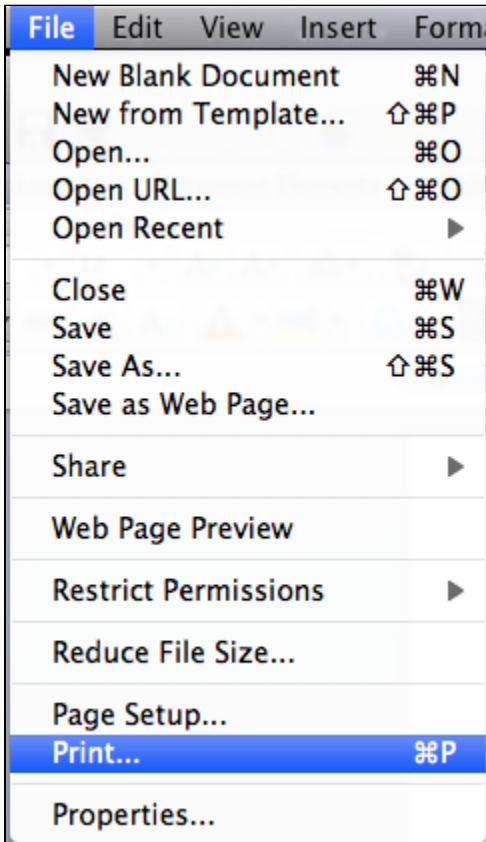


How to print powerpoint presentations

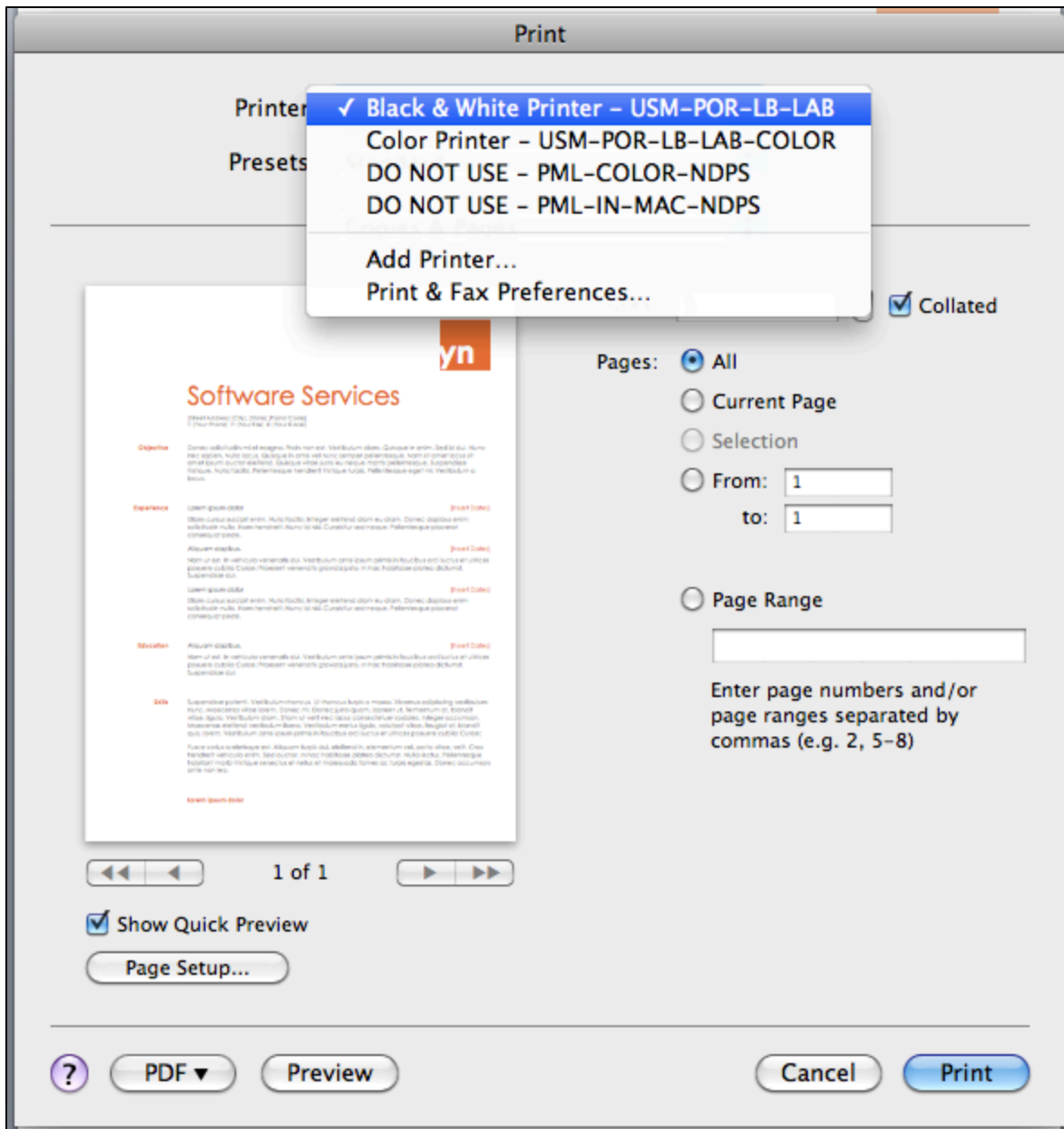
When working with Power Point often people want to print multiple slides per page to save paper, to do so:

