

PowerPoint 2016: How to print slides and presentations

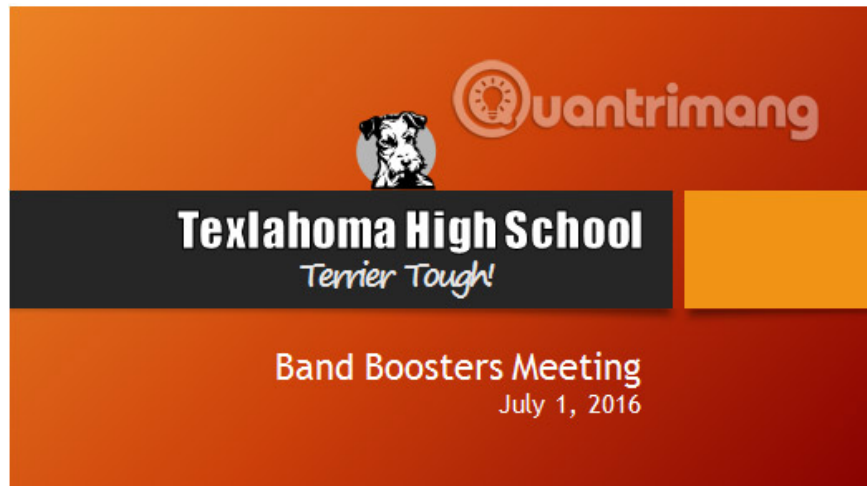
Although PowerPoint presentations are designed to be viewed on a computer, there are times when you may want to print them. You can even print customized versions of your presentations. This can be especially useful when presenting slide shows.

The Print control window makes it easy to preview and print your presentation when needed.

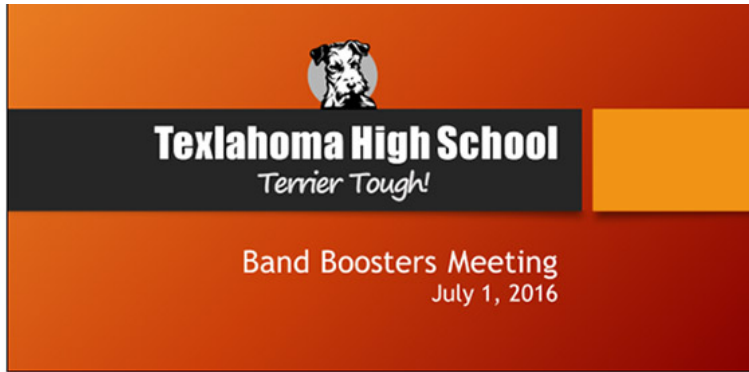
Print layouts

PowerPoint offers several layouts to choose from when users want to print a presentation. The layout you choose will largely depend on why you want to print the presentation. There are 4 types of print layouts.

1. **Full Page Slides** : This option prints the entire page for each slide in the presentation. This layout is most useful if you need to review or edit a printed version of your presentation.



1. **Notes Pages** : This option prints each , along with any presenter notes for that slide. If you've added a lot of notes to each slide, you can keep a copy of the notes with you during your presentation.



Meeting goals:

- Thanks previous year's officers
- Introduce new officers
- Discuss yearly fundraising goals
- Plan for next meeting

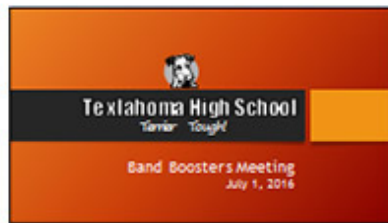


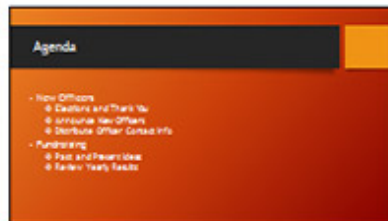
Leslie will be in the Terry the Terrier costume to help pump up the crowd!

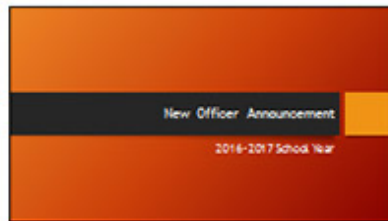
1. **Outline:** This option allows you to print an overall outline of the entire slide show. You can use this to review the organization of your slides and prepare to deliver your presentation.

