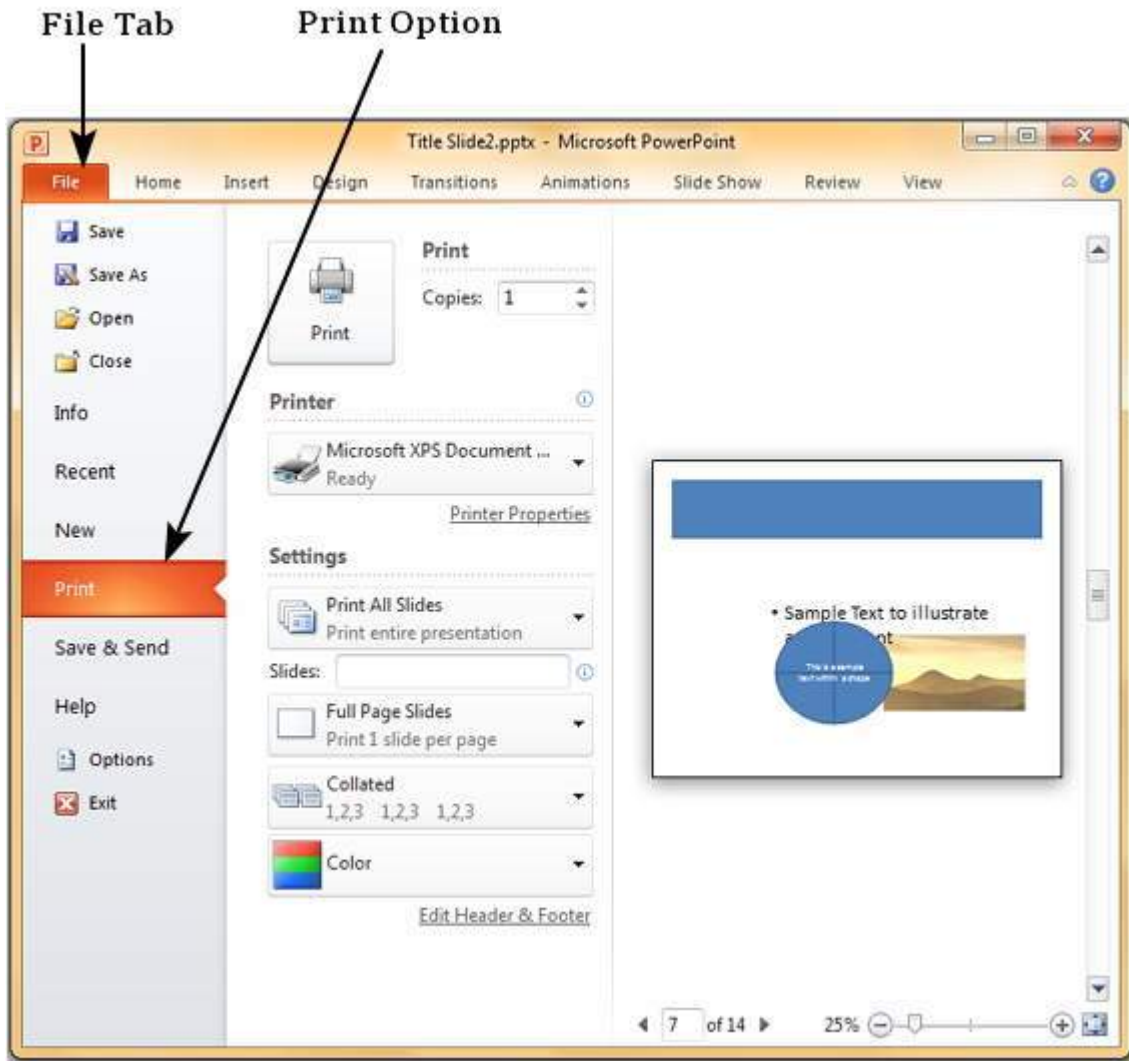


PRINTING PRESENTATION IN POWERPOINT 2010

It is sometimes necessary that you share your slides with your audience in printed format before you begin presenting them so they can take notes. There are other times when you want to give your audience handouts with additional notes. To do this PowerPoint supports various kinds of printing options.

To print slides you must go to the **Backstage** view under **File** tab and click on **Print** menu.



The table below describes various printing options available in PowerPoint.

Options

Description

Printing Slides	Print All Slides	Print all the slides in the presentation
	Print Selection	Print just the selected objects
	Print Current Slide	Print just the selected slide
	Custom	Define the slides you want printed

	Range	
	Slides	This is same as Custom Range
Print Layout	Full Page Slides	One slide per page
	Notes Page	Slide and notes for every slide printed one below another - one slide per page
	Outline	Print Slide outline
	Handouts	Print 1 or 2 or 3 or 4 or 6 or 9 slides per page - aligned vertically or horizontally. When you print handouts with 3 slides, you get the slide and the notes printed next to each other
Collation	Collating Options	Print slides in sequence or print multiple copies of each slide one after another
Printing Color	Color	Select color, greyscale or black & white printing options. Although you can select any color settings, the output would depend on the kind of printer you use. A non-color printer cannot print color slides.