

## Printing a Slide Presentation

All elements in a PowerPoint presentation, such as slides, outline, notes, and handouts, may be printed both in color and black and white. When an Outline is printed, PowerPoint prints the presentation outline as it is shown in Outline view. The Print dialog box contains standard Windows features, providing options such as multiple copies, specific slide or page ranges, and a Print to File option.

### Quick Printing a Presentation

The quickest way to print a presentation is to use the default settings. However, using the default settings doesn't give you the opportunity to make any decisions about output. A printout of the onscreen view will be printed when using this method. The different printout types available using this option are described below.

#### Normal View, Slide Pane Active

- ❖ The entire presentation prints in Landscape orientation.
- ❖ Each slide fills an entire page.

#### Normal View, Outline Pane Active

- ❖ The entire outline prints in Portrait orientation.

#### Slide Sorter View

- ❖ The entire presentation prints in Portrait orientation.
- ❖ The printout will include six slides per page.

#### Notes Page View

- ❖ The entire presentation prints in Portrait orientation.
- ❖ The printout will include one slide per page, with the notes beneath it.

### Printing a Quick Copy of a Presentation

To print a quick copy of the presentation, complete any of the following steps:

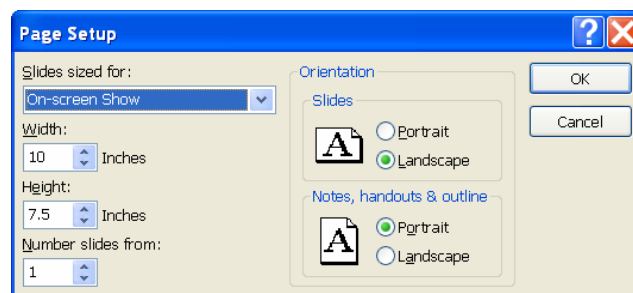
- ❖ Click the **Print** button on the **Standard** toolbar (see illustration at right).
- ❖ Choose **File, Print** from the **Menu Bar** and click **OK**.
- ❖ Hold down the **Ctrl** key and press the letter **P**.



### Changing Slide Setup

Using the Page Setup dialog box, it is possible to change the presentation output, size and orientation. To customize printouts for a presentation, follow these steps:

- ❖ Choose **File** from the **Menu Bar**.
- ❖ Choose **Page Setup** from the list of options.
- ❖ The **Page Setup** dialog box will appear (see illustration at right).
- ❖ The slide size can be changed by following one of the procedures below:
  - From the **Slides Sized For** drop-down list, choose a **Standard** size, such as Letter Paper (8 ½ x 11), 35mm slides, overheads, etc.
  - Enter dimensions in the **Width** and **Height** box to customize the size.
  - Choose whether the slides should be printed in Portrait or Landscape by clicking the appropriate option under the **Slides** heading.

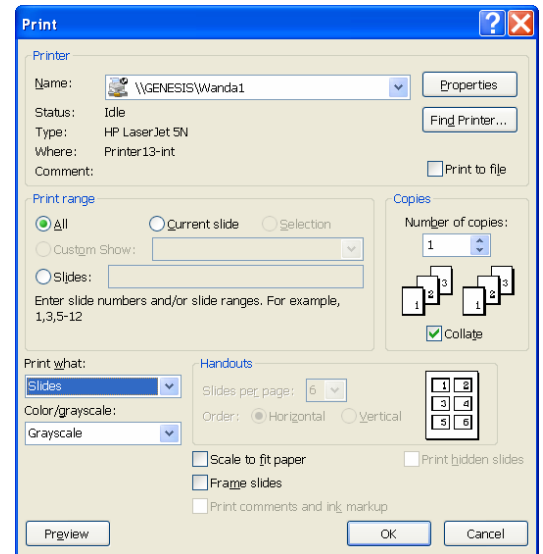


- ❖ To start numbering a slide from a different number than one, input a value into the **Number slides from** box.
- ❖ Choose whether notes, handouts, and outlines should be printed in Portrait or Landscape orientation by choosing the appropriate print option under the proper heading.

