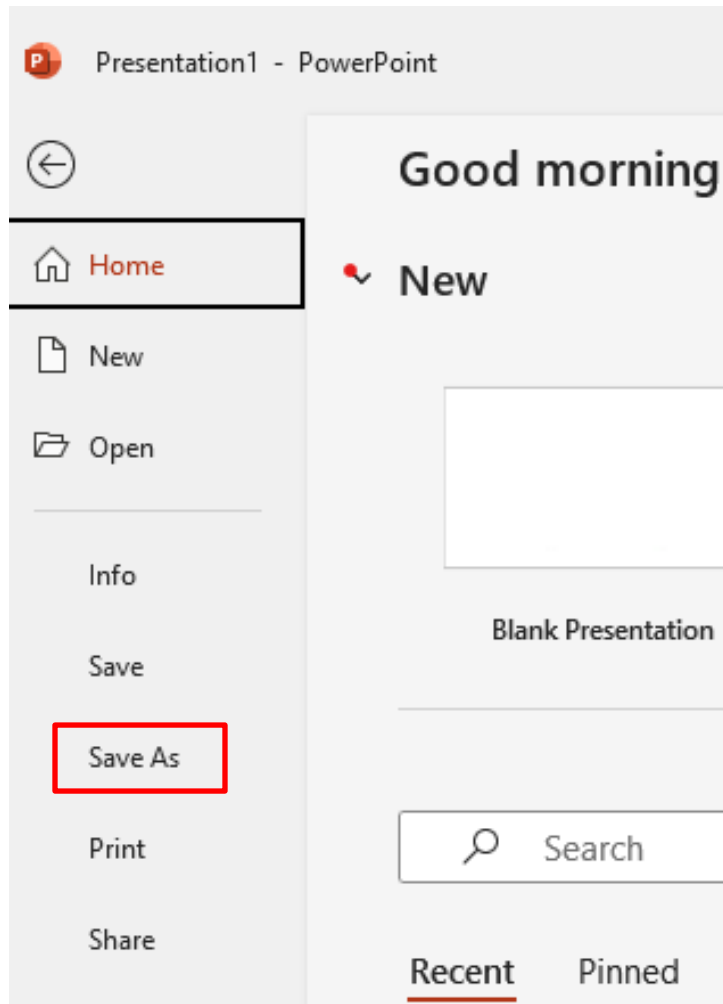
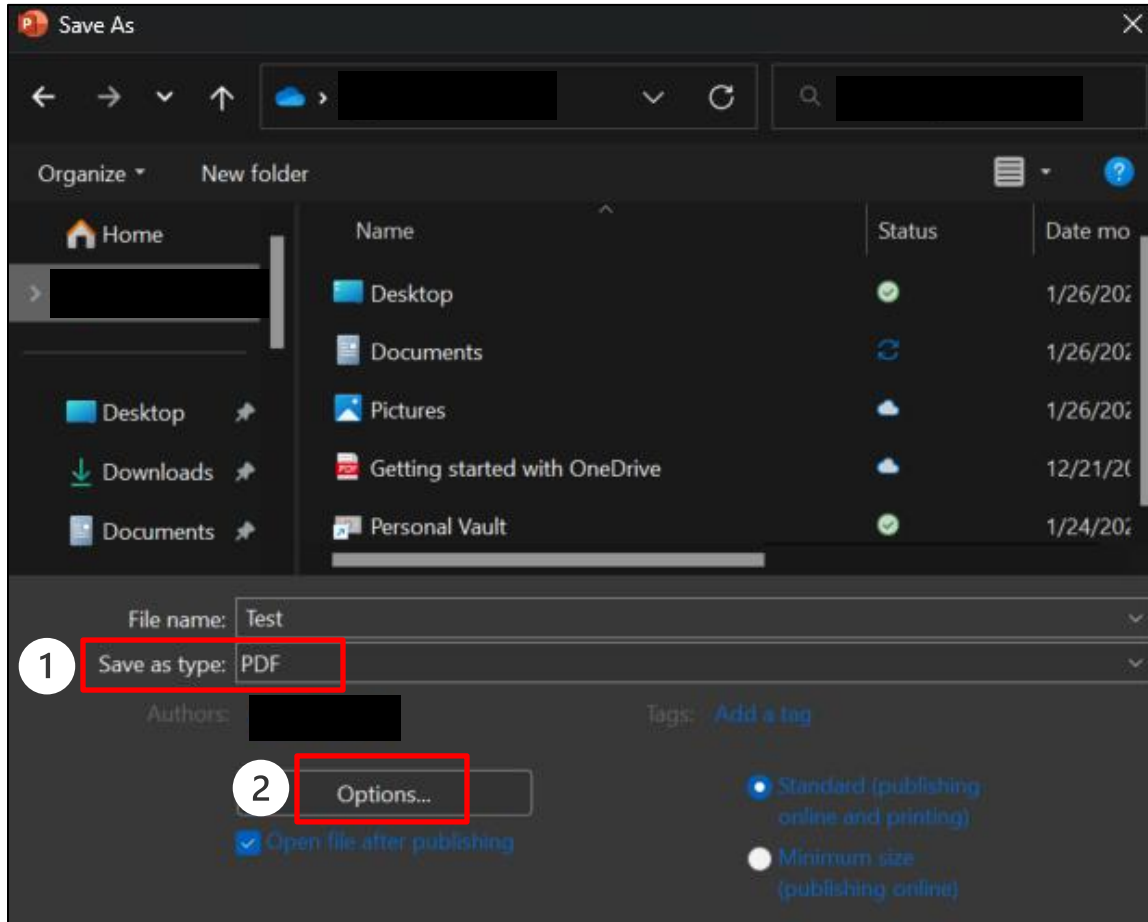


Exporting a Transcript from PowerPoint

1. On the ribbon located across the top of Microsoft PowerPoint, select the **File** tab.
2. Select **Save As**.



3. Once you've named your file, select save your file as a PDF [1]. Then, select **Options** [2].



4. Under **Publish Options** [1], select **Notes pages** [2] and then click **OK** [3].

