

PDF- Printing Multiple slides on a page **from a PC**

Space and Ink Saver

If you're wanting to print more than one slide of a PDF document on a sheet of paper, please follow these steps:

1. Press **"CTRL + P"** or go to **"File, Print"**
2. Drop down the box that says **"Full Page Slides"**

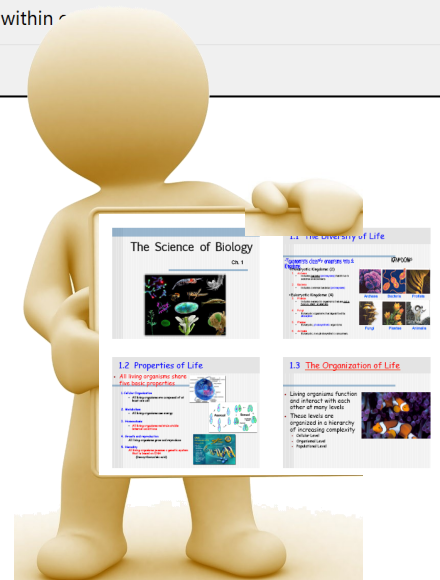
Select the display you'd like.

You should see what it will look like to the right.

3. Select **"Print"** if everything looks good.

To save color, print in Grey Scale

The image shows a Windows Print dialog box for a PDF document. A yellow arrow points to the 'Print in grayscale (black and white)' checkbox, which is circled in red. Another red circle highlights the 'Multiple' button in the 'Page Sizing & Handling' section. A third red circle highlights the 'Landscape' radio button in the 'Orientation' section. The 'Pages per sheet' dropdown is set to 4. The 'Page order' is set to 'Horizontal'. The 'Print on both sides of paper' checkbox is unchecked. The 'Print' button is visible at the bottom right of the dialog box.



PDF- Printing Multiple slides on a page **from a Mac**

Space and Ink Saver

If you're wanting to print more than one slide of a PDF document on a sheet of paper, please follow these steps:

1. Press **"Cmd + P"** or go to **"File, Print"**
2. When the print options box appears, select the drop down box by **"Preview"** Change it to **"Layout"**.

You should see what it will print like to the left.

3. Here is where you will set up your printing details. Designate how many slides you'd like to print to a page, and the layout direction. The ones circled make the most sense, but use which ever you prefer.

4. To save color, print in Grey Scale