When using a Mac and printing Power Point Slides:

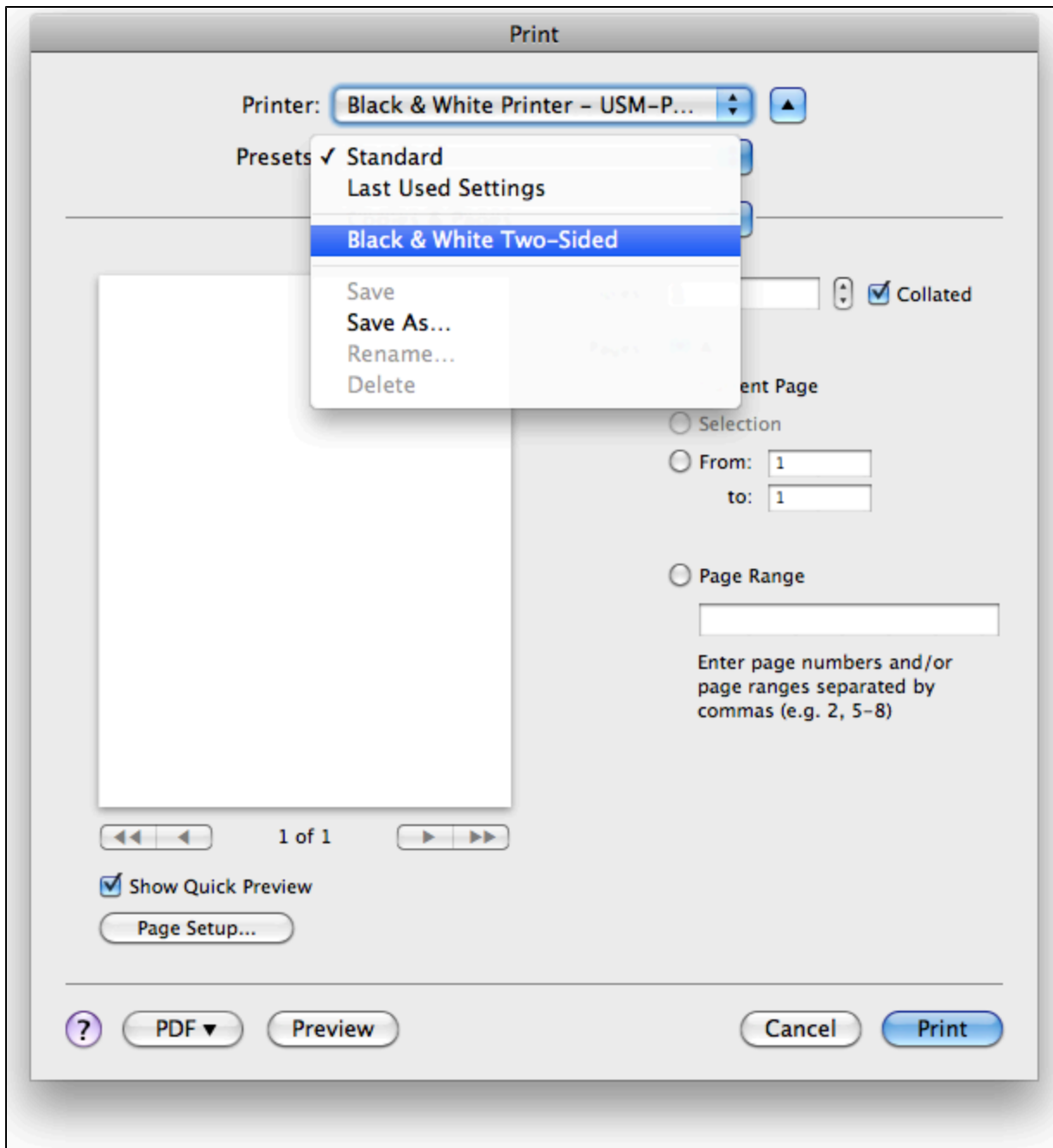
1. Select the File drop down menu and select print



