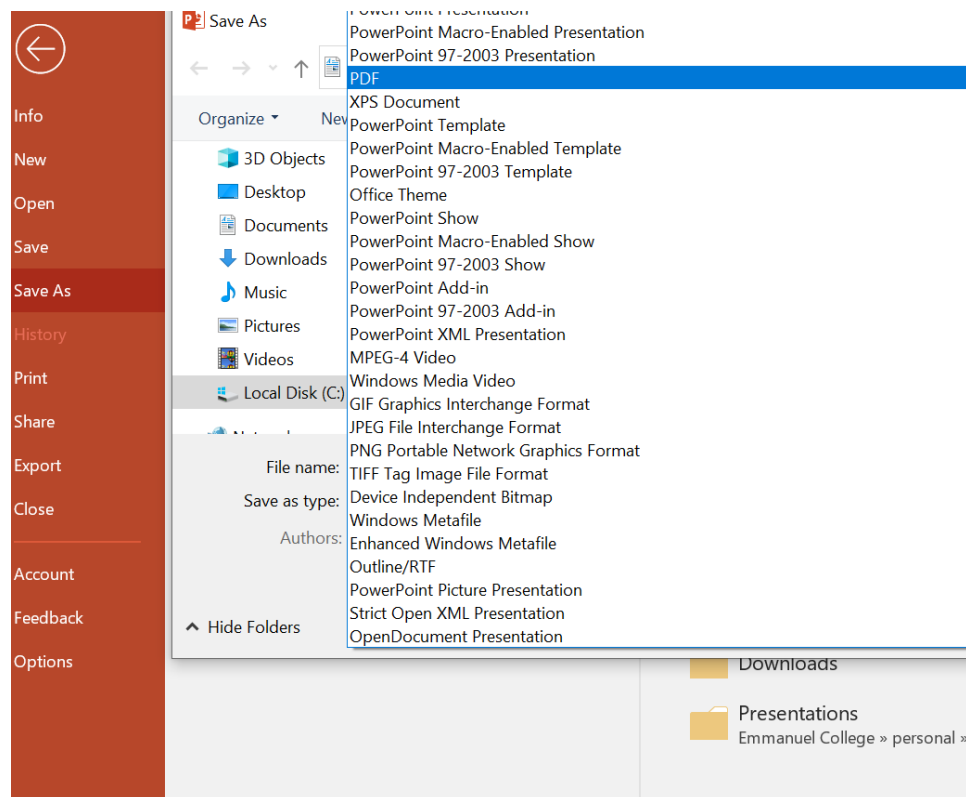# Printing Multiple PowerPoint Slides per page

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.

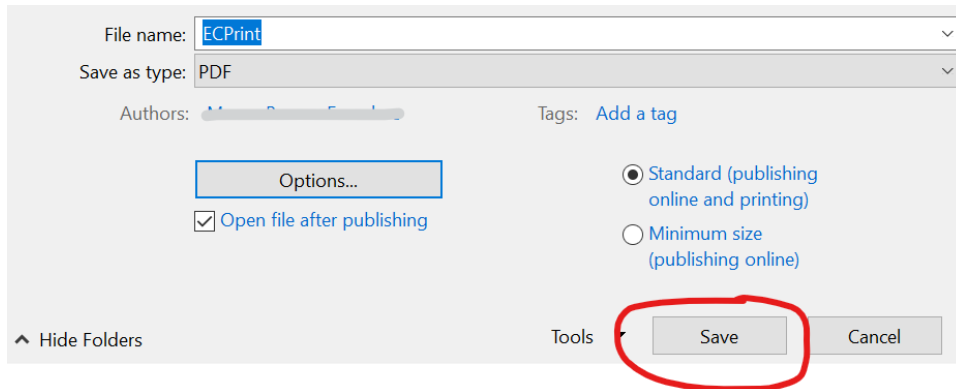a. In this window, make sure the Handouts option is selected under the Publish what drop down menu, and that you have selected the desired number of slides per page in the Slides per page drop down menu

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

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.