# Include Power Point notes in PDF files

As a reader, I find very useful to have an access to the PowerPoint presentation <u>notes</u>. One or two sentences of the <u>notes</u> could make a big difference explaining the presenter's point of view and providing additional details on the subject.

Please compare two Power Point presentations -one of them has the Power-Point notes attached to it and the other is converted to PDF without the notes.

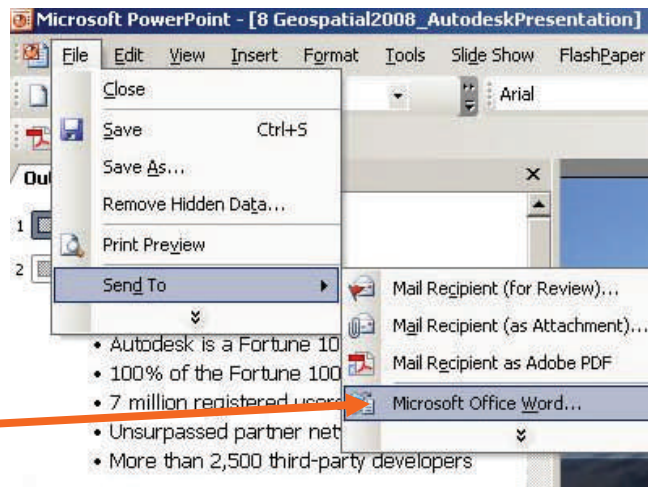**An example:**
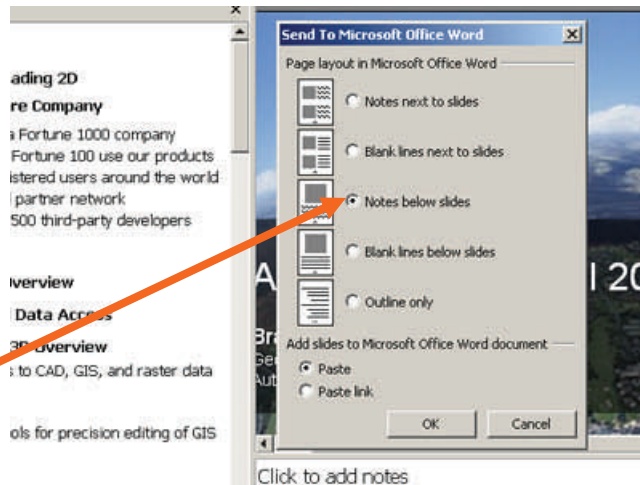**Power Point PDF with the notes**

An example:
Power Point PDF without the notes

http://www.tips.osmre.gov/
Geospatial2008/pdf/
presentation/B.Lego.pdf

http://www.tips.osmre.gov/
Geospatial2008/pdf/
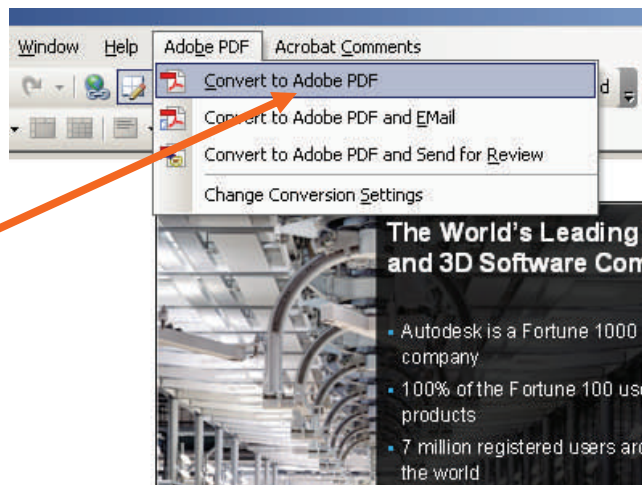presentation/
B.Lego_notes_included.pdf

**Step 1**
Open a PowerPoint that you would like to convert to PDF.
Go to: **File** > **Send To** >
**Microsoft Office Word…**

**Step 2**
**Send to Microsoft Office Window** will open.
Choose **Notes below slides** option.
With the **Notes below slides** option selected, click **OK**.

**Step 3**
The **Microsoft Word** window opens. The Power Point slide is automatically placed on the top of the page aligned on the middle and the notes are placed below the slide.

**Step 4**
Go to: **Convert to Adobe PDF** option and proceed with the conversion to PDF.
P.S. Be sure you have Adobe Professional installed on your machine)

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