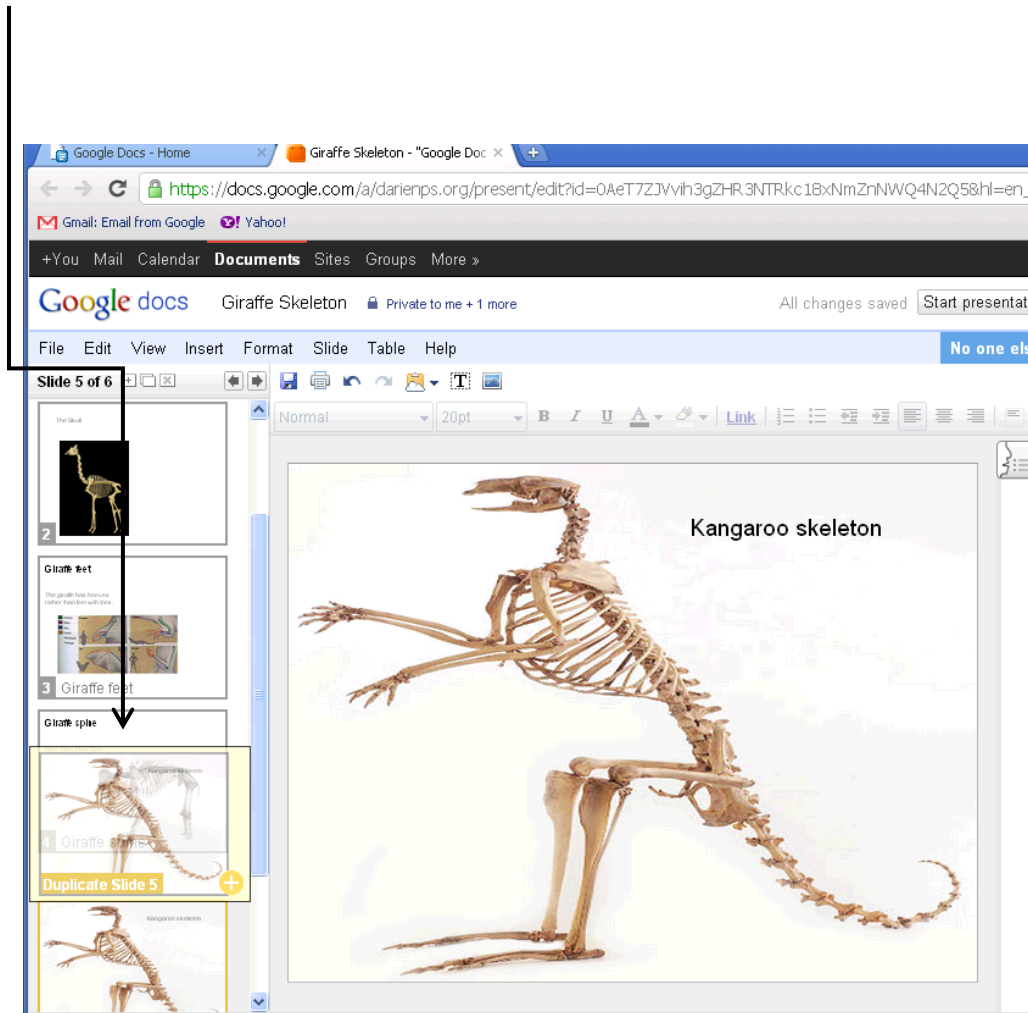


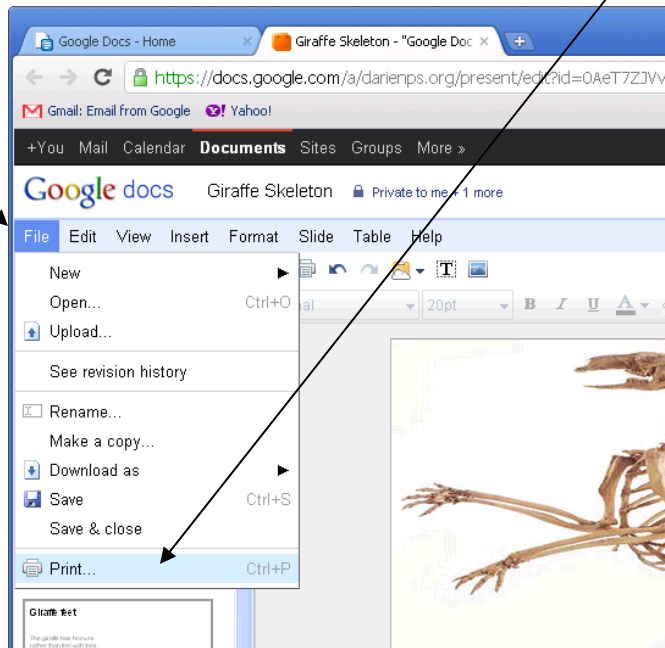
## To print a Google.docs PPT

Open your Powerpoint slide show.

