Exporting a Transcript from PowerPoint

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



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



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

0	Publish options
-	Publish what:
2	Notes pages V Slides per page: 6 V
	Frame slides Order: Order:
	Include hidden slides Vertical
	Include comments
	Include ink
	Include non-printing information Include non-printing information Document properties Document structure tags for accessibility
	PDF options
	DF/A compliant
	Bitmap text when fonts may not be embedded
	3 OK Cancel

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