

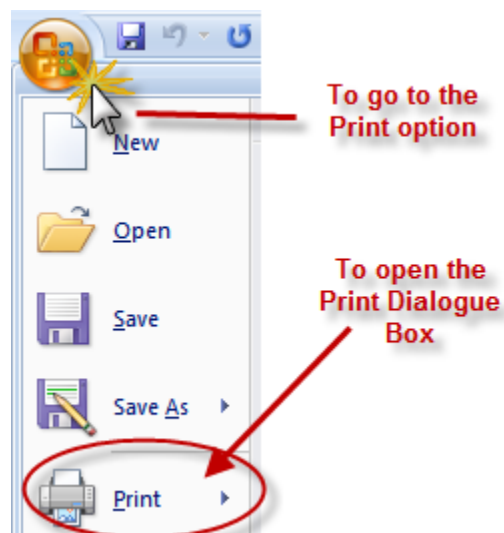
PRINTING FROM POWERPOINT 2007

When students are attempting to print out slideshow handouts for class presentations, they often are unaware of the various options available to them to print. Most students are quick to click on the **Quick Print icon** on the ribbon. This will result in ALL slides being printed individually on a single sheet of paper; a process that takes a long time to complete, and uses a lot of wasted paper and ink. If a lot of copies are required, then there is yet more time involved and even more paper and ink wasted. And often, exact slide copies are NOT what is needed or required. There are more desirable options for printing HAND OUTS or OUTLINE VIEWS for classroom presentations.

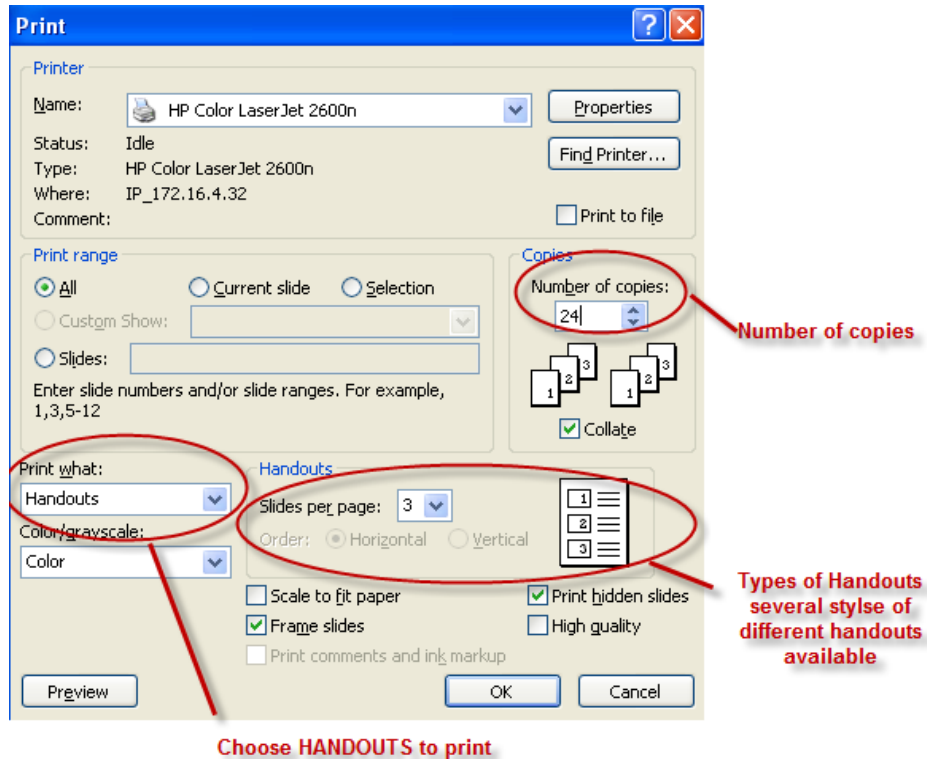


HANDOUTS

To print handouts, first click on the Office Button to open the Print Dialogue Box. Please see the illustration which follows:

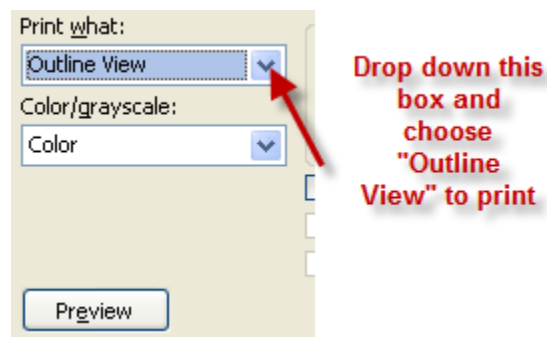


Once the print dialogue box is open the student can choose the various sections of what is needed to print for class copies during the student presentation.



There are several different options available in the HANDOUTS section types drop down box. The HANDOUT illustrated above is the one preferred for most classroom presentation projects. This handout, 3 slides per page, also has sets of lines to the right of each slide that students viewing the presentations can make notes for themselves during the presentation. In the PRINT WHAT box, you may also choose OUTLINE views to print an outline view of the presentation, another preferred method for printing PowerPoint handouts.

OUTLINE VIEW



Using either of these methods will use less time, save paper, and ink and valuable student time.