

Saving a PowerPoint as a PDF with the Speaker Notes Visible

To submit your PowerPoint to Waypoint as a PDF document with the Speaker Notes visible follow these instructions:

1. Select **File**.



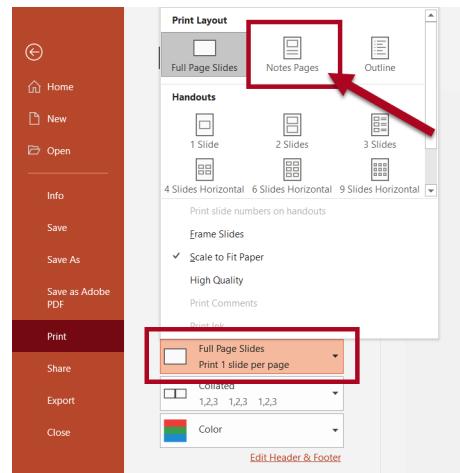
2. Select the **Print** option.



3. Change the Printer option to your PDF reader (e.g., Adobe PDF).



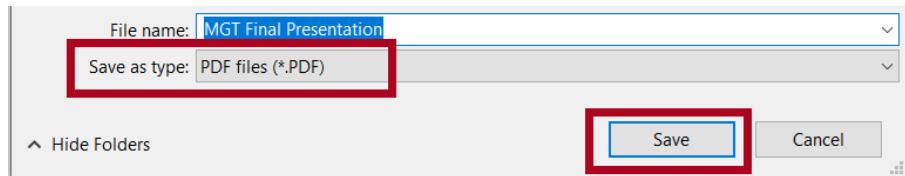
4. Change the **Full Page Slides** option to the **Notes Pages** option. The preview on the right should change to show your Speaker Notes.



Click on **Print**.



Make sure you save it as a *.PDF file and submit it to Waypoint.



Additional Resources:

- Need to download PowerPoint onto your computer? Check the [Office 365 Resource Guide](#).