

How To Properly Print a Power Point Presentation

1. Go to the Print Menu
2. Under "Print What" choose "Handouts". (Located near the lower left hand corner)
3. Under "Color Scale" choose "Pure Black and White" (Located under "Print What")
4. Under "Slides Per Page" Chose 3-9 per page. (Located to the Left of "Print What")
5. Click "Properties". (Located in the upper right hand corner)
6. Click the "Finishing" Tab.
7. Check "Print On Both Sides"
8. Click "OK" to accept changes.
9. Click "OK" to Print.