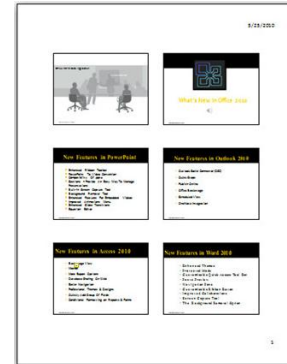
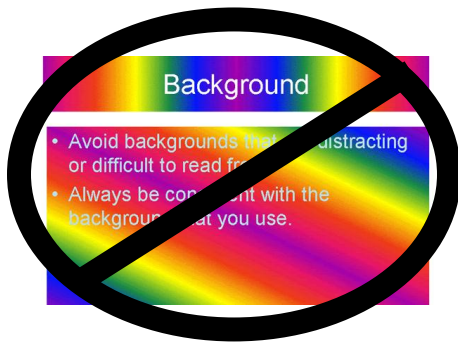


HOW-TO:

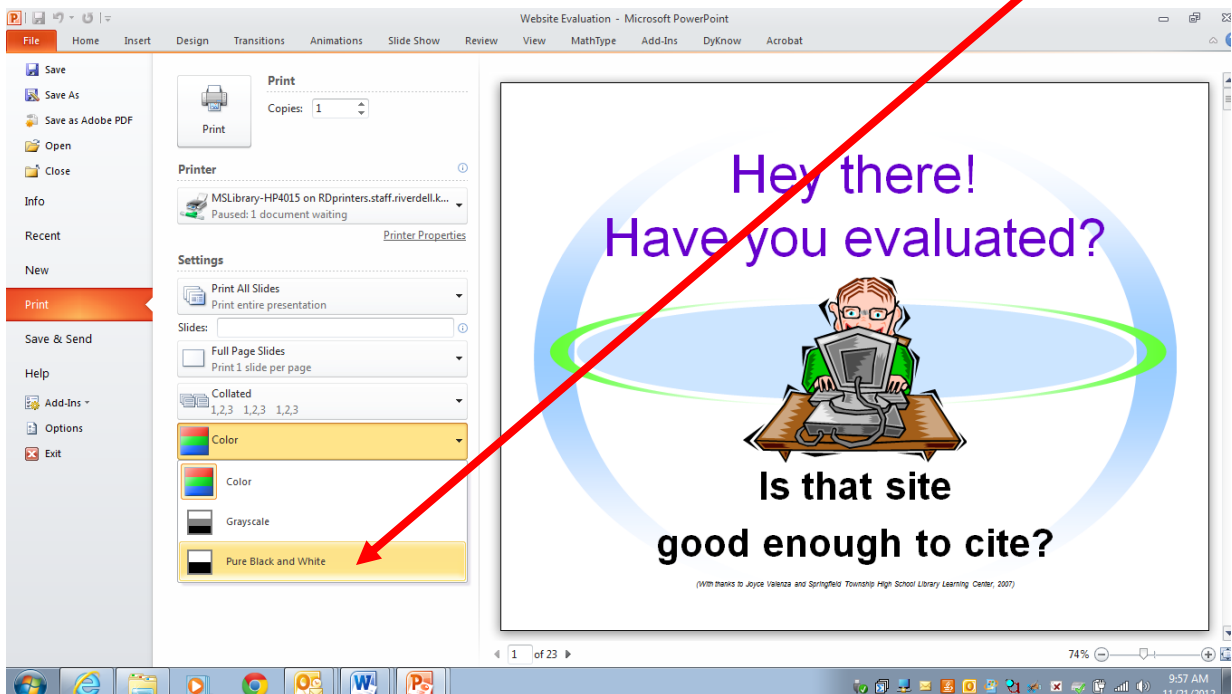
Print Handouts from POWERPOINT



If you are asked to print out the slides from your PowerPoint presentation, do not print one slide per page ! This wastes paper and ink.

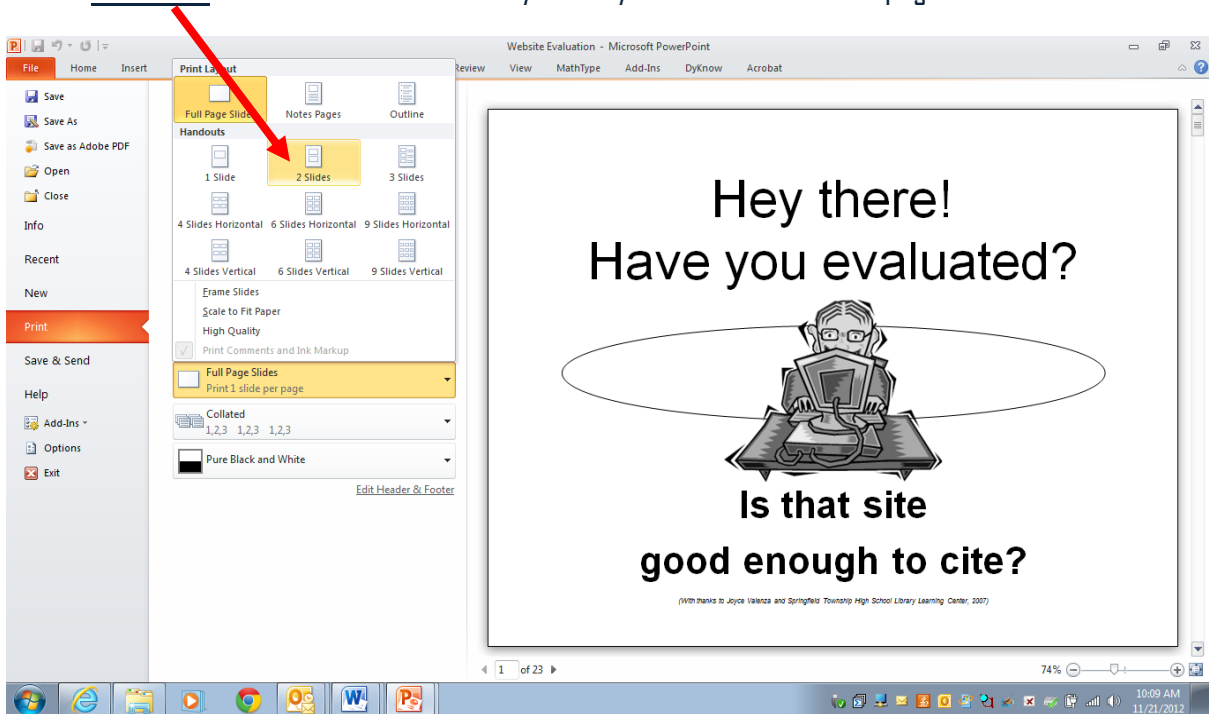
Here you can learn how to print handouts by following the instructions below.

1. First, change the pull-down selection from 'Color' to 'Pure Black and White,' like this:



★ Notice that all color, including full background color, is removed.

2. Next, from the pull-down menu that says 'Full Page Slides: Print 1 slide per page,' change it to 'Handouts,' and then select how many slides you would like on each page, like this:



If you select 2 slides per page, this is what your printout will look like:

