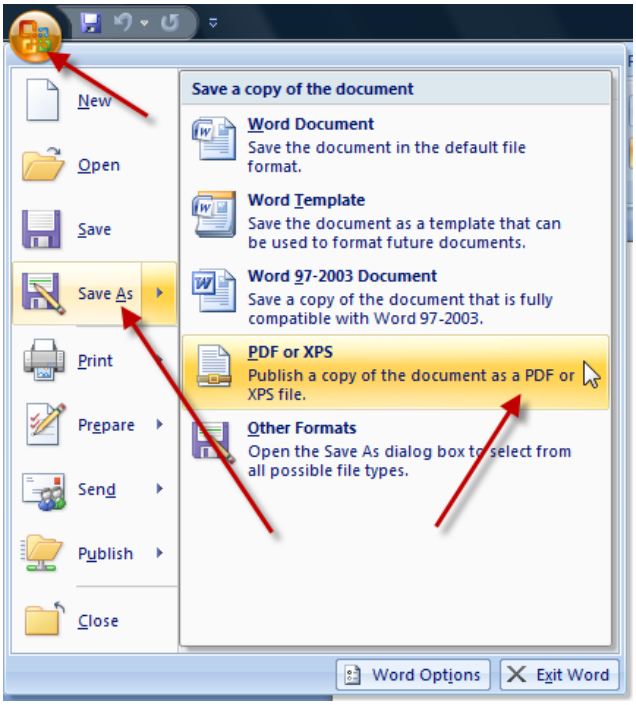
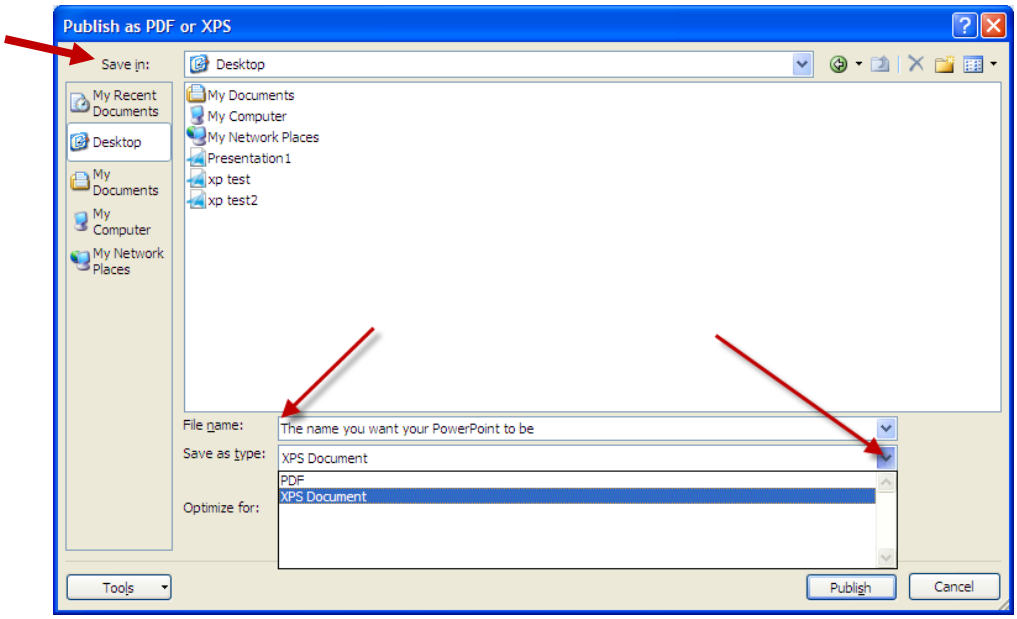
Saving a Power Point Presentation as a XPS file for PowerPoint 2007:

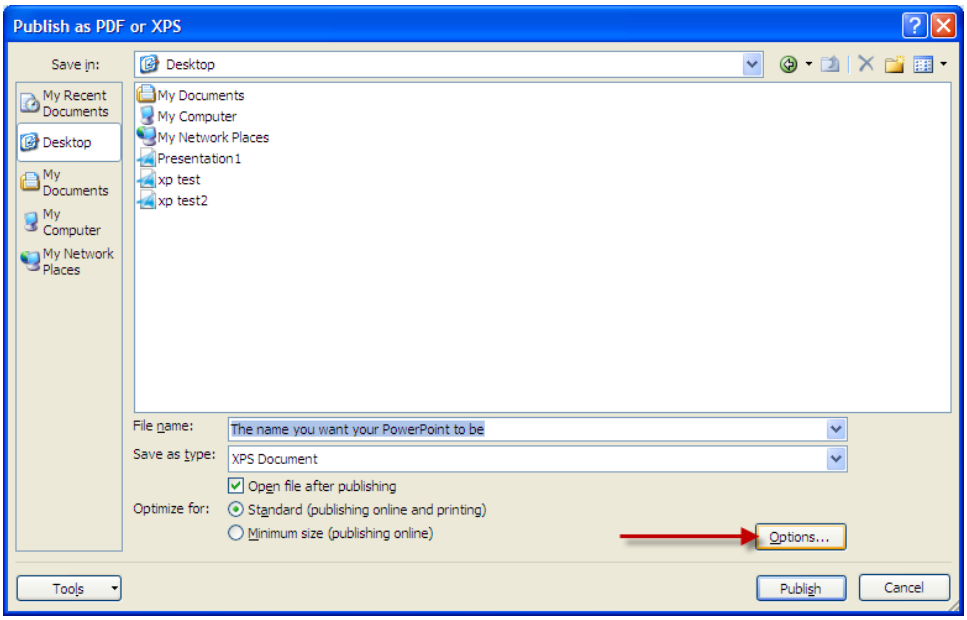
1. Click the "**Office Button**", hover the mouse over the "**Save As**", and click on "**PDF or XPS**".



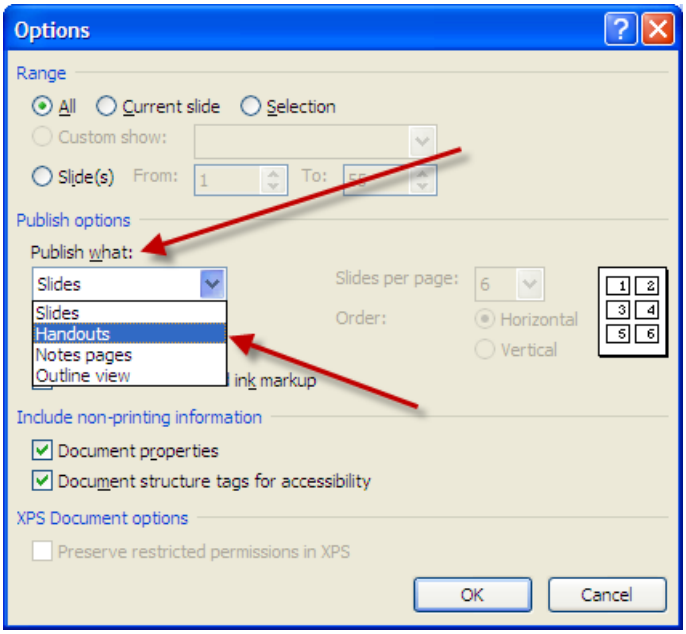
2. Under "**Save in**:" choose where you want to save your PowerPoint (Desktop or Flash drive media).
3. Select a "**File name**:" Click the drop down arrow and choose XPS Document.



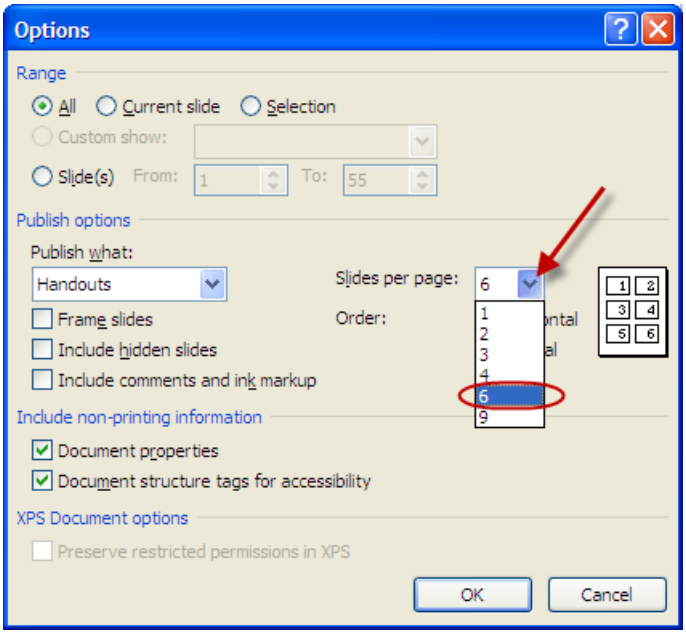
4. For multiple slides per sheet, click the "**Options**" button.



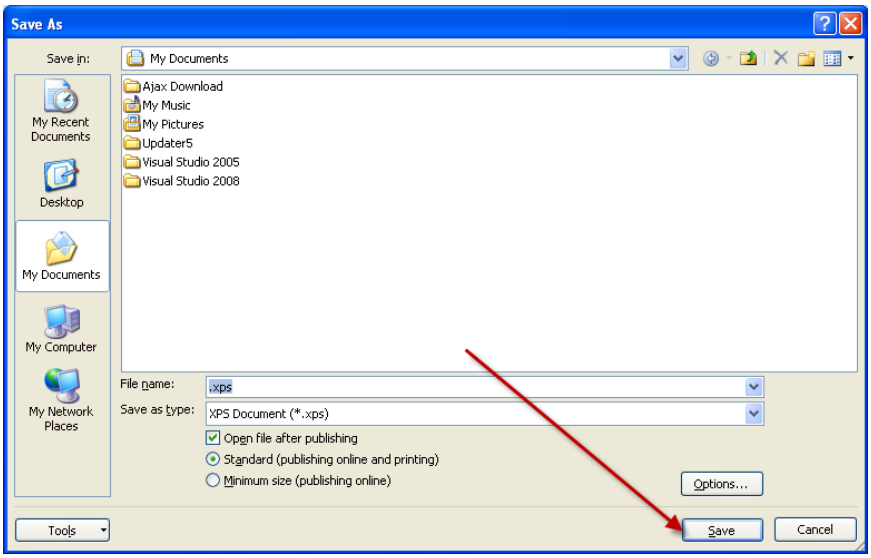
5. Under "**Publish what**:" click the drop down arrow and select "**Handouts**".



6. Next to "**Slides per page**", click the drop down and select the number of slides you want per page.
7. Click **OK**.



8. Click **Save**.
   *Remember where you saved it and what you named it. This will be the file that will be printed with NetPrint.



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