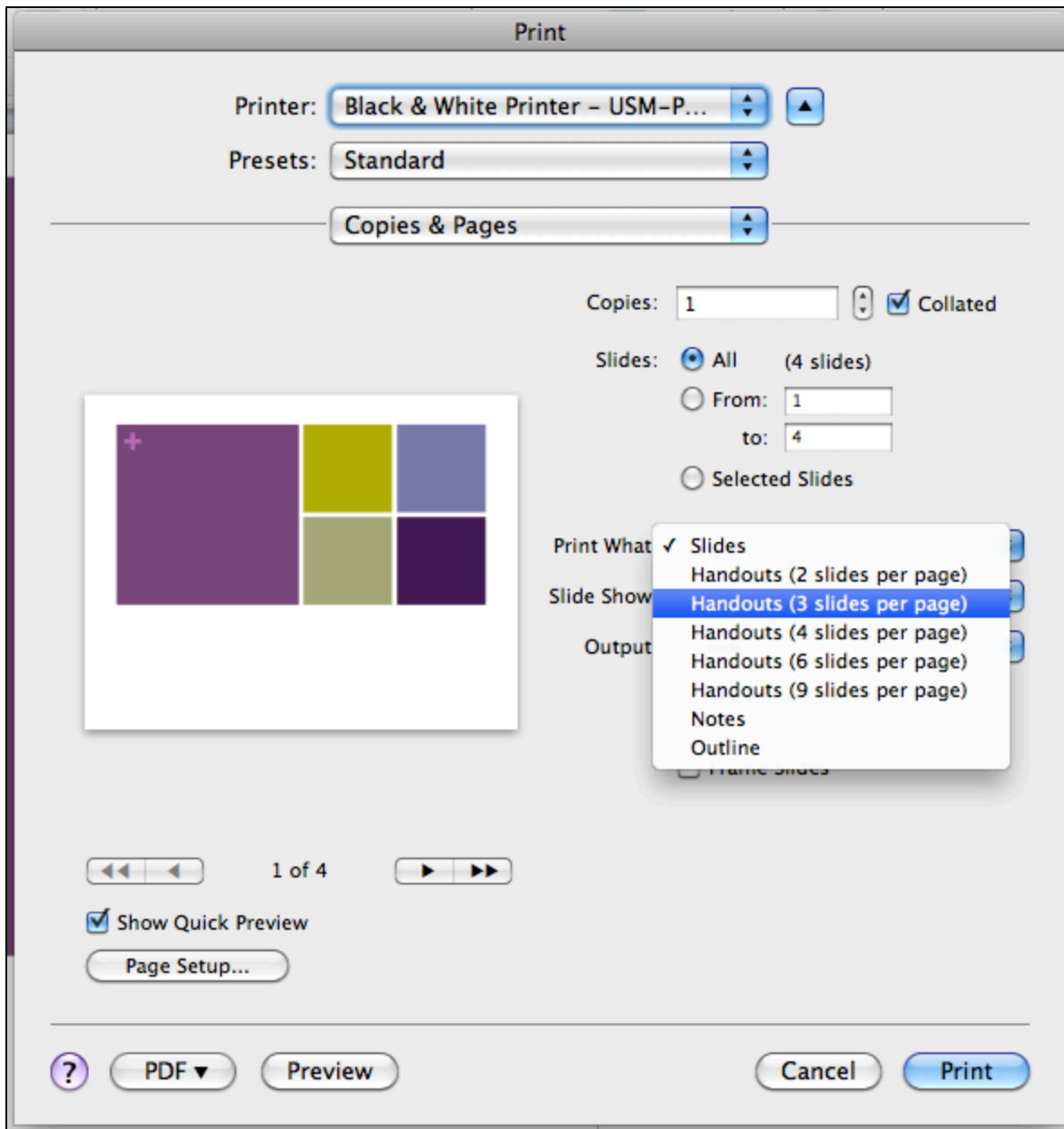
2. Under Printer Select the Black and White or Color Printer



