

Printing a Presentation:

When printing a Power Point presentation you can print the slides of the presentation, the notes, or you can print handouts for your audience.

Printing Slides

1. From your open presentation click the *Office* button and click **Print**. The Print Options dialogue box will display. (Figure 1)



FIGURE 1: PRINT OPTIONS DIALOGUE BOX

2. In the *Print What:* field set the selection to **Slides** and click OK. The slides from you presentation will print 6 to a page.

Printing Notes

1. Click the *Office* button and select **Print** from the menu that displays.
2. In the *Print What:* field select **Notes** from the drop down menu and click OK. Any speaker's notes that you have added to your presentation will print.

Printing Handouts

1. From the open presentation click the *Office* button and select **Print** from the menu that displays.
2. In the *Print What:* field select **Handouts** from the drop down menu.
3. In the *Handouts* section choose how many slides to print per page. Notice the picture to the right of the *Slides per page:* field offers an example of what the handouts will look like when they print based on the number of slides per page. (Figure 2)

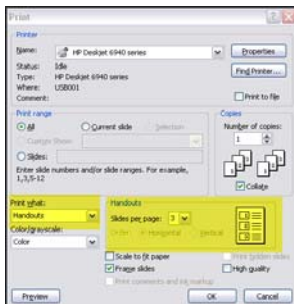


FIGURE 2: PRINTING HANDOUTS

4. Click OK to print the handouts.