

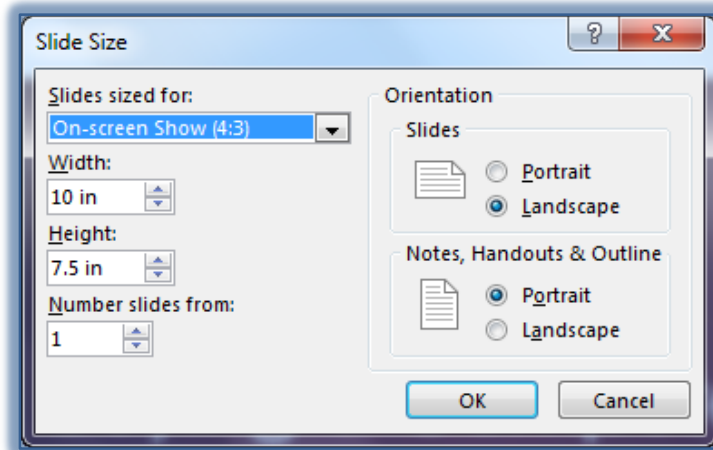
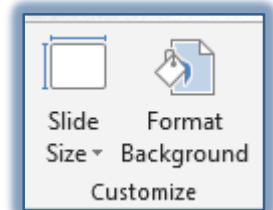
Print a Slide Presentation

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.

Change Slide Size

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

- ✦ Click the **Design Tab**.
- ✦ In the **Customize Group**, click the **Slide Size** button (see illustration at right).
- ✦ Click the **Custom Slide Size** option.
- ✦ The **Slide Size** dialog box will display (see illustration).

