

How to print handouts from a Power Point presentation

From a MAC:

- Open the document
- Go to File, and click Print
- On the print page, select 'Print What', and then click 'Slides'
- Open Select, and choose '3 slides per page'
- Optional: output- color or black & white (B&W saves expensive ink!)

From a PC:

- Open the document
- Got to File, and click Print
- Under Slides, click 'Full Page Slides'
- Under Handouts, choose '3 slides per page'
- Optional: click Color- choose 'Pure Black & White' (saves expensive ink)