### Printing Using the Print Dialog Box

When it is necessary to change print options before printing a presentation, then the Print dialog box is the option to use. Print options include choosing whether to print one copy or multiple copies, choosing the type of printout needed, such as handouts, and choosing from more than one printer. To set print options, complete the following steps:

- ❖ Choose **File** from the **Menu Bar**.
- ❖ Choose **Print** from the list of options.
- ❖ The **Print** dialog box will appear (see illustration).
- ❖ The name of the currently selected printer will be displayed in the **Name** box.
- ❖ To select a different printer, open the **Name** drop-down arrow and click the printer needed.
- ❖ In the **Print Range** section, choose what to print.
  - **All** – This option is used to print all slides in the presentation or all the pages of a handout.
  - **Current Slide** – Click this option to print the slide where the insertion point is located.
  - **Selection** – This option is used to print just the slides that are highlighted before the Print dialog box is opened.
  - **Custom Show** – This print option is used to print a special show that has been created from slides in a presentation.
  - **Slides** – To specify the slide number(s) to be printed, such as 2-4 to print a range of slides or 2, 4,6-8 etc. to print selected slides, select this option. In the box, input the numbers of the slides that are to be printed.
- ❖ Choose what is to be printed by opening the **Print what** drop-down list and clicking on a choice. The options are:
  - **Slides** – This option is used to print each slide in the presentation on a separate sheet of paper.
  - **Handouts** – See the information in the next section on using this option.
  - **Notes** – Click this option to print one slide from the presentation per page. The Speaker Notes attached to a slide will print below that slide.
  - **Outlines** – This option is used to prints the presentation in Outline view.
- ❖ Enter the number of copies to print in the **Number of Copies** box.
- ❖ Clicking the check box beside each one of the options below will select that option.
  - **Printing to File**
    - This option sends the output to a file, rather than the printer.
    - This option is used when there isn't a printer connected to the computer.
    - The computer where the printer is connected does not have to have PowerPoint installed in order to print the file.
  - **Collating the Presentation**
    - This option is used when printing more than one copy of a document.



- The copies are printed in slide order (1,2,3,1,2,3).
- This option DOES NOT print all copies of one page together (1,1,2,2,3,3).
- **Printing in Grayscale**
  - This option makes the slides print more crisply on a black and white printer.
  - This check box also forces slides to print in black and white on a color printer.
- **Printing in Pure Black and White**
  - When this option is chosen, the slides print in solid black and plain white without any shading.
  - All slides will look like line drawings.
- **Scaling to Fit Page**
  - This decreases the size of a slide so it will fit on a page.
- **Framing Slides**
  - This prints a border around each slide.
- **Printing Hidden Slides**
  - If there are any hidden slides (slides that won't show during the slide show) in the presentation, this option can be used to print those slides along with the rest of the slides.
  - If the option is not checked, the hidden slides will not print.
- **Including Animations**
  - This prints animated elements that are included in a slide.
  - This option tries to approximate the element in still form.

## Printing Handouts

Handouts may be printed with 2, 3, 4, 6, or 9 slides per page. With the 3 slides per page option, lines are printed on the right side of the page and the slides are printed on the left. It is also possible to choose whether to have the slides printed horizontally or vertically on the page.

- ❖ On the **File** menu, click **Print**.
- ❖ The **Print** dialog box will be displayed.
- ❖ In the **Print what** box, click **Handouts**.
- ❖ In the **Slides per page** box, click the number of slides to be printed per page on the handout.
- ❖ If four, six, or nine slides per page is chosen:
  - Click an **Order** option button.
    - Click **Horizontal** to have the slides print in order across the page.
      - This means that Slide 1 will print on the left and Slide 2 will print to the right of Slide 1.
      - The next slides will print on the next line, printing in number order, side-by-side.
      - This process will continue till all the slides have been printed.
    - Click **Vertical** to have the slides print down the page.
      - This means that Slide 1 will print on the left side of the page with Slide 2 printing directly below Slide 1.
      - When the first column is filled, the slides will start printing at the top of the next column.
      - This process will continue until all the slides have been printed.
  - Click **OK**.
- ❖ To change the orientation of the paper when you print handouts:
  - Click **Page Setup** on the **File** menu.
  - Click Landscape or Portrait under Notes, handouts & outline.