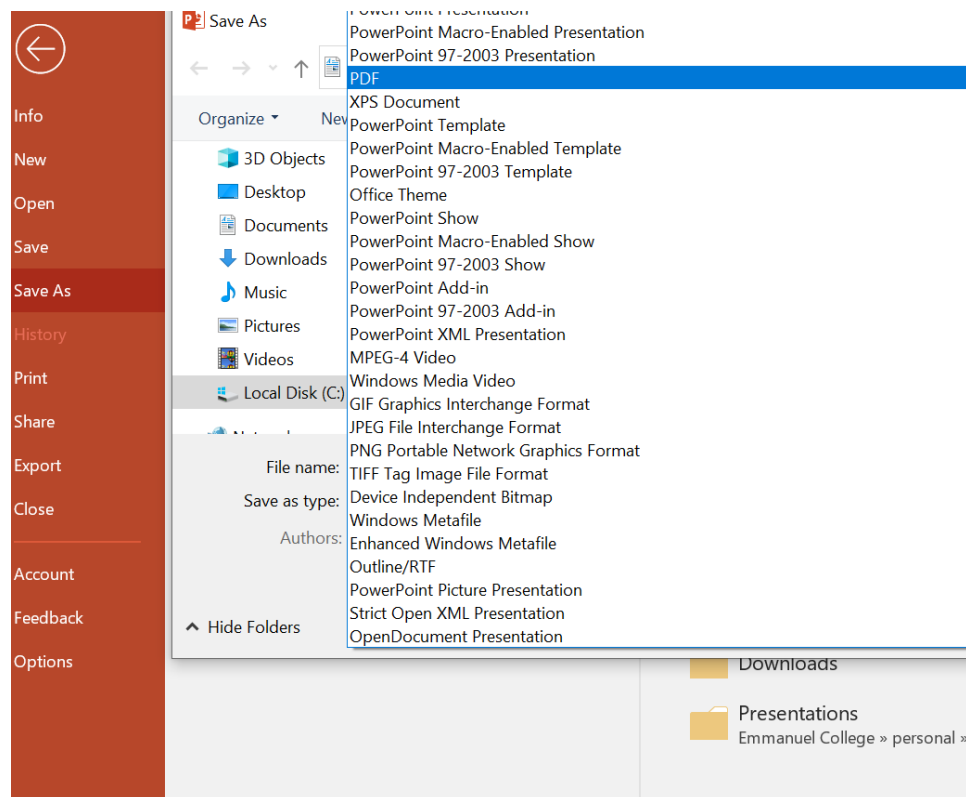


Printing Multiple PowerPoint Slides per page

Staff, Faculty, and Students

Desktop Version of PowerPoint

1. Open the “Save As...” dialogue within PowerPoint. This is located under the “File” tab in the “Ribbon” within PowerPoint.
2. From the “Save as type” drop down menu, select the “PDF” option



3. Once you have selected the PDF save type, a new button will appear, labeled “Options...”. Click this button to bring up an additional dialogue window.

Options ? X


Range

☒ All ☐ Current slide ☐ Selection

☐ Custom show:

☐ Slide(s) From: To:

Publish options

Publish what: Slides per page: 

☐ Frame slides Order: ☒ Horizontal ☐ Vertical

☐ Include hidden slides

☐ Include comments

☒ Include ink

Include non-printing information

☒ Document properties

☒ Document structure tags for accessibility


PDF options

☐ PDF/A compliant

☒ Bitmap text when fonts may not be embedded

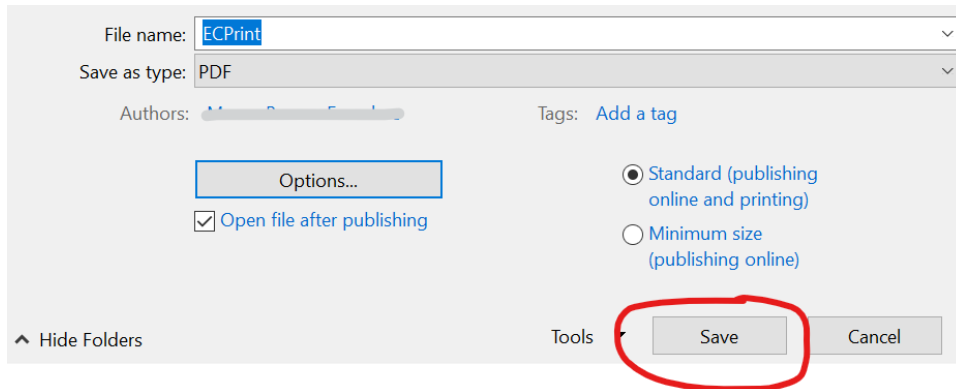
OK Cancel

- a. In this window, make sure the Handouts option is selected under the Publish what drop down menu, and that you have selected the desired number of slides per page in the Slides per page drop down menu

Publish what: Slides per page: 

☒ Horizontal ☐ Vertical

4. Next, make sure that you have checked the checkbox for Frame slides. This will create black outlines around each of the slides. This is handy on pages with multiple slides, as it makes it easier to see. When you are finished, click the OK button.
5. Next click this Save button to save your PDF



File name:

Save as type:

Authors:

Tags: [Add a tag](#)

☒ Open file after publishing

☒ Standard (publishing online and printing)

☐ Minimum size (publishing online)

Hide Folders

Tools

6. Locate the PDF and open it to ensure that it looks the way that you would like, and then upload it to Web Print as you would any other document.