

Printing PowerPoint Presentations

(details will differ in this or that release of PowerPoint)

Choose *File, Print*

In the print dialogue box, look for *Print What?*, or *Show Details*

Select *Handouts*, (sometimes under 'Layout') then select 3 as the option (this prints with lines next to the 3 slides).

For color, choose *Pure Black and White*

If you don't want color to print on your slides (for legibility, say),

Right-click when your cursor is on the color background of the slide,

Choose *Format background*, then, under Fill,

Choose white.

Remember, you can always get the file back from the website ... don't be afraid if you mess up the file trying to change background color.

Good luck!

Steve