- 1 Band Boosters Meeting
July 1, 2016
- 2 **Agenda**
 - New Officers
 - ❖ Elections and Thank You
 - ❖ Announce New Officers
 - ❖ Distribute Officer Contact Info
 - Fundraising
 - ❖ Past and Present Ideas
 - ❖ Review Yearly Results
- 3 **New Officer Announcement**
2016-2017 School Year
- 4 **Elections and Appreciation**

1. **Handouts:** This option will print thumbnail versions of each slide, with optional space for notes. This layout is especially useful if you want to provide your audience with a paper copy of your presentation. Optional space allows them to take notes on each slide if needed.

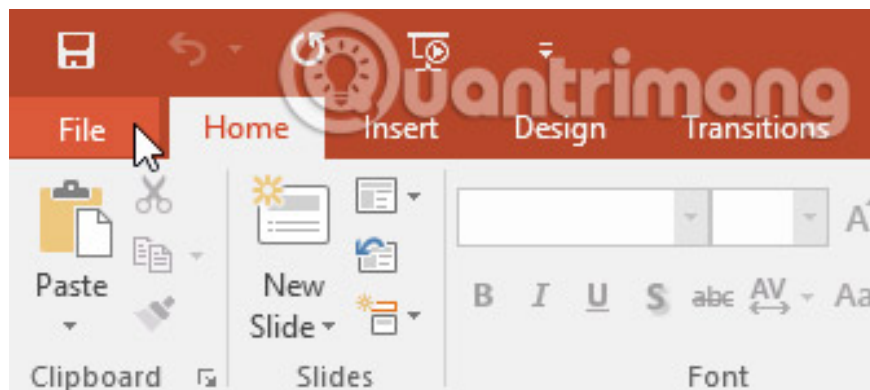






How to access the Print control panel

1. Select the **File** tab. The **Backstage** view will appear.



2. Select **Print**. The **Print** panel will appear.



Info

New

Open



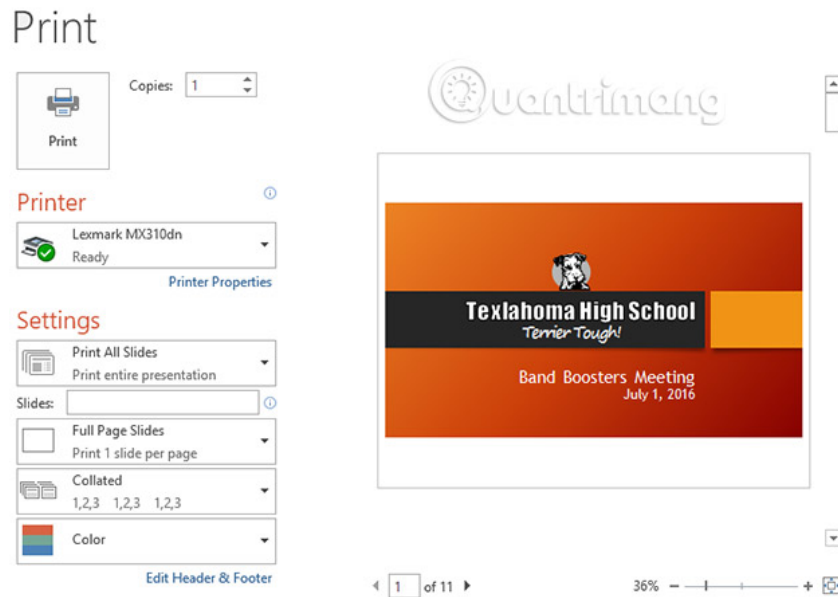
uantrimang

Save

Save As

Print

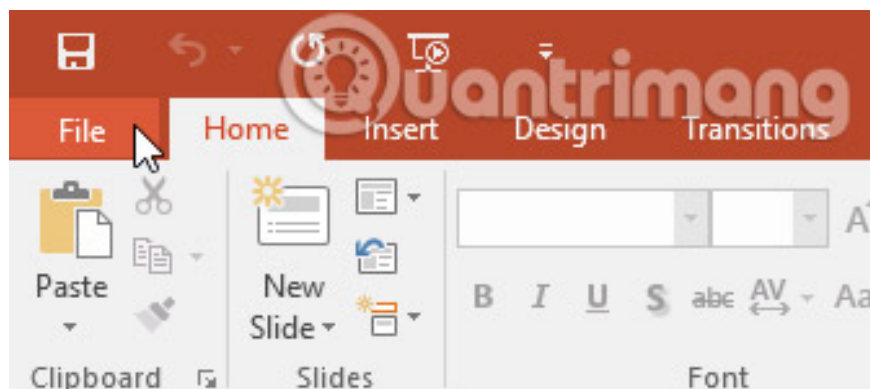
Click the buttons in the interaction below to learn more about using the **Print panel**.



