



Next Level
Functional
Nutrition™

How do I print the PowerPoint Slides in PDF from one slide to multiple slides per page?

- Open your PDF document.
- Click on **File**.
- Find the **Print** button at the bottom of the list and click on it.
- Find the page range you wish to print from the PDF document.
- Select the appropriate button.
- Configure the paper size and handling.
- In the page sizing and handling group, select **multiple**.
- This allows you to print multiple PDF pages or slides to on one sheet of paper.
- Change the settings so that the desired output layout appears in the preview pane to the right.
- Select the preferred orientation of your document. (**Landscape or Portrait**).
- This selection will affect the layout displayed in the preview pane also which settings are appropriate.
- Often, selecting **Custom** will enable you to set up your preferred layout most easily.
- Options: Click on the Print page border check-box to print a line around each page
- Click on Print on Both Sides of Paper to save even more paper. If binding the printout, you will have the choice of binding on the side. (Flip on the edge) or on the top (flip on the short edge.)

