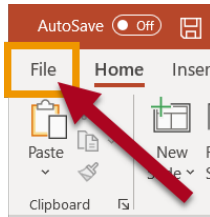


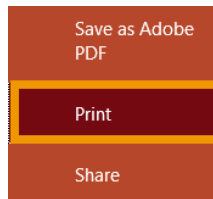
## Saving a PowerPoint as a PDF with the Speaker Notes Visible

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

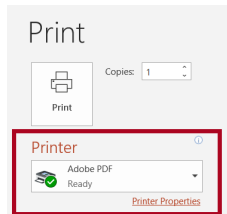
1. Select **File**.



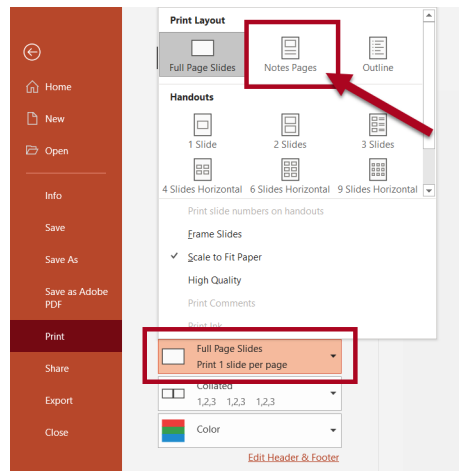
2. Select the **Print** option.



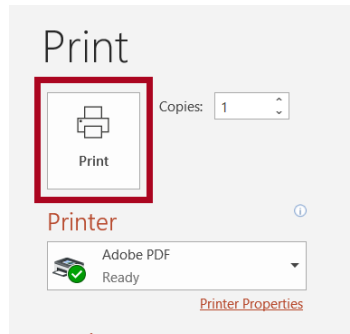
3. Change the Printer option to your PDF reader (e.g., Adobe PDF).



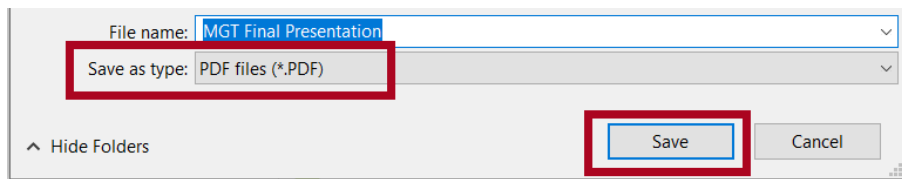
4. Change the **Full Page Slides** option to the **Notes Pages** option. The preview of your presentation on the right should change to show your Speaker Notes.



Click on **Print**.



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



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## Additional Resources:

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