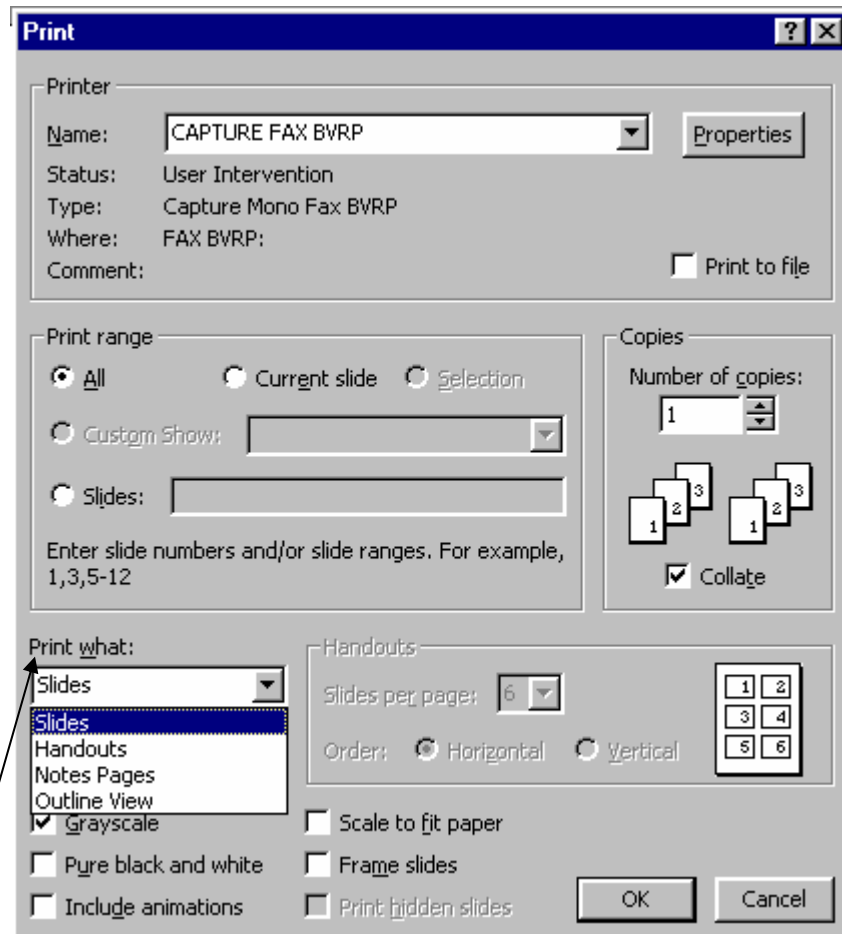


# Printing PowerPoint

## Printing PowerPoint

PowerPoint offers a variety of print options.

1. On the **File menu**, click on **Print**.



2. Scroll down the **Print what** list.

*Slides* – Prints one slide on each page

*Handouts* – Prints two, three, or six slides per page with room for the audience to add notes as you give the presentation.

*Notes Pages* – Prints one slide at the top of each page and presentation notes at the bottom of the page

*Outline View* – Prints slide and outline

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## ***To Print Notes***

1. Click on **View** on the menu.
2. Point to **Master** and then click **Notes Master**.
3. Add items you want to appear on the notes master.
4. Click on **File**.
5. On the File menu drop-down, click **Print**.
6. In the **Print what** box, click **Notes Pages**.
7. Click **OK**.

## ***To Print Handouts***

1. Click on **View** on the menu.
2. Point to **Master** and then click **Handout Master**. (To preview the layout, click the layout buttons on the Handout Master toolbar.)
3. Add the items you want to appear on the handout master.
4. Click on **File**.
5. Click **Print**.
6. In the **Print what** box, click **Handouts**.
7. In the **Slides per page** box, click the number of slides you want to appear on the handouts.
8. If you select four, six, or nine slides per page, select **Horizontal** or **Vertical**. (You can also determine the orientation of the paper --- Click **Page Setup** on the **File** menu. Then click **Landscape** or **Portrait** under **Notes, handouts, & Outline**.)
9. Click **OK**.