3. Under Preset select Black and White Two Sided if you want to print on both sides. Note this is not available when using the color printer.

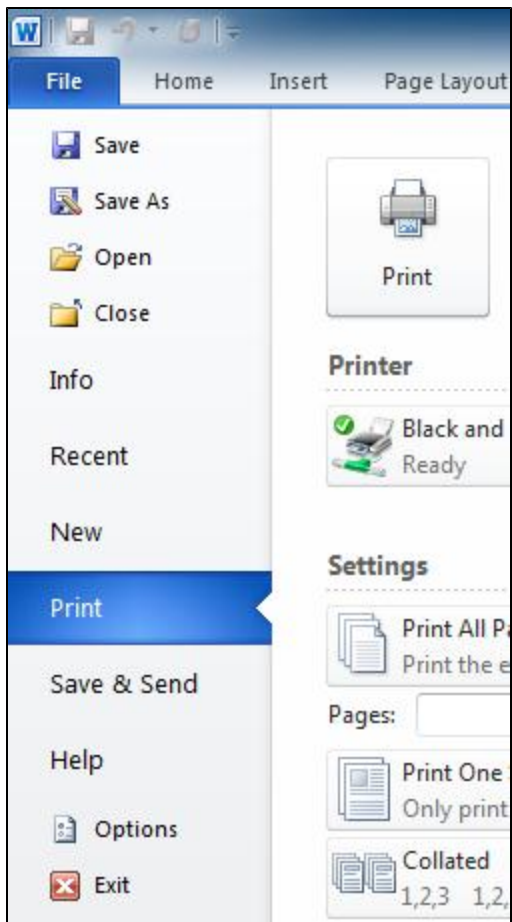


4. At this point look to the right of the print preview picture. Find Print what and select the drop down menu. From this menu you can choose how the number of slides per page you want. After selected the print preview picture should reflect your changes. If satisfied click Print.



When Using a Windows PC and printing Power Point Slides:

1. Select the Highlighted File tab in top left of the document page, and click on print, this expands the print options



2. Select the appropriate printer for your print job, either Black & White or Color. Note the double sided print feature is not available in color.

W | [Icons] | File Home Insert Page Layout References Mailings Review View

File

- Save
- Save As
- Open
- Close
- Info
- Recent
- New
- Print**
- Save & Send
- Help
 - Options
 - Exit

Print

Print

Copies: 1

Printer

- Black and White - PORT Ready
- Black and White - PORT Ready
- Color - PORT Checking status...
- Fax Ready
- Microsoft XPS Document Writer Ready
- QuickBooks PDF Converter 2.0 Ready
- Send To OneNote 2010 Ready

