

## Mobile Printing Multiple Slides Per Page

## For PowerPoint 2016/2013:

- 1. Open your PowerPoint and click on File.
- 2. Click on **Export**, choose **Create PDF/XPS Document**, then click on the box that says **Create PDF/XPS**.



3. Make sure Save as type: says PDF (\*.pdf), then click on Options...



4. Under **Publish options**, change the **Publish what**: drop-down to **Handouts**, and then change **Slides per page** to **3**. If your slides have a light background, you may also wish to check the box for **Frame slides** to add a thin border around your slides.

Options	8 23
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- 4. Click on **OK**.
- 5. Make sure the File name is the way you want it and select the location where you want to save the PDF file.
- 6. Check the box for **Open file after publishing** if you want to view the finished PDF file immediately after it's created.
- 7. Click **Publish**. That's it!