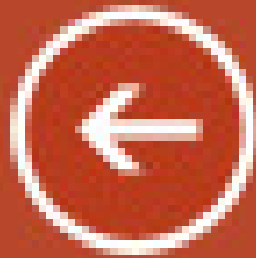
You can also access the **Print panel** by pressing **Ctrl + P** on the keyboard.

How to print presentations

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Info

New

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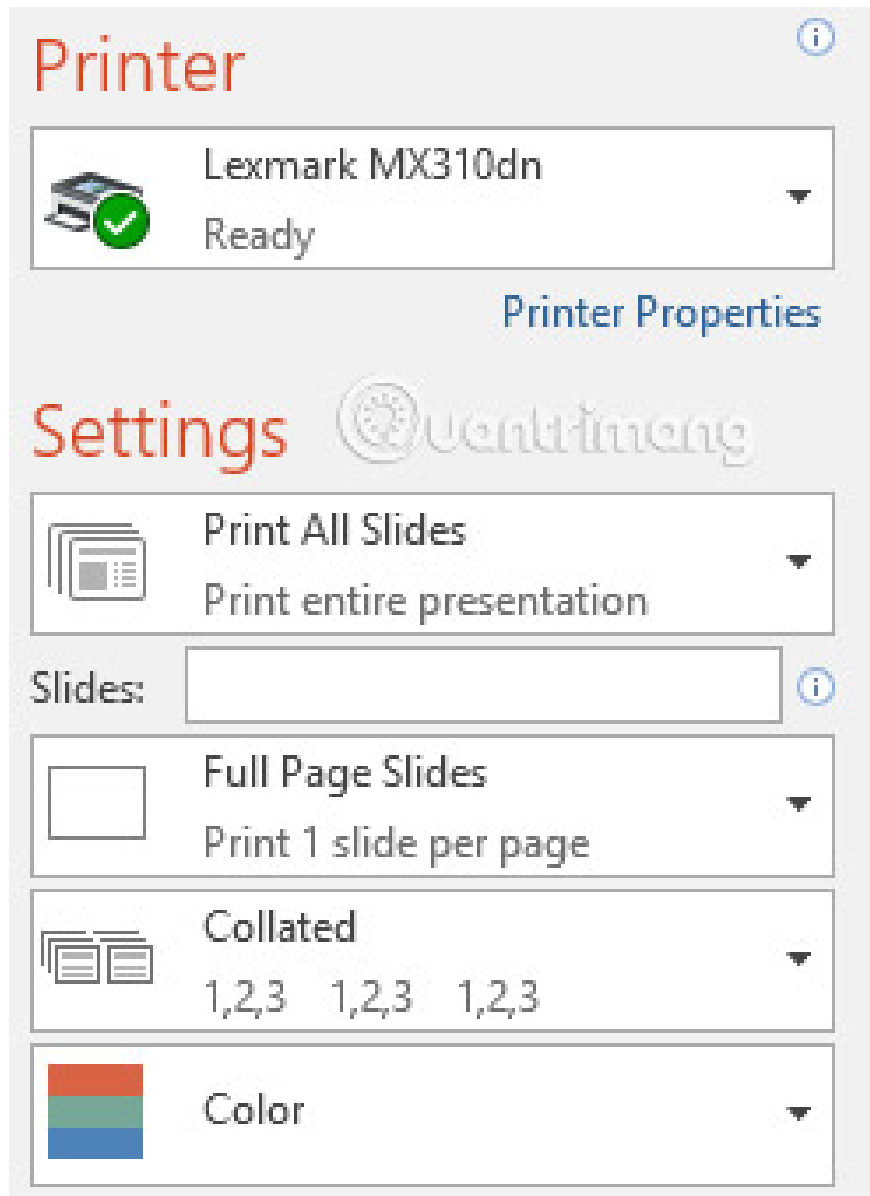
uantrimang

Save

Save As


Print

3. Select the desired printer and print range.
4. Select the desired print layout and color settings.




The screenshot displays the 'Printer' and 'Settings' sections of a print dialog. The 'Printer' section shows 'Lexmark MX310dn' as the selected printer, which is 'Ready'. Below it is a link for 'Printer Properties'. The 'Settings' section includes a 'Print All Slides' dropdown menu set to 'Print entire presentation', a 'Slides' input field, a 'Full Page Slides' dropdown menu set to 'Print 1 slide per page', a 'Collated' dropdown menu set to '1,2,3 1,2,3 1,2,3', and a color selection dropdown menu set to 'Color'.

