

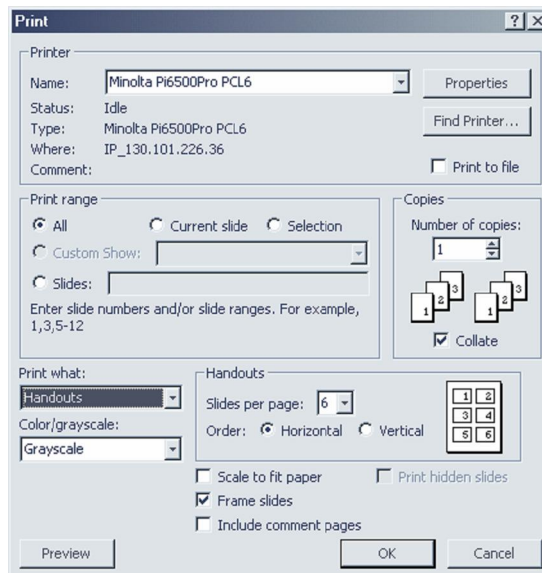
Lesson 5: Paper Work

Handouts

When giving a presentation it is often helpful to provide the audience with a copy of the presentation so that they may highlight any areas of importance or note any questions they may have. PowerPoint provides many options for printing handouts. One may elect to print 2, 3, 4, 6, or 9 slides per page. Remember that, the more slides per page, the less space in which to make notes. The procedure below outlines how to print handouts.

1. From the **menu bar**, trace to **File > Print**. (Do not use the **Print** icon.)
2. In the lower left box labeled, **Print What**, click on the drop-down arrow and select **Handouts**.
3. The **Handouts** area to the right is now active. Use the drop-down box to select the number of slides per page (2,3,4,6,9).
4. Decide the print layout (horizontal or vertical) under **Order**.
5. Click **OK**.

Experiment with the various layouts and determine which one is preferable.



Speaker's Notes

Just as important as the audience handouts for some speakers, is the ability to print the notes which have been entered for each slide in a presentation. The presenter may print one slide with notes per page. Following are the steps to print **Speaker's Notes**.

1. From the **menu bar**, trace to **File > Print**. (Do not use the **Print** icon.)
2. In the lower left box labeled, **Print What**, click on the drop-down arrow and select **Note Pages**.
3. Click **OK**.