PDF- Printing Multiple slides on a page from a PC

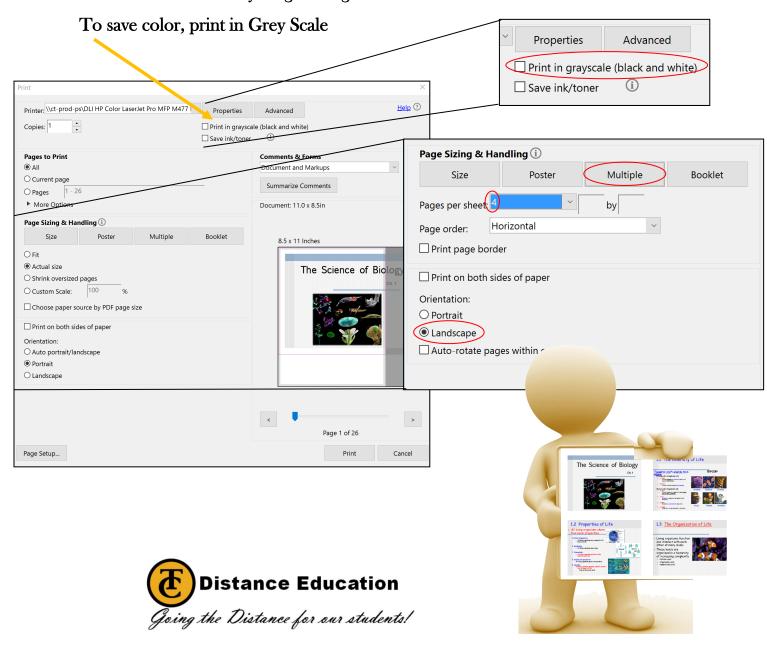
Space and Ink Saver

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.



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 Pages per Sheet: 4 Layout Direction: Printer: HP Color LaserJet CM1017 Presets: Default Settings Presets: Default Settings Copies: 1 Copies: 1 From: 1 to: 1 Selected Page in Sidebar Paper Size: US Letter Layout Paper Size: US Letter \$ 8.50 by 11.00 inches Pages per Sheet 4 Orientation: **■** 1 of 11 ▶ Layout Direction: ZTwo-Sided: Off ✓ Auto Rotate Show Notes Reverse page orientation 107 % O Scale: • Print Entire Image • Scale to Fit: Fill Entire Paper PDF ▼ Hide Details Cancel Print Copies per page: Cancel Print Print Color as Gray 600 dpi ✓ Print Color as Edge Control: Norma Cancel Print Distance Education oing the Distance for our students!