

# How To:

## Print PowerPoint Handouts

When you have a PowerPoint presentation that you would like to hand out in class, this easy way to print will allow the audience to follow along and keep a copy as reference without wasting paper. When printing for handouts **ALWAYS** print in black and white. One final copy for the instructor can be in color.

1. Open Powerpoint and your presentation.
2. From the menu bar, click File Print.
3. On the print screen, make sure a black and white printer is chosen in Name box.
4. Select Handouts from "Print what:" dropdown box. The default number of slides per page is set to 6 but it can be changed in the slides per page drop down box.
5. Select number of copies needed in Copies field.
6. Finally, click the ok button.