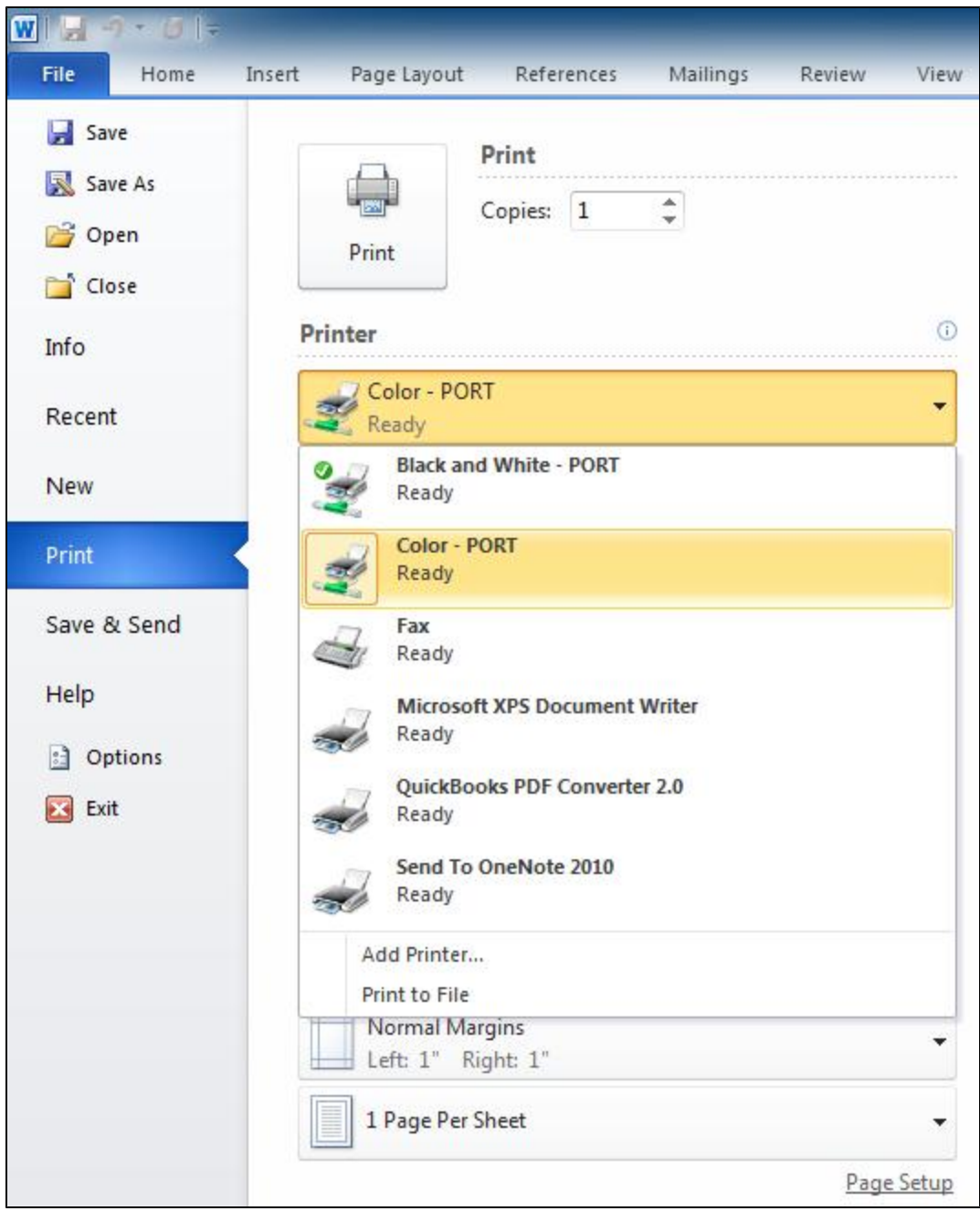
Add Printer...

