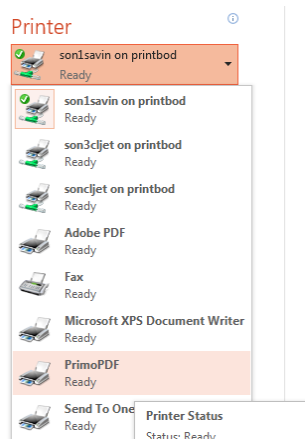


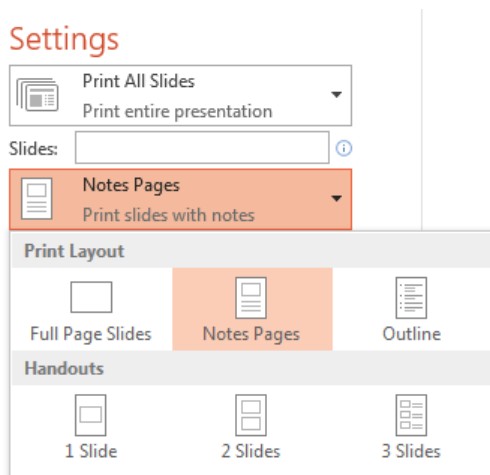
# Creating a Transcript for a Narrated PowerPoint

This approach allows you to print a document with all your slides along with your notes from PowerPoint.

1. Add your script to the Notes section of each slide in a PowerPoint presentation.
2. From the menu bar, select **File | Print**.
3. Select the Printer. Select the PDF Creator or other PDF option. If no PDF option is available, you can download a free version of PDF Creator from the Web.



4. Under the second **Settings** options, select **Notes Pages**.



5. Click on **Print**. Select where the .pdf file will be stored. Add '-Transcript' to the end of the name. The file can then be posted with the presentation.
6. If students want a version of the Notes file that they can edit, export the .pdf to a Word document. In Adobe Acrobat, export to Word; otherwise, you can use a conversion site like <http://www.zamzar.com>.