

# PRINTING POWERPOINT PRESENTATIONS

This tutorial explains how to print presentations made with PowerPoint 2003. If you are using a different program or get stuck, click on your program's **Help** menu for assistance.

For more information on creating effective presentations, see Chapter 17 in Paul V. Anderson's *Technical Communication: A Reader-Centered Approach*.

## Preparing Slides for Printing

Before printing your presentation, you may want to make several adjustments that determine how your printed pages will look.

### Resize, Position, and Format Headers and Footers

You may print your presentation in three formats: full slides, slides and notes, or handouts. The following directions will enable you to adjust the headers and footers in any of the formats.

1. From the **View** menu, choose **Master**.
2. From the menu that appears, choose the format in which you want to print your presentation: **Slide Master**, **Notes Master**, or **Handout Master**.
  - A page will appear that has dotted rectangles where each element on the page will be printed.
3. If you want to enlarge or reduce the area of the header or footer, perform these steps.
  - a. Click inside the rectangle for the header or footer you wish to change.
    - The border of the rectangle will widen.
    - Small, crossed arrows will appear at the end of the cursor.
  - b. Place cursor on one of the eight corner squares.
    - The crossed arrows will change to an angled arrow.
  - c. Hold down the left mouse button.
  - d. Drag the cursor until the rectangle is the desired size.
4. If you want to reposition the header or footer, perform these steps.
  - a. Click inside the rectangle for the header or footer you wish to change.
    - The border of the rectangle will widen.
    - Small, crossed arrows will appear at the end of the cursor.
  - b. With the cursor in the rectangle, hold down the left mouse button.
  - c. Drag the rectangle to the desired location.
5. If you want to reformat the appearance of the header or footer, follow these steps.
  - a. Click inside the rectangle for the header or footer you wish to change.
    - The border of the rectangle will widen.
    - Small, crossed arrows will appear at the end of the cursor.
  - b. Double click inside the rectangle.
    - The **Format AutoShapes** dialog box will appear.
  - c. Choose the options you desire.
  - d. Click **OK**.
6. When you have made all the changes you want, choose **Normal** from the **View** menu.

## Remove Headers and Footers

Removing headers and footers from slide requires a different process than removing them from notes and handouts.

### To remove headers and footers from slides

1. From the **View** menu, choose **Header and Footer**.
2. Click **Slide** tab.
3. Click on each checkmark until none remain.
4. Choose the appropriate option.
  - If you want to remove the header and footer from the current slide only, click **Apply**.
  - If you want to remove the header and footer from all slides, click **Apply to All**.

### To remove headers and footers from notes and handouts

1. From the **View** menu, choose **Header and Footer**.
2. Click **Notes and Handouts** tab.
3. Click on each checkmark until none remain.
4. Click **Apply to All**.

## Add a Frame around Each Slide

1. From the **File** menu, select **Print**.
2. Click on the white box next to **Frame Slides**.
3. A checkmark will appear in the box.

## Printing PowerPoint Presentations

### Print One Slide per Page

1. From the **File** menu, choose **Print**.
  - The **Print** dialogue box will appear.
2. On the lower part of the dialog box, click the arrow next to **Print What**.
3. From the dropdown menu that appears, choose **Slides**.
4. Click **OK**.

### Print Handouts (more than one slide per page)

1. From the **File** menu, choose **Print**.
  - The **Print** dialogue box will appear.
2. On the lower part of the dialog box, click the arrow next to **Print What**.
3. From the dropdown menu that appears, choose **Handouts**.
4. Click on the arrow next to **Slides per Page**.
5. From the dropdown menu that appears, choose the number of slides you want to appear on each printed page.
6. Choose the other options you desire.
7. Click **Print**.

### Print Notes Pages

1. From the **File** menu, choose **Print**.
  - The **Print** dialogue box will appear.
2. On the lower part of the dialog box, click the arrow next to **Print What**.
3. From the dropdown menu that appears, choose **Notes Pages**.
4. Choose the options you desire.
5. Click **Print**.