# Printing With PowerPoint

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Microsoft PowerPoint is different from the other Office applications because it gives you more control over how your printing will look. This handout will show you how easy it is to print with PowerPoint.

TIP: Do NOT click on the Print icon, this will only print the entire slide show with each slide filling an entire sheet of paper.
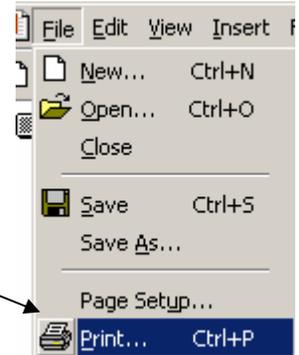
To access the ALL the print options, **Click on File and Print** from the menu bar of PowerPoint.

Click on Print from this menu and this will cause the PRINT dialog window to appear.

The PRINT functions are divided into three sections:

1) THE <u>PRINTER</u> SECTION:
Here is where you can select WHICH PRINTER will actually print your presentation.
This is useful if you have access to a color printer and want to print copies that look exactly like your slides.
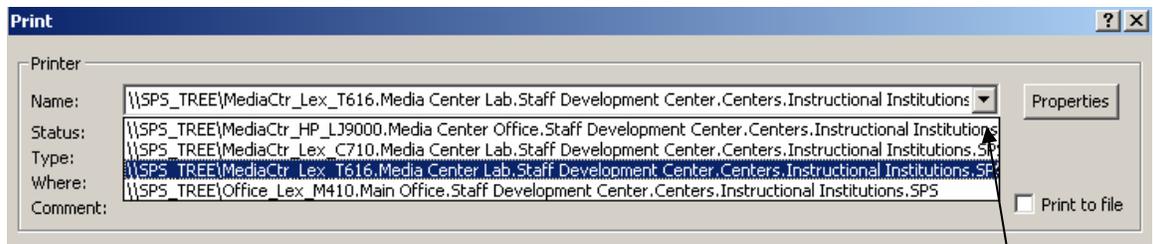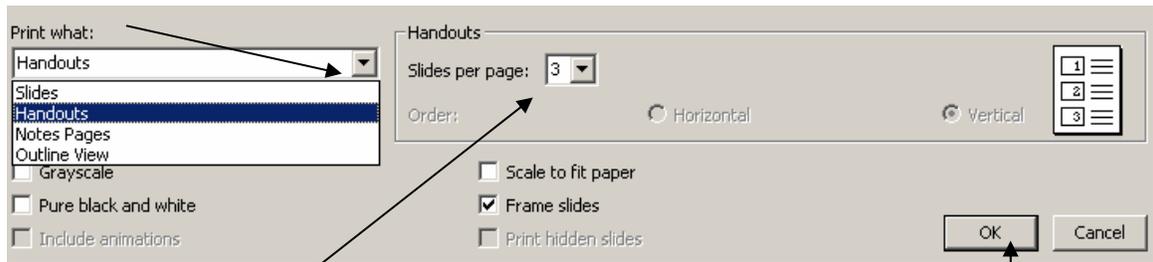
2) THE <u>PRINT RANGE</u> SECTION:
This is where you will choose to print the entire presentation or a single slide, or a range of slides. You can also set the number of copies you need printed. You can also choose to collate or not with clicking in the checkbox.

3) THE <u>PRINT WHAT</u> SECTION:
In this section, you choose HOW PowerPoint will print. You can select from Slides, which simply prints the slide. Handouts will print a mini slide and room for comments. Notes Pages will print speakers notes and Outline View will print the outline that appears in the LEFT pane of your Presentation while you are working (which is helpful for planning).

Select the Number of slides per page and then click the OK button to PRINT.