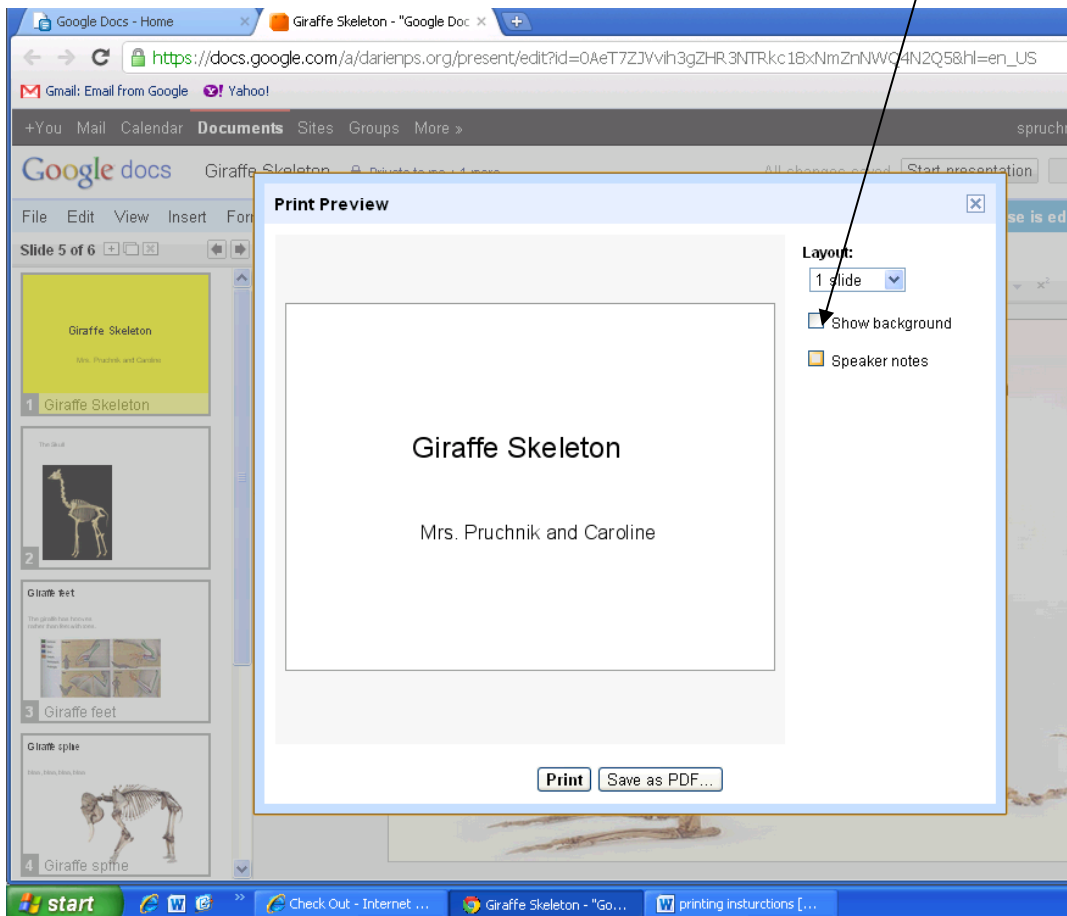
Step 1: If you need to print only a few slides, be sure to move the slides you need to the top of the list. Grab the slide you wish to move and drag it to the top of the list. (If you need to print the whole slide show, skip Step 1 and go to Step 2).