Printer


 Lexmark MX310dn
Ready


[Printer Properties](#)


Settings

 **Print All Slides**
Print entire presentation

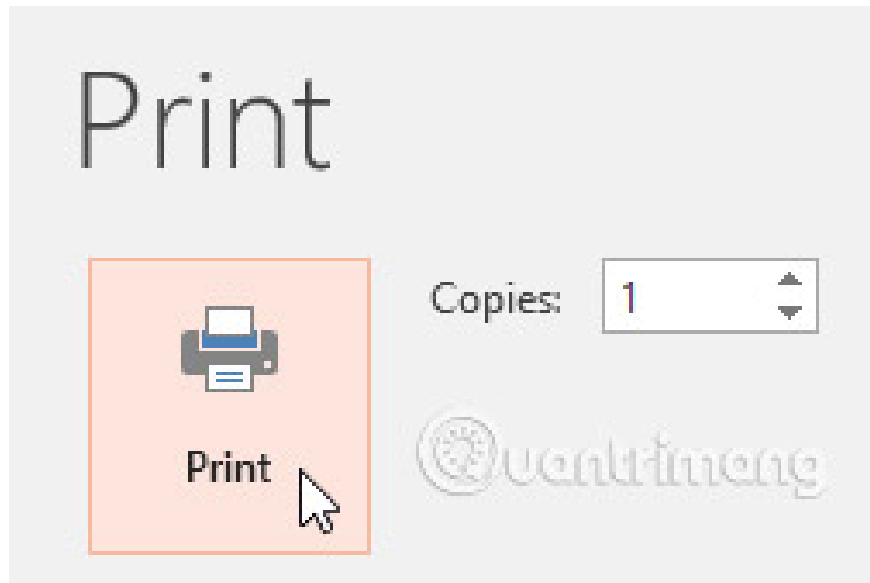
Slides:

 **Full Page Slides**
Print 1 slide per page

 **Collated**
1,2,3 1,2,3 1,2,3

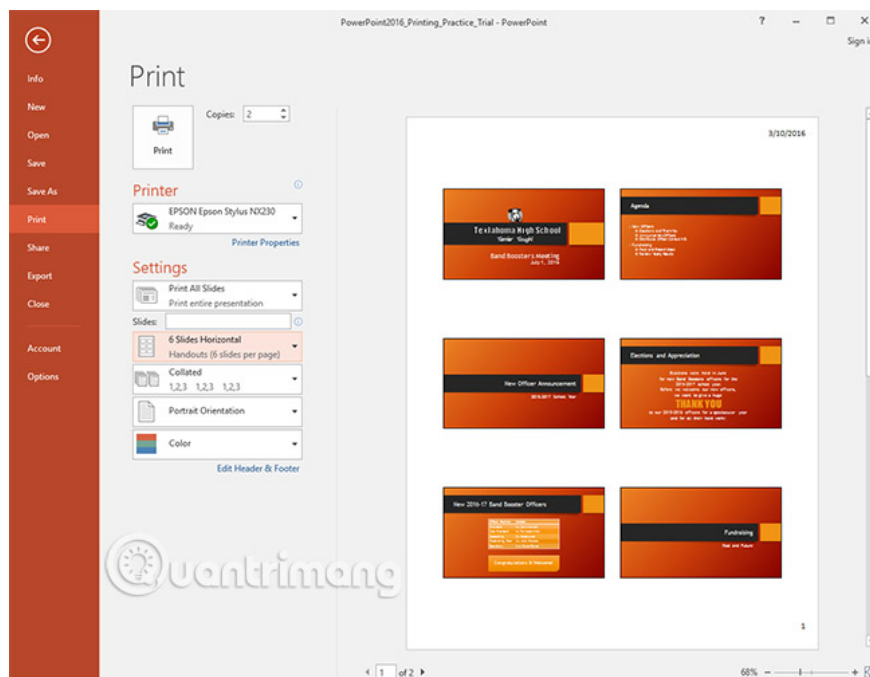
 **Color**

5. When you have completed the necessary settings modifications, click **Print**.



Practice!

1. Open the sample presentation.
2. In the Print panel , change the number of copies to 2.
3. Choose a handout version for the presentation with 6 horizontal slides on each page.
4. When you're done, your **Print** panel will look like this:



5. **Optional** : If you have a printer and want to practice printing, print your presentation.

Wishing you success!

You finished reading the article "**PowerPoint 2016: How to print slides and presentations**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.
