

How to save your PowerPoint presentations in a more printer-friendly format

To enable your students to print your class PowerPoint presentations in a more sustainable manner, we recommend that you save the files as PDF documents containing several slides on one page, and in a plain “black text on white background” format.

To do this in PowerPoint 2010, follow these steps:

1. If your presentation has a colored background, or if you used one of the templates with a non-white background, click on the “Design” tab in the top of the window;
2. Click once on the left-most design displayed (black text on white background), and it will be applied to all your slides;
3. Click on the tab “File,” select “Save as”;
4. In the window that pops up, select to save as type “PDF”; name the file, and choose where to save it;
5. Click “Options” and select “Handouts” from the “Publish Options” dropdown menu;
6. Make sure that “6 Slides” is selected, or change this to a different number if preferred;
7. Select “Frame Slides” under “Publish Options”;
8. Click “OK” then click “Save”

To do this in PowerPoint 2013, follow these steps:

1. If your presentation has a colored background, or if you used one of the templates with a non-white background, click on the “Design” tab in the top of the window;
2. Click once on the left-most design displayed (black text on white background), and it will be applied to all your slides;
3. Click on the tab “File,” select “Save as,” then “Browse”;
4. In the window that pops up, select to save as type “PDF”; name the file, and choose where to save it;
5. Click “Options” and select “Handouts” from the “Publish Options” dropdown menu;
6. Make sure that “6 Slides” is selected, or change this to a different number if preferred;
7. Select “Frame Slides” under “Publish Options”;
8. Click “OK” then click “Save”