Print to File

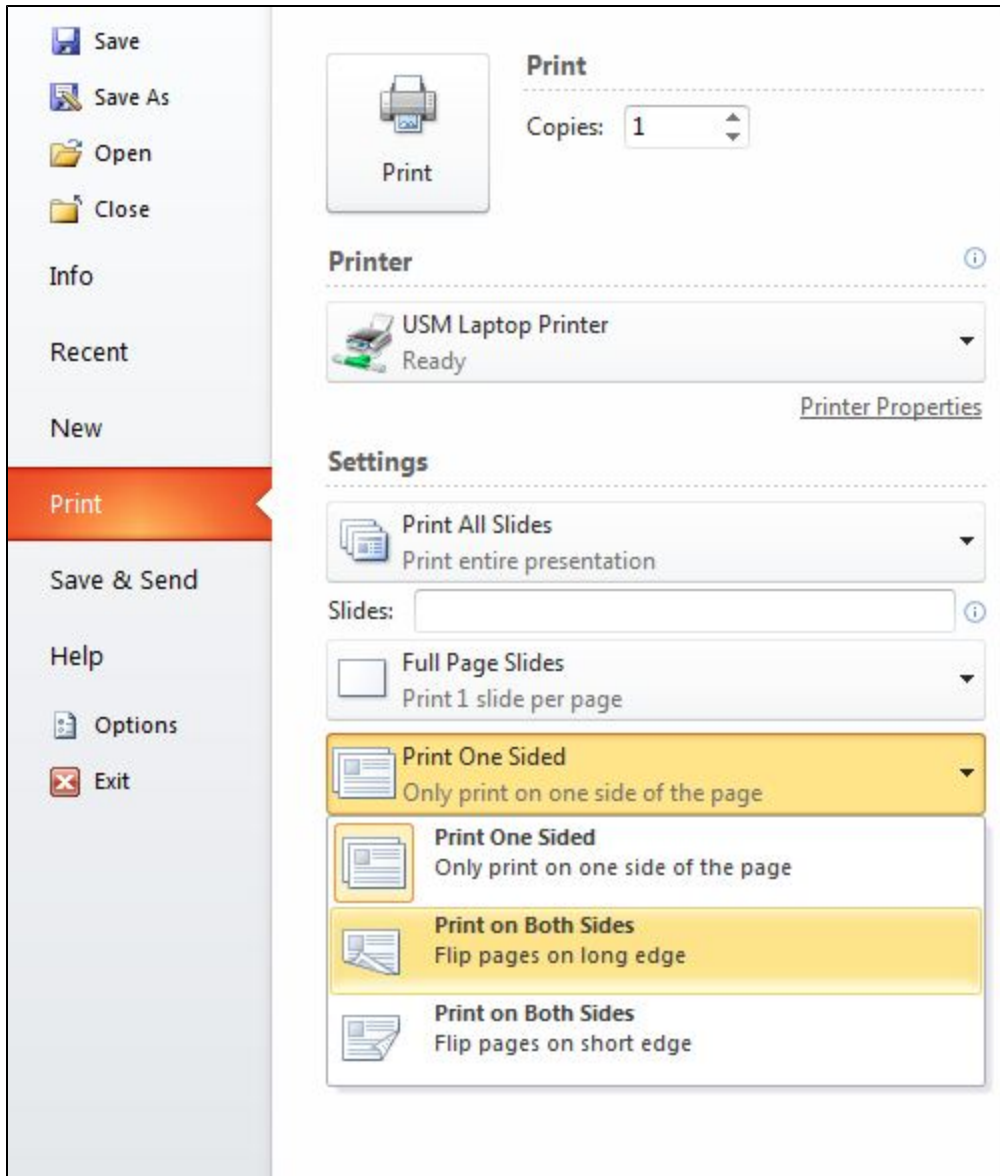
Normal Margins
Left: 1" Right: 1"

1 Page Per Sheet

[Page Setup](#)




3. Under the settings the first drop down menu allows you to print on one side by default, if you select it a dropdown menu will give you options to print on both sides.



4. Also under settings is a drop menu to select the option under handouts to print multiple slides per page. Select the number of slides you would like. Once you do this the print preview should reflect your changes. If satisfied click Print.


File Home Insert Design Transitions Animations Slide Show Rev

Save
Save As
Open
Close
Info
Recent
New
Print
Save & Send
Help
Options
Exit

 **Print**


Copies: 1

Printer ⓘ

 Black and White - PORT
Ready ▼

[Printer Properties](#)

Settings

 **Print All Slides**
Print entire presentation ▼

Slides: ⓘ

Full Page Slides
Print 1 slide per page ▼

Print Layout

Full Page Slides Notes Pages Outline

Handouts

1 Slide 2 Slides 3 Slides

4 Slides Horizontal 6 Slides Horizontal 9 Slides Horizontal

4 Slides Vertical 6 Slides Vertical 9 Slides Vertical

Frame Slides
 Scale to Fit Paper
 High Quality
 Print Comments and Ink Markup