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: