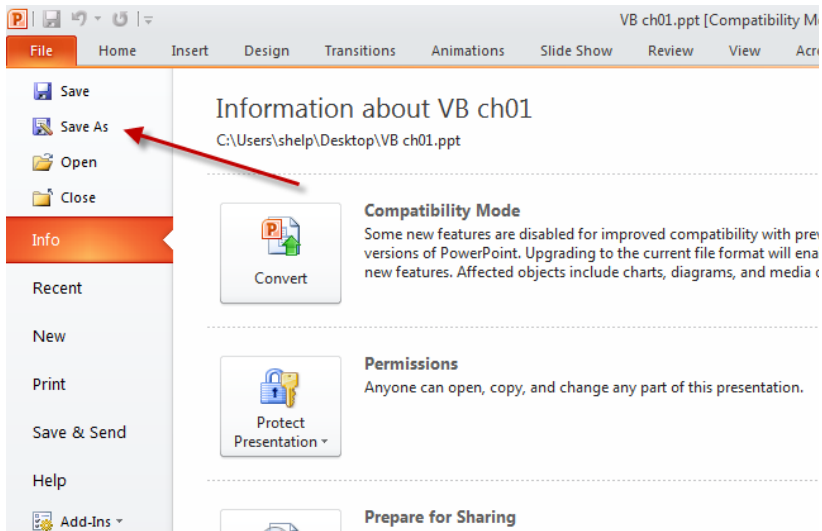


How to save a PowerPoint 2010 document as an XPS file

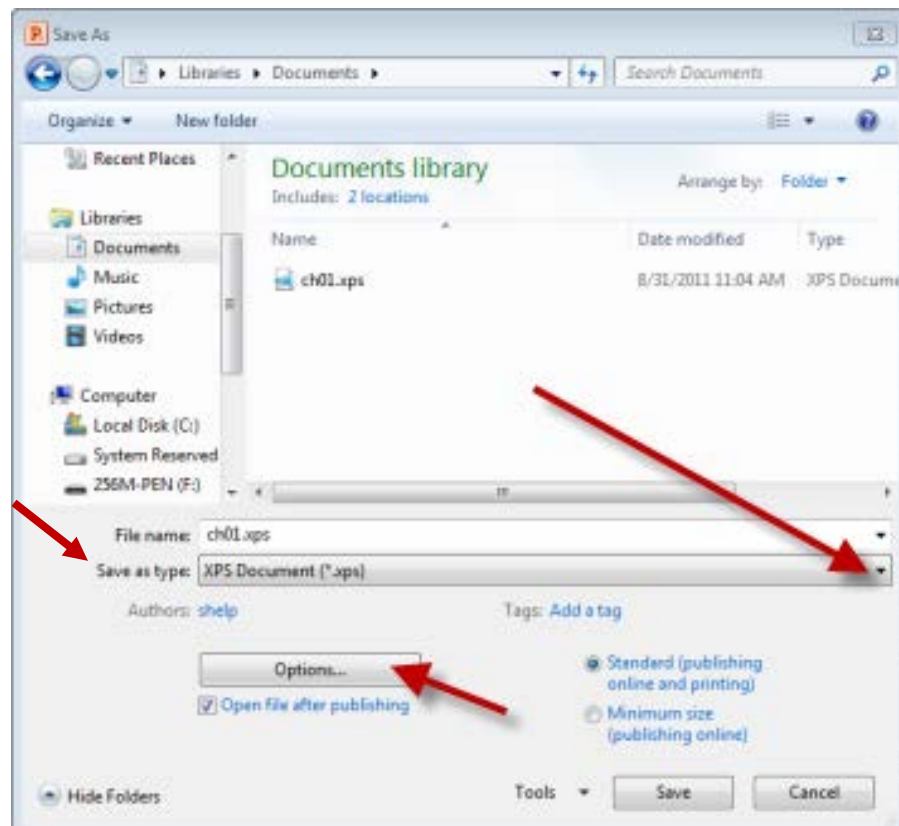
1. While still in your PowerPoint...

2. Click **“Save As”**

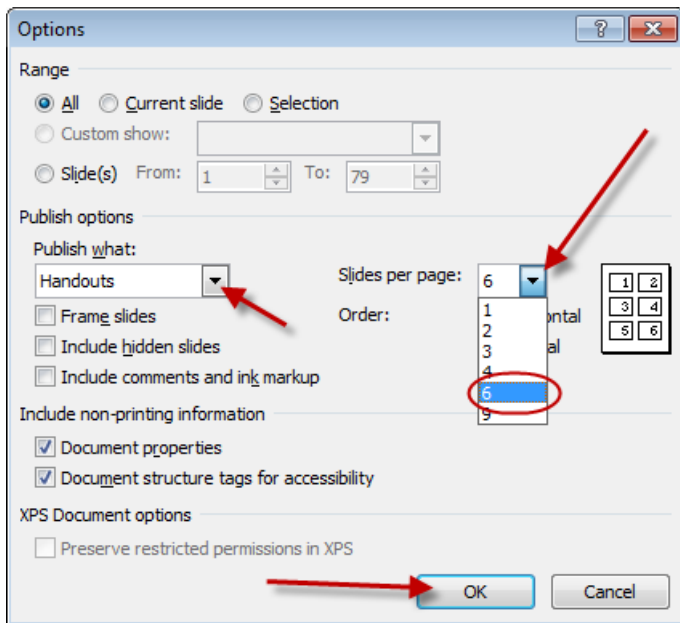


3. Change the **“Save as Type”** to XPS

4. Click **“Options”**

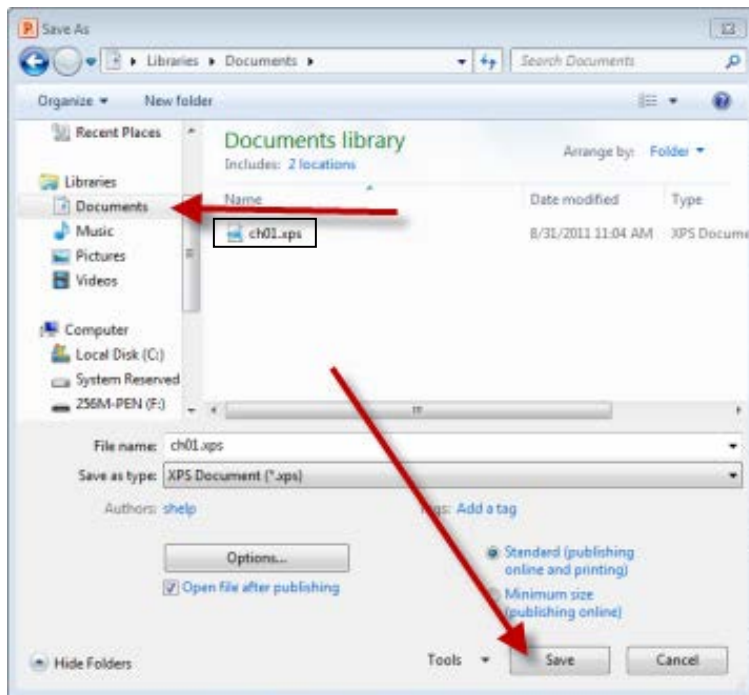


5. Publish what: Select **“Handouts”**
6. Select how many slides you want printed on each side.
7. Click **OK**



8. Click **“Save”**.

*Remember the file name and where you saved it. This one is saved in **“Documents”** and it is named **ch01**.



This file is now ready to print with NetPrint.