

## 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.

### Printing a Quick Copy of a Presentation

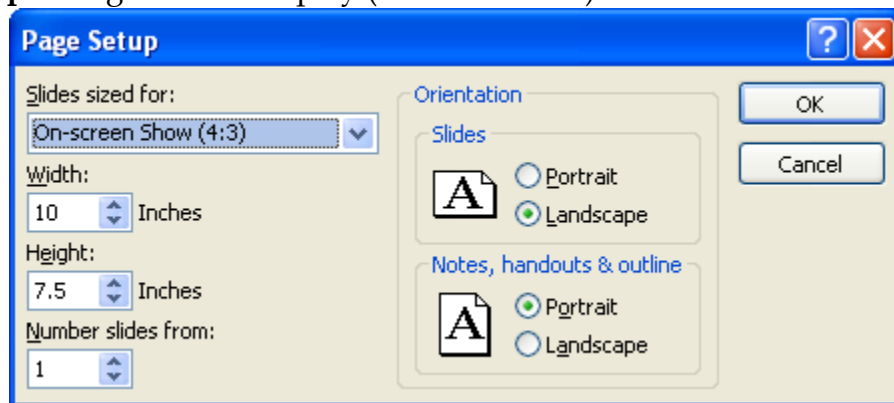
To print a quick copy of the presentation, complete any of the following steps:

- ❖ Click the **Office Button**.
- ❖ Move the mouse pointer over the **Print** option until a list appears on the right.
- ❖ In the list that appears, click the **Quick Print** link.
- ❖ The presentation will be sent directly to the default printer.

### Changing Page Setup

Page setup is used to change how slides are displayed in the window as well as how handouts will look.

- ❖ Click the **Design Tab**.
- ❖ In the **Page Setup Group**, click the **Page Setup** button.
- ❖ The **Page Setup** dialog box will display (see illustration).



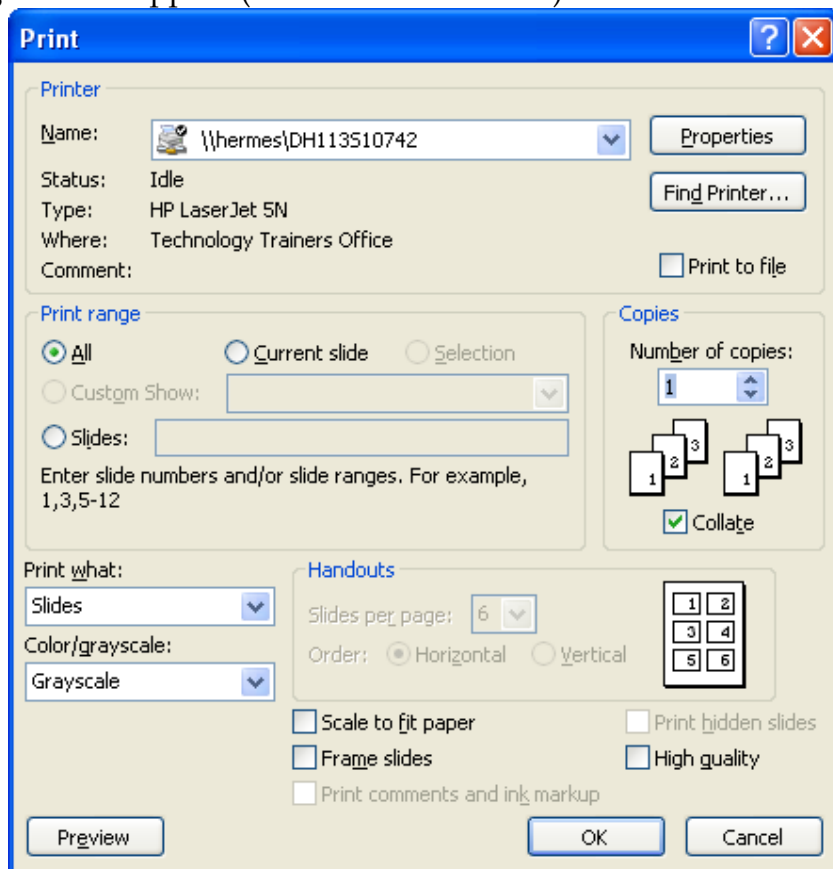
- ❖ To change the slide size, click the **Slides sized for** arrow. Slides can be sized for Overheads or slides as well as several other sizes.
- ❖ To change the height or width of the slide, click the appropriate spinner arrows.
- ❖ To change the page layout for all slides in the presentation, click the desired option under **Slides**.
- ❖ Click the appropriate option under **Notes, handouts and outline** to change the layout for printing handouts.
- ❖ When all the changes have been made, click the **OK** button.

### 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:

- ❖ Click the **Office Button**.

- ❖ Move the mouse pointer over the **Print** option until a list appears on the right.
- ❖ Click the **Print** option in the list.
- ❖ The **Print** dialog box will appear (see illustration below).



- ❖ The name of the currently selected printer will be displayed in the **Name** box.
- ❖ To select a different printer, click the **Name** 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 and so forth 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.

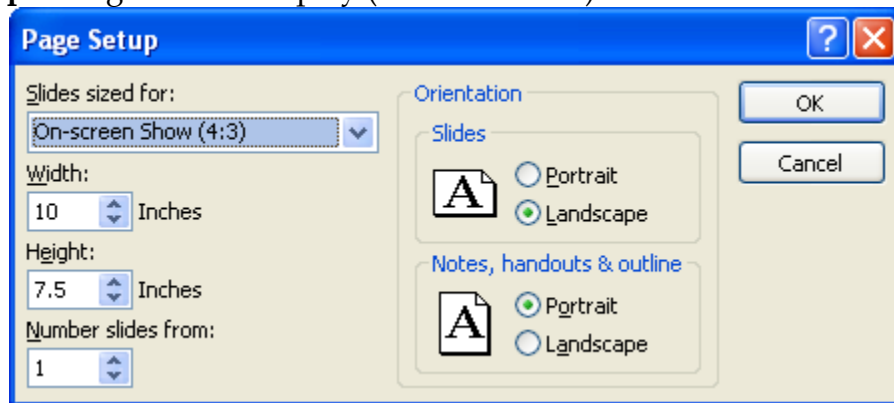
- **Outlines** – This option is used to print the presentation in Outline view.
- ❖ Enter the number of copies to print in the **Number of Copies** box.
- ❖ Clicking the check box beside each one of the options below will select that option.
  - **Printing to File**
    - This option sends the output 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.
  - **Printing Comments and Ink Annotations**
    - When comments or ink annotations have been added to a slide, they will be printed on the slide.
    - If the option is not checked, the comments and ink annotations will not be printed.
- ❖ To see a preview of the presentation before it is printed, click the **Preview** button.

### 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.

- ❖ Click the **Office Button**.
- ❖ Move the mouse pointer over the **Print** option until a list appears on the right.
- ❖ Click the **Print** option in the list.
- ❖ The **Print** dialog box will be displayed (see illustration above).
- ❖ 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 are 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 the **Design Tab**.
- ❖ In the **Page Setup Group**, click the **Page Setup** button.
- ❖ The **Page Setup** dialog box will display (see illustration).



- ❖ Click the appropriate option under **Notes, handouts and outline** to change the layout for printing handouts.
- ❖ When all the change has been made, click the **OK** button.