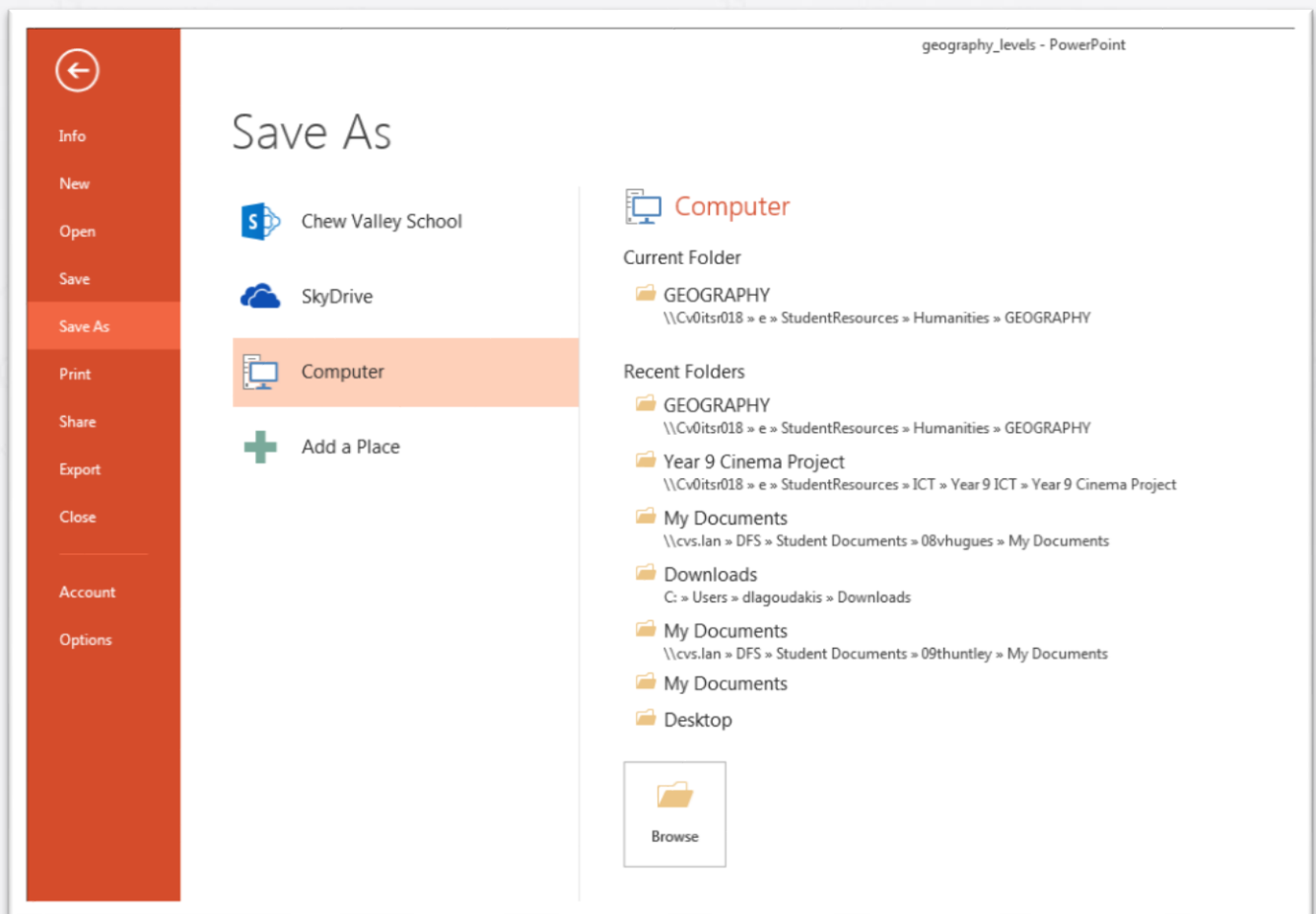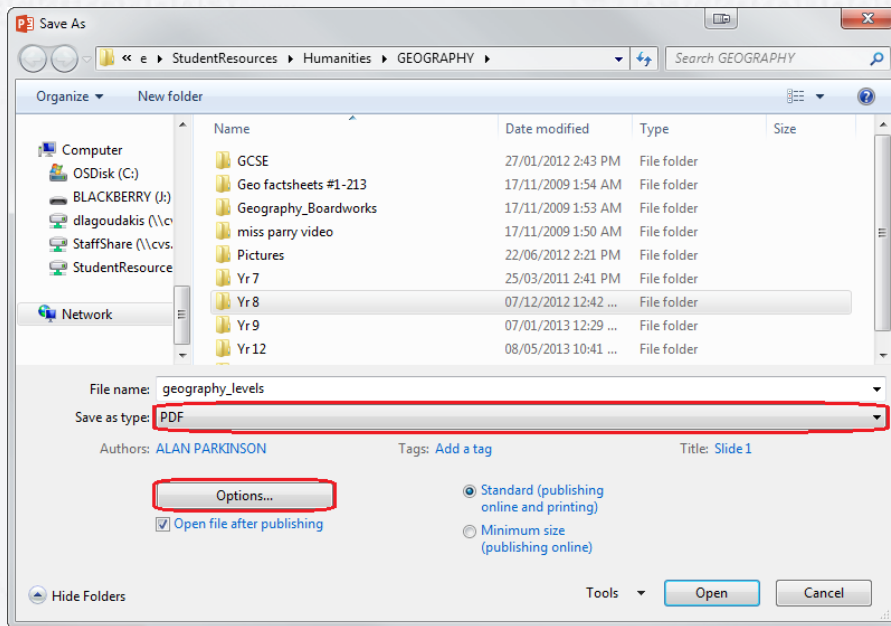# Converting PowerPoint slides into PDF Handouts

In PowerPoint 2013 you can easily save a presentation (.ppt) to PDF.
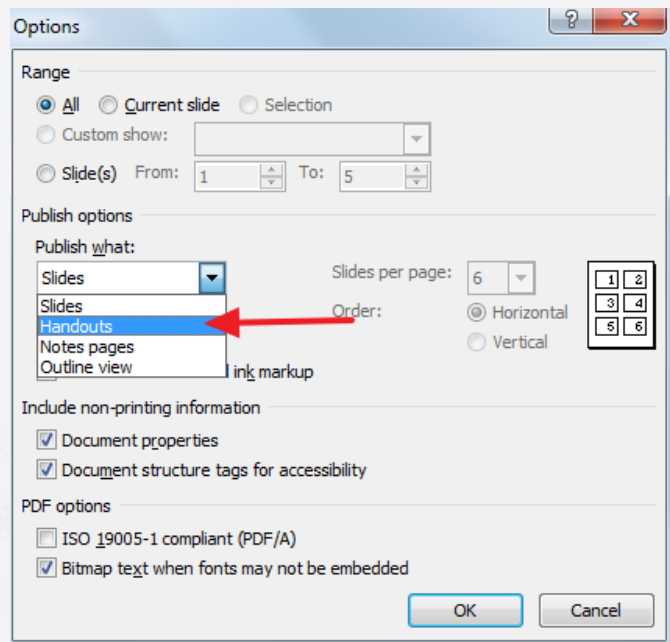
Click File, Save As.

Choose the location you want your PDF to be saved.

Under Options go to Publish options and select Handouts. You can select which slides to include in your handouts as well as the number of the slides per page.

In the **Publish what** field, choose **Handouts**.

Then, on the right side, you'll see an option for choosing how many slides you want per page. After you have determined the number of slides per page, click on **OK** and **Print**, which gives you a great looking PDF handout created from your PowerPoint slides.