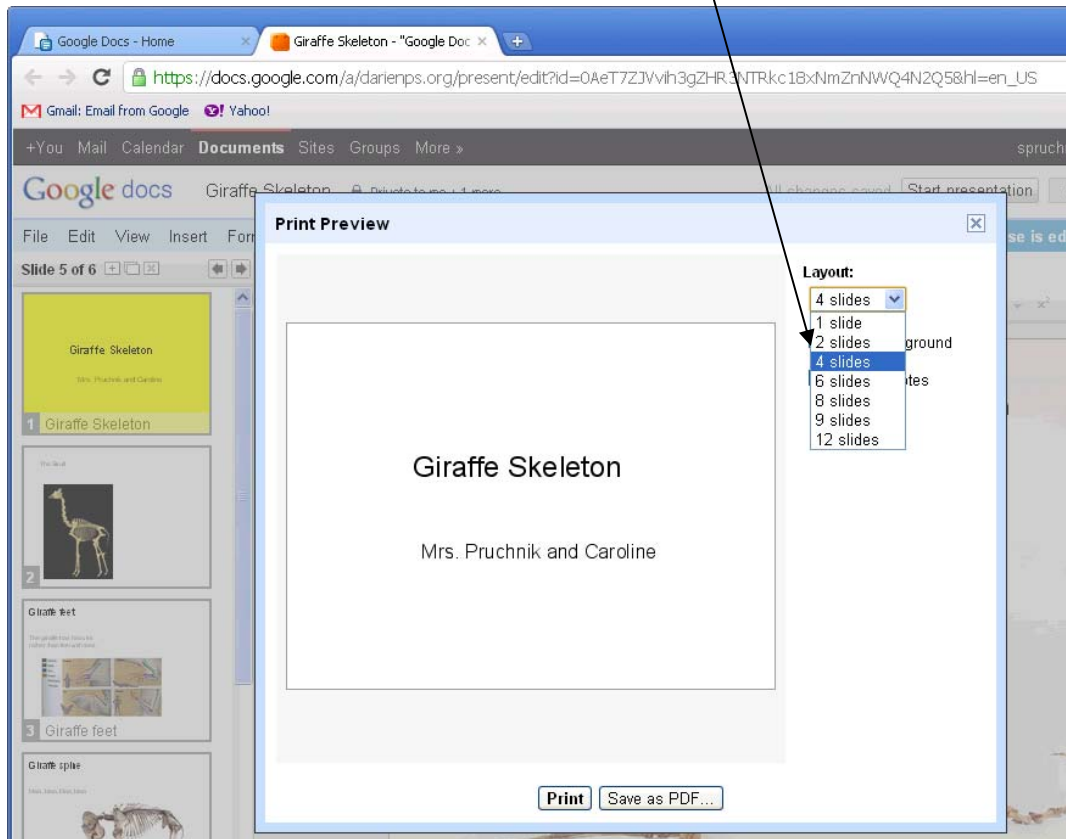
Step 2: Click on the File option and select Print.



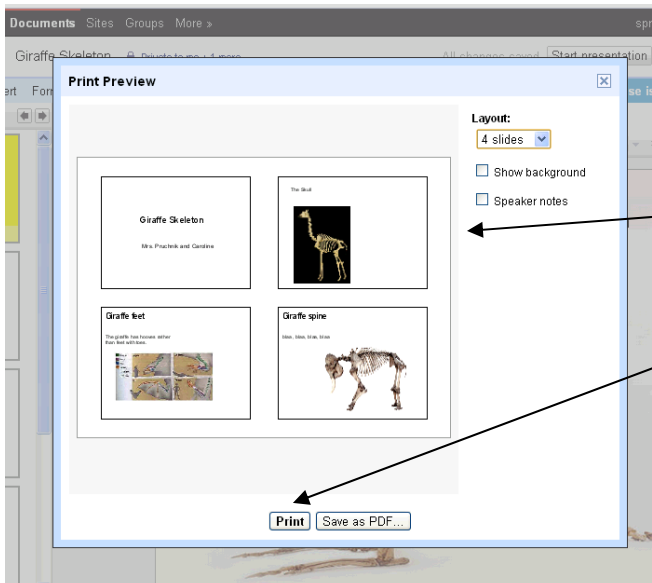
Step 3: In the next window, format the slide show by 1) **unchecking** the box titled Show background and then.....



..... select the number of slides you want per page.



