

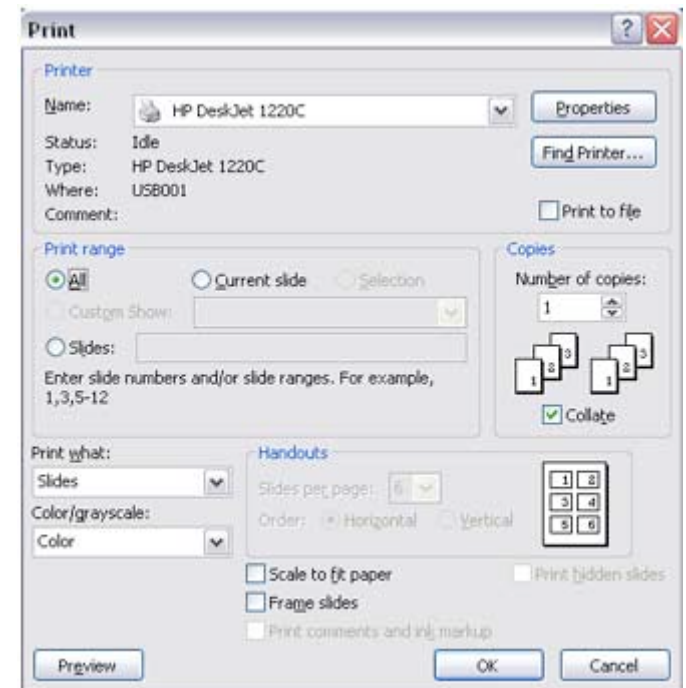
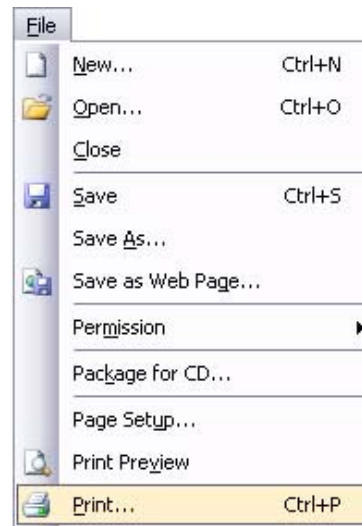
Printing Handouts

PowerPoint 2003 allows you to print a variety of different formats of your presentation.

On the **'File'** menu, **select 'Print...'**

The Print dialog box appears.

PowerPoint 2003 automatically suggests printing each slide on an individual page. This can be useful if you wish to create a set of overhead transparencies of your slide show to use instead of a computer and data projector.



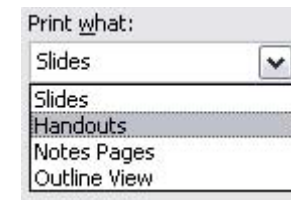
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An Introduction to Microsoft® PowerPoint® 2003

Near the bottom of the dialog box is the option **‘Print what’**.

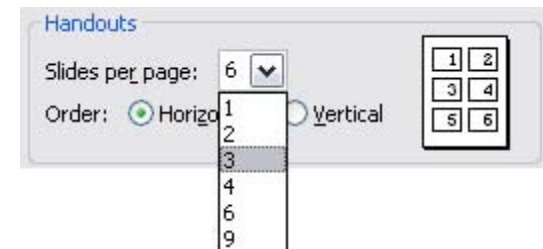
Click on the **drop down arrow** next to **‘Print what’**. There are four options.

By **selecting ‘handouts’** a number of options are available to you.



PowerPoint 2003 initially suggests 6 slides per page.

Click the **drop down arrow** next to **‘Slides per page’**.



By selecting **(3 slides per page)** you will print 3 slides on each page with a space for note taking next to them.

Click ‘OK’ to print to your chosen printer.

