

PRINT POWERPOINT HANDOUTS

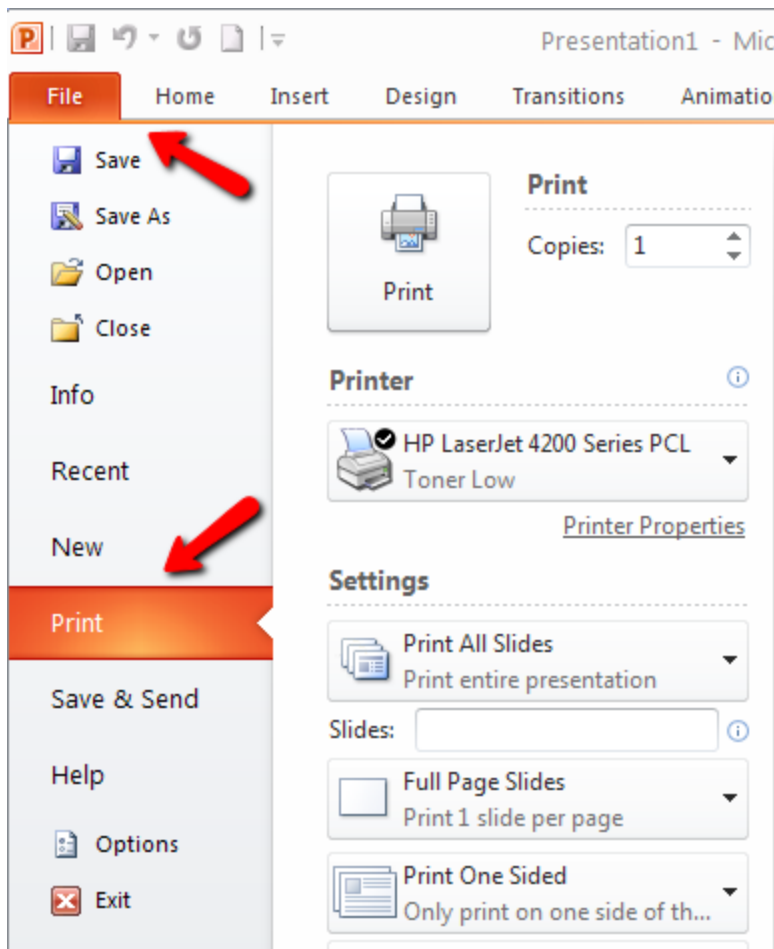
Follow these steps to learn how to print handouts from a PowerPoint presentation. Printing 3-6 slides per page helps save paper.

QUICK STEPS

- 1) In PowerPoint, select the **File Tab**, then select **Print**.
- 2) From the **Print Settings**, click on the **Slides** drop-down menu to reveal options other than Full Page Slides.
- 3) Select a **Print Layout** (3 slides, 6 slides, etc.)
- 4) Click the **Print** button.

ILLUSTRATED STEPS

- 1) In PowerPoint, select the **File Tab**, then select **Print**.



SRC Help Desk

email: helpdesk@src.edu

Web:

<https://portal.src.edu/ICS/Help>

Phone: 309.649.6281

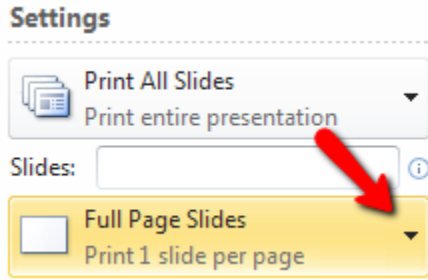
This series is a cooperative venture between organizations serving community colleges in Illinois and their students.



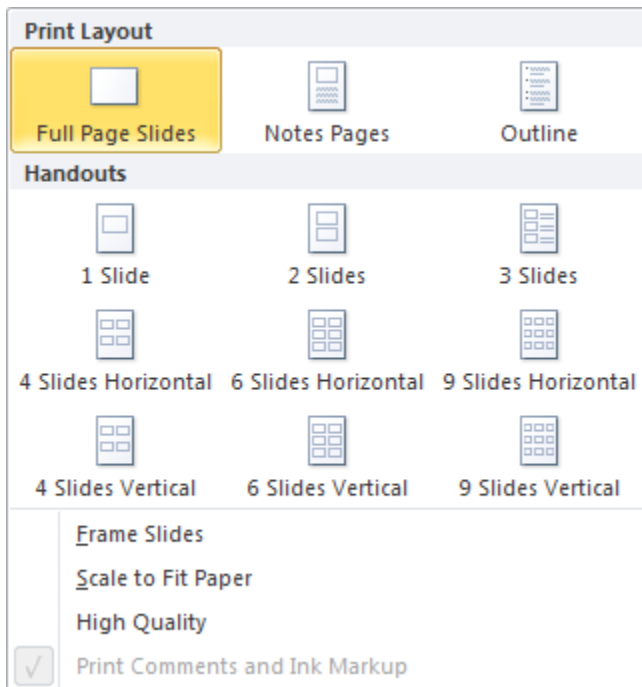
This work is licensed under the Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License. To view a copy of this license, visit <http://creativecommons.org/licenses/by-nc-sa/3.0/>.



2) From the **Print Settings**, click on the **Slides** drop-down menu to reveal options other than Full Page Slides.



3) Select a **Print Layout** (3 slides, 6 slides, etc.)



4) Click the **Print** button.