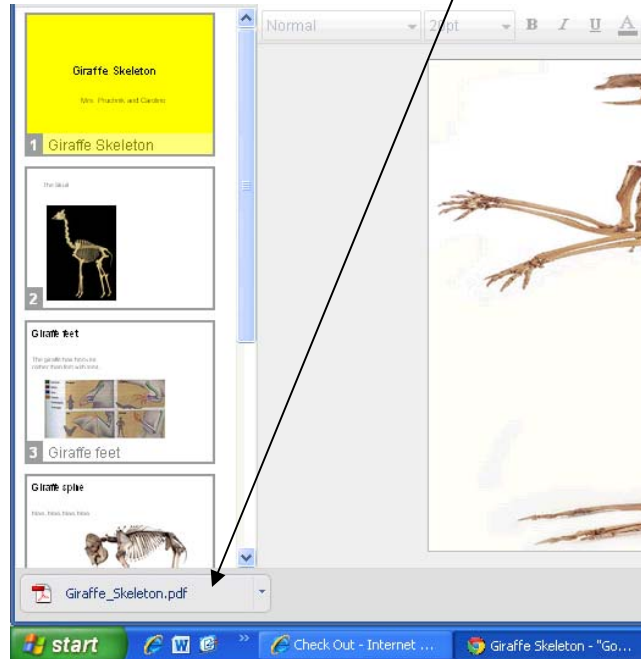
Please note: if you need to have the Speaker notes appear, click the box titled Speaker notes. Then print 2 (two) slides per page. If you do not need the speaker notes, print 4 (four) slides per page.



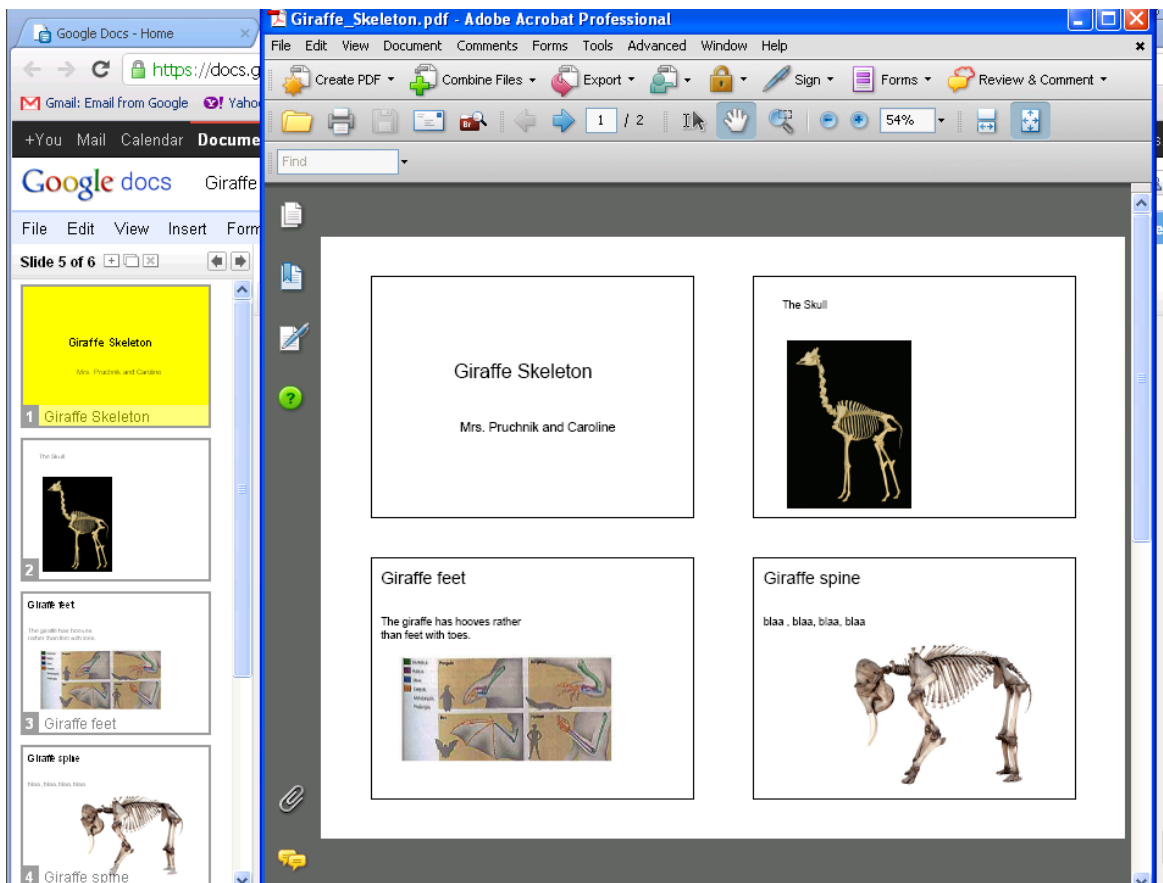
The window should look like this when printing 4 slides per page.

