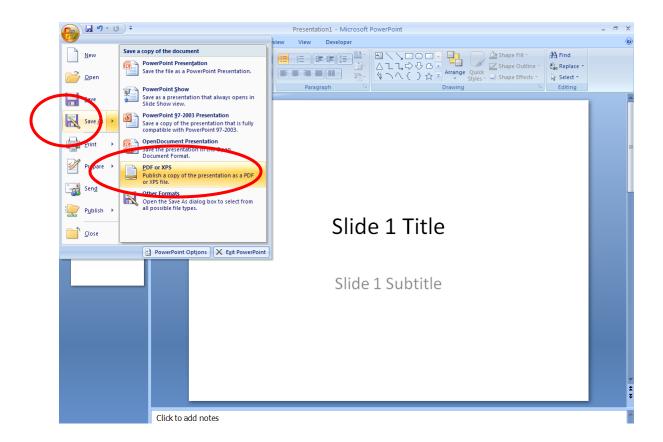
Saving a PowerPoint Presentation as a PDF in "HANDOUT MODE" with 3-6 slides per page GREATLY reduces the amount of toner the college will go through when the students print off the PowerPoint presentations.

This capability is already built into your PowerPoint application and literally takes about 5 clicks to make it happen.

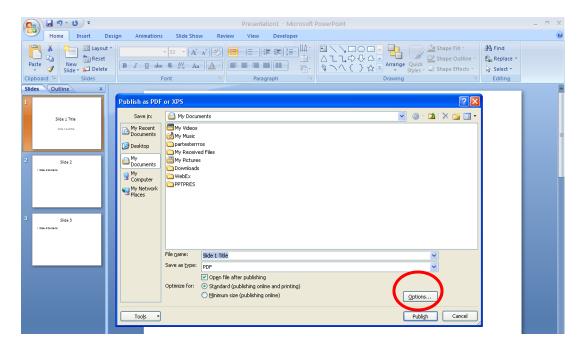
Here are the step-by-step instructions and screen shots to help you with the process:

1. After creating your presentation in PowerPoint, click the Microsoft Office Butto replaces the **File** menu and is located in the upper-left corner of Microsoft Office programs.

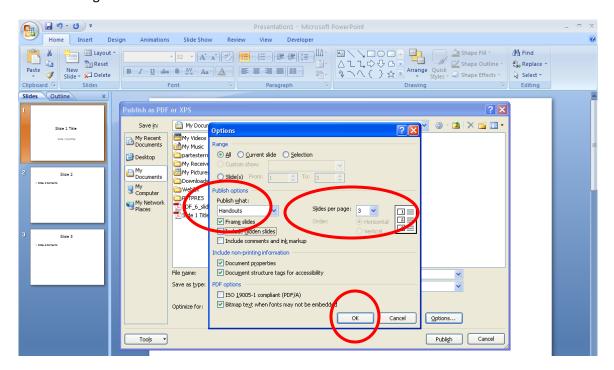
Select SAVE AS ... PDF or XPS



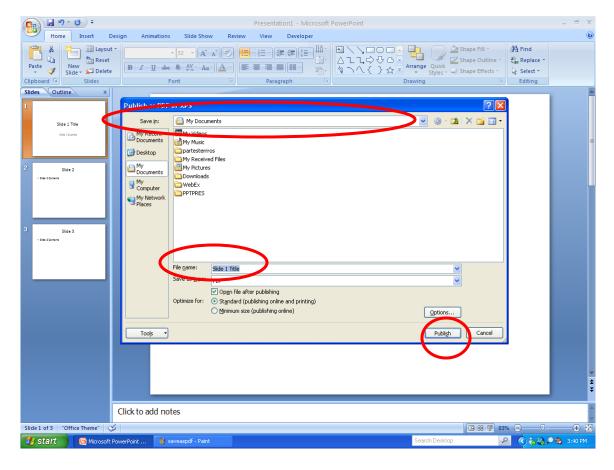
2. \* Next, click the **OPTIONS** button (\*<u>THIS IS A VERY IMPORTANT STEP\*</u>). This is where you set up the HANDOUT MODE and select how many slides per page.



3. Ensure you select "HANDOUTS" for "Publish what" under the "Publish options" and select the number of slides per page you want to appear. It will show you what the layout will look like. (6 slides is the default) Choose any other options you want (frame the slides, etc.) Click "OK" when done to go back to the "Publish as PDF" window.



4. Name your file and select location and click "Publish". By default, it will open the newly created PDF Handout to view. (You can deselect this option if you want.)



5. Upload the PDF file into your Angel class in place of the PowerPoint presentation and that will be the only format the students can print.