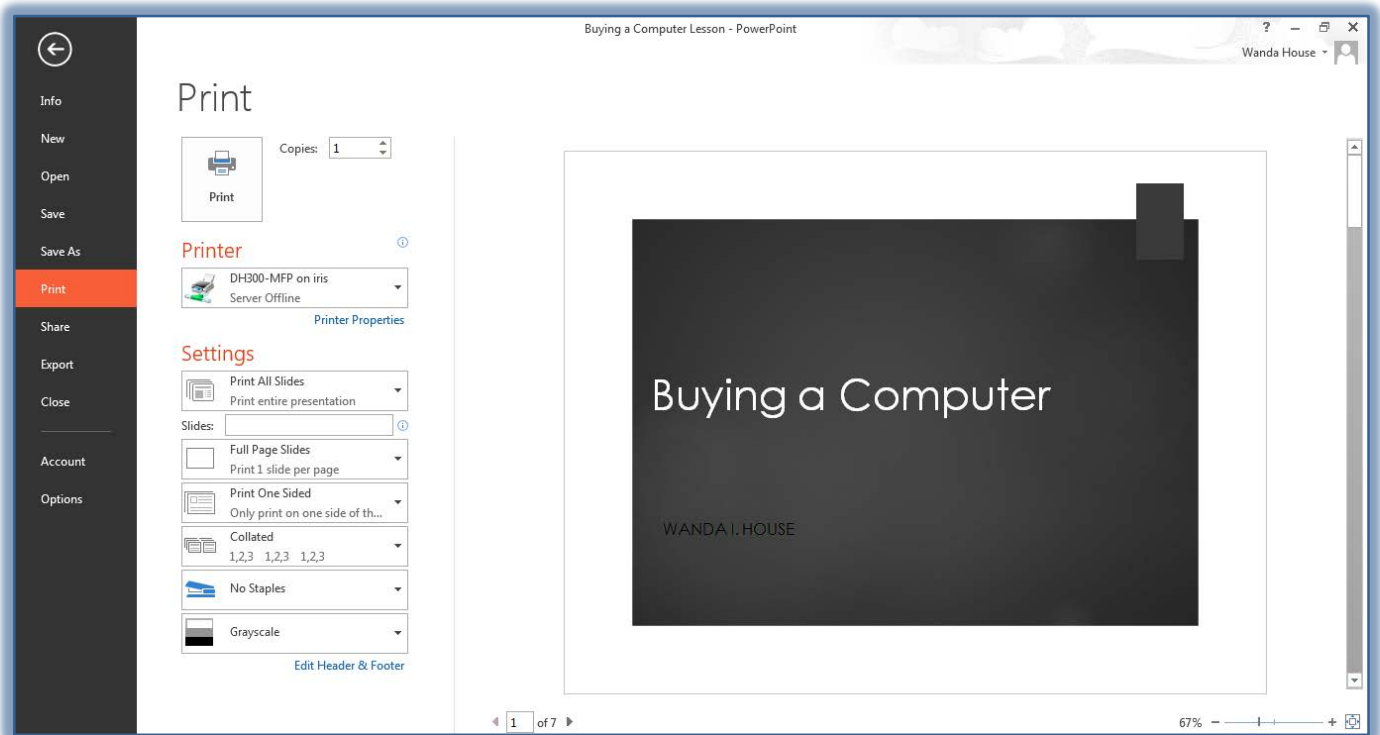


- ✦ To change the slide size, click the **Slides sized for** arrow. Slides can be sized for Overheads, Banners, or slides as well as several other sizes.
- ✦ To change the height or width of the slide, click the appropriate spinner arrows.
- ✦ To change the page layout for all slides in the presentation, 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.

Print Using Backstage View

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. The Backstage View provides print options as well as a Print Preview of the presentation.

- ✦ Click the **File Tab** to open **Backstage View**.
- ✦ Click the **Print** option on the left side of the window.
- ✦ The **Print** window will display (see illustration on next page).
- ✦ A preview of the slides will appear on the right side of the window.
- ✦ To move from slide to slide, click the arrows in the bottom left side of the **Preview** area.



- ✚ To enlarge or decrease the size of the view, click the **Zoom** options in the lower right corner of the **Preview** area.
- ✚ The name of the currently selected printer will be displayed in the **Printer** list.
- ✚ To select a different printer, click the **Printer** list arrow and click the printer needed.
- ✚ Enter the number of copies to print in the **Copies** box.
- ✚ Click the **Printer Properties** link to specify additional printer options.
- ✚ In the **Print All Slides** list, choose which slides to print.
 - ✧ **Print All Slides** – This option is used to print all slides in the presentation or all the pages of a handout.
 - ✧ **Print Selection** – This option is used to print just the slides that are highlighted before the Print dialog box is opened.
 - ✧ **Print Current Slide** – Click this option to print the slide where the insertion point is located.
 - ✧ **Custom Range** – 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 **Full Page Slides** list and clicking on a choice. A gallery of different print options will display.
- ✚ Some of these options are:
 - ✧ **Full Page Slides** – This option is used to print each slide in the presentation on a separate sheet of paper.
 - ✧ **Notes Pages**– Click this option to print one slide from the presentation per page. The Speaker Notes attached to a slide will print below that slide.
 - ✧ **Outline** – This option is used to print the presentation in Outline view.
 - ✧ **Handouts** – See the information in the next section on using this option.
 - ✧ **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.

- ☆ **High Quality** - To print the presentation in the highest quality possible, select this option.
- ☆ **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.
- † Click the **Print One-Sided** list arrow to select whether to print the document on only one sided or to print the document on two sides. This feature will not be available for all printers.
- † Click the **Collate** list arrow to choose whether or not to collate the slides. This option is used when printing more than one copy of a document.
 - ☆ **Collated** - The copies are printed in slide order (1,2,3,1,2,3).
 - ☆ **Uncollated** - This option prints all copies of one page or slide together and then all copies of the next page or slide, and so forth (1,1,2,2,3,3).
- † Select the **Staples** option if you want the document to be stapled. This option will not be available for all printers.
- † Click the **Grayscale** list arrow to choose one of the options listed below.
 - ☆ **Color**
 - ☆ Select this option to print the slides or handout in color.
 - ☆ Printing in color will consume a large amount of ink.
 - ☆ **Grayscale**
 - ☆ This option makes the slides or handout 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.
 - ☆ **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.
- † To make changes to the header and/or footer in the presentation, click the **Edit Header and Footer** link.
- † Once all the options have been chosen, click the **Print** button at the top of the window.