Click the Print button

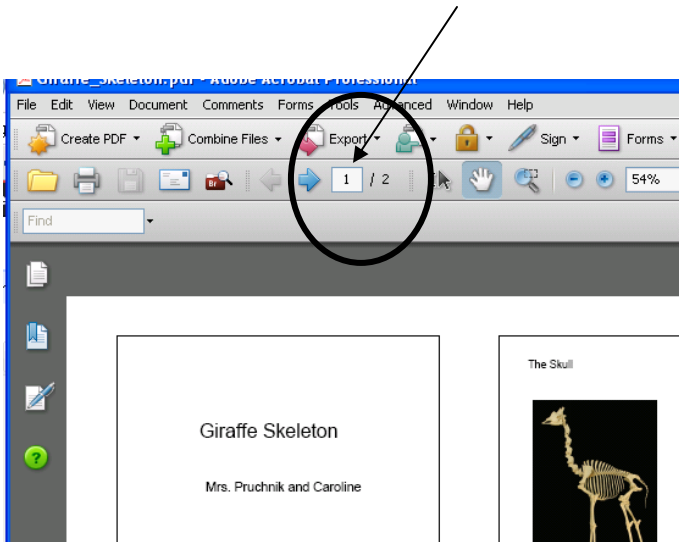
Step 4: The slide show will be reformatted into a PDF file. The file will either open automatically on your screen or it will create a button on the bottom of your screen. Click to open the file.



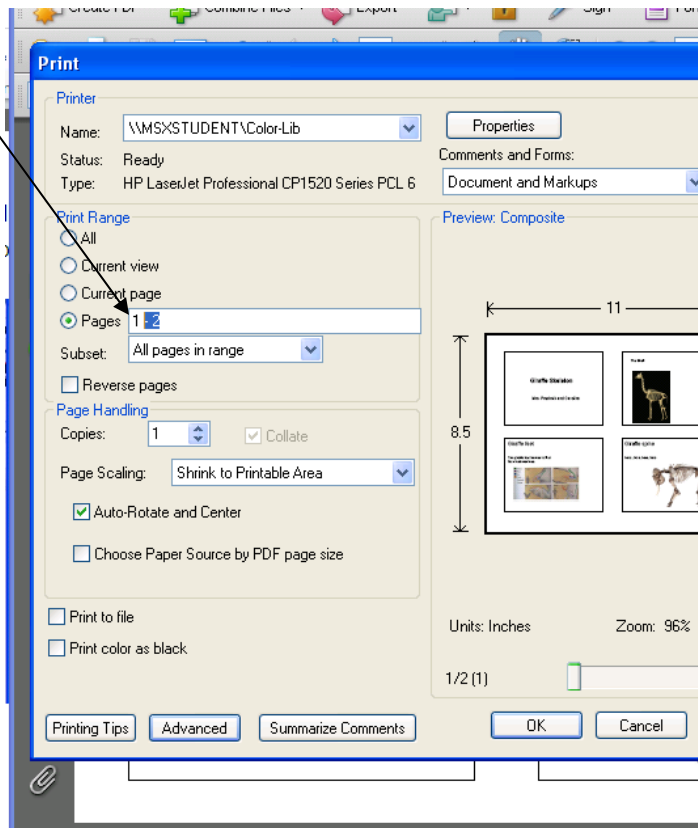
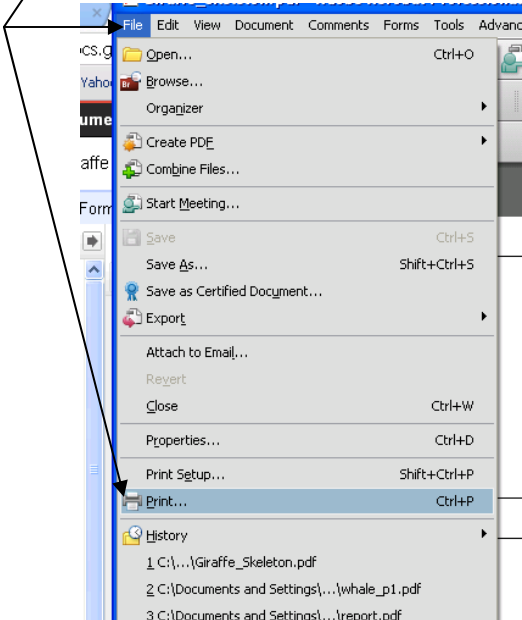
The new window should look something like this.



Step 5: Be sure to print **ONLY** the page(s) you need. If all of the slides you need are on page one, print **only** that page.

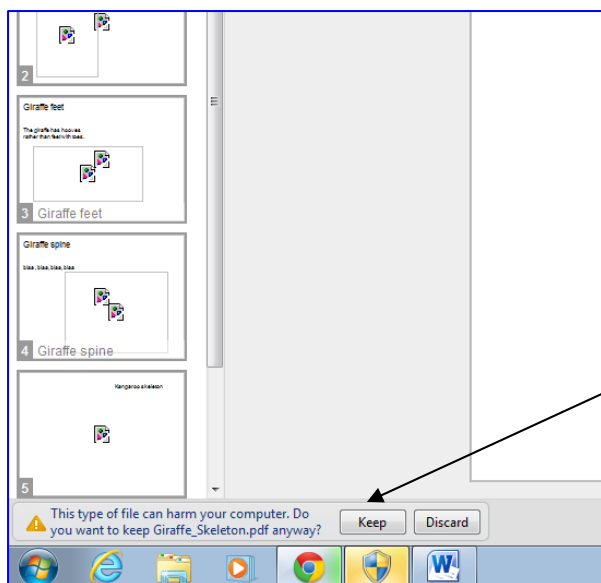
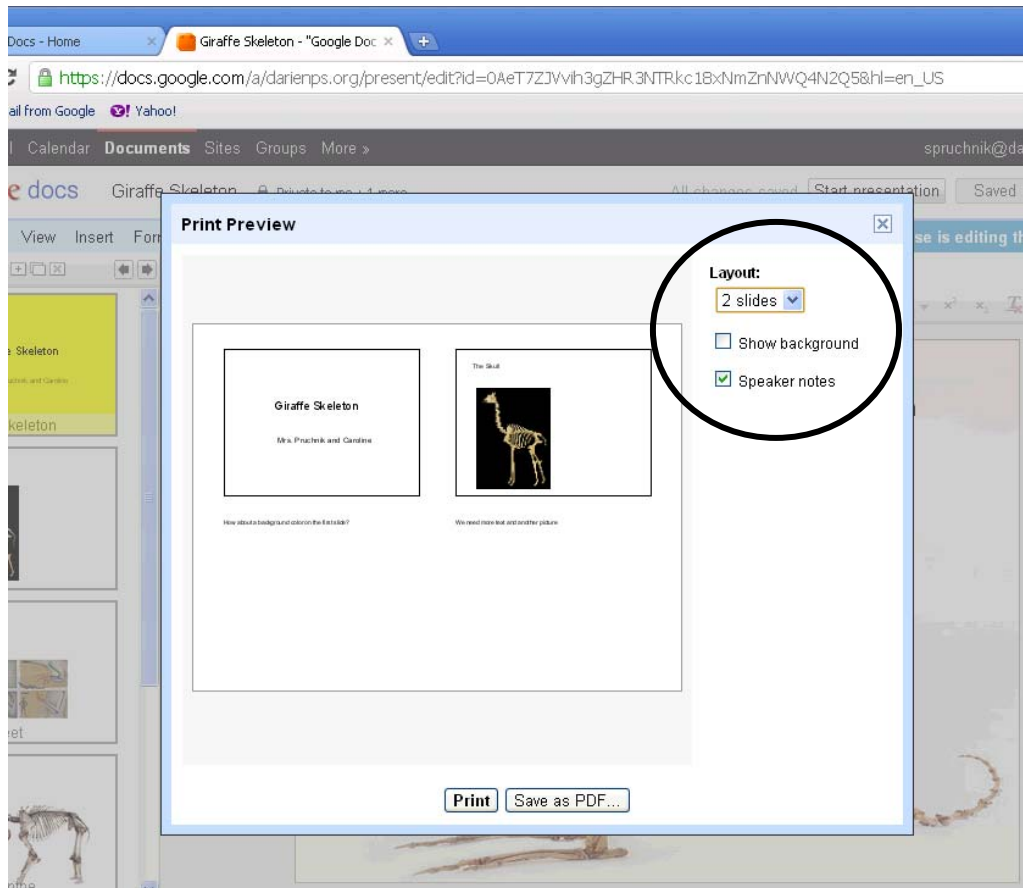


Click on File, then Print, and in the print window be sure to change the RANGE of pages – change it to **1 (one)**.



Additional information:

This is what your page should look like if you are printing with Speaker notes. Click the box titled Speaker notes, Show Background is still UNCHECKED and ask for 2 slides per page.



If you are printing on a school computer, you might get this message before the document is made into a PDF. Click the Keep button.

After you have printed, close out the PDF file window and you can go back to your slide show to rearrange the slides back into the correct order and/or continue working.