

PowerPoint 2019 (Part 10): Printing your presentation

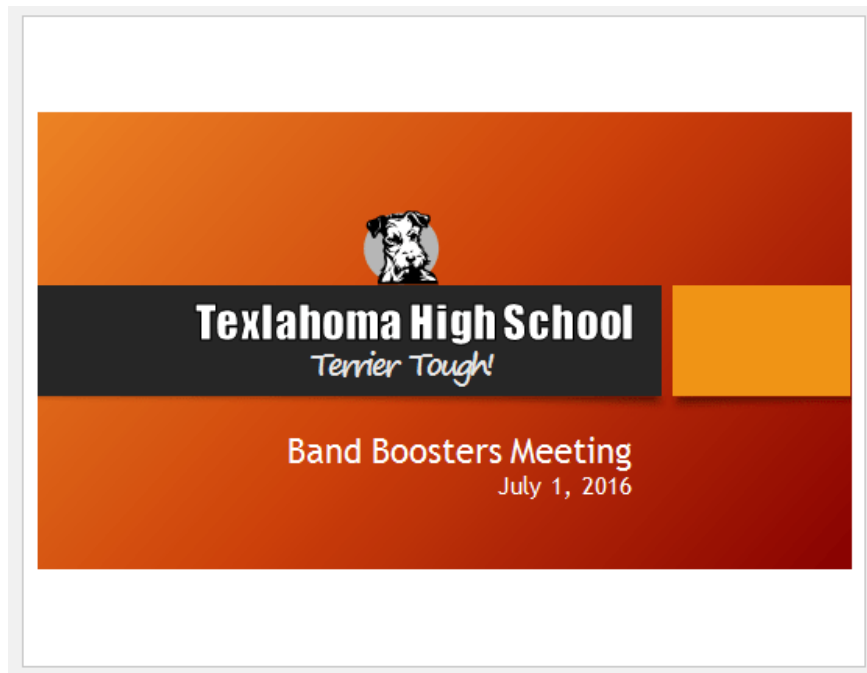
Although PowerPoint presentations are designed to be viewed on a computer, sometimes you might want to print them out.

Although PowerPoint presentations are designed to be viewed on a computer, sometimes you want to print them out. You can even print customized versions of your presentation, which can be especially useful when showing slides. The Print panel **makes** it easy to preview and print your presentation.

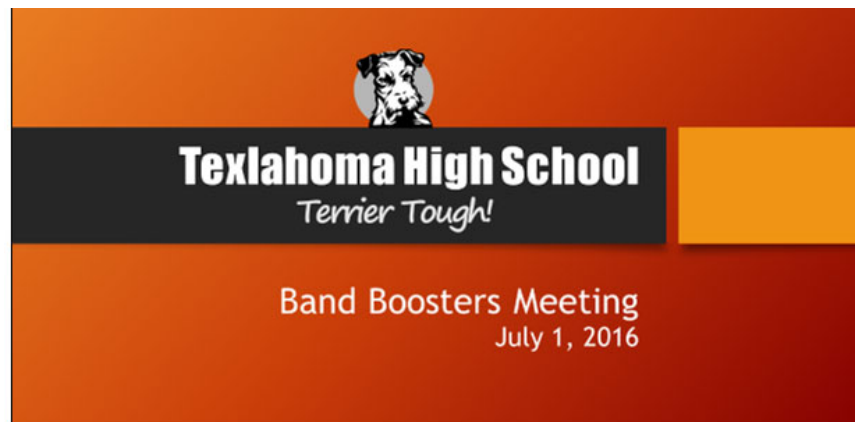
Print layout

PowerPoint offers several layouts to choose from when printing your presentation. The layout you choose will primarily depend on why you're printing the slides. There are four types of print layouts.

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



1. **Notes Pages** : This feature prints each slide, along with any presenter notes for that slide. If you've included multiple notes for each slide, you can keep a printed copy of those notes with you during the presentation.



Meeting goals:

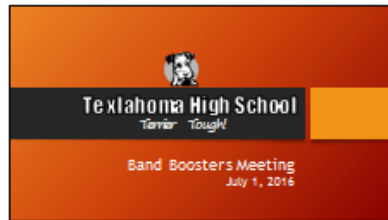
- Thanks previous year's officers
- Introduce new officers
- Discuss yearly fundraising goals
- Plan for next meeting

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

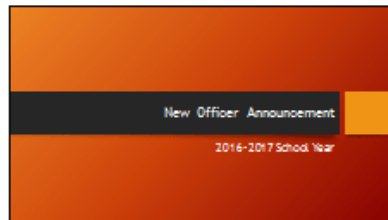
1. **Outline** : This mode prints out the overall outline of the slideshow. You can use this to review how to organize your slides and prepare for your presentation.

- 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 mode prints thumbnail versions of each slide, with optional space for notes. This layout is especially useful if you want to give your audience a physical copy of the presentation. The optional space allows them to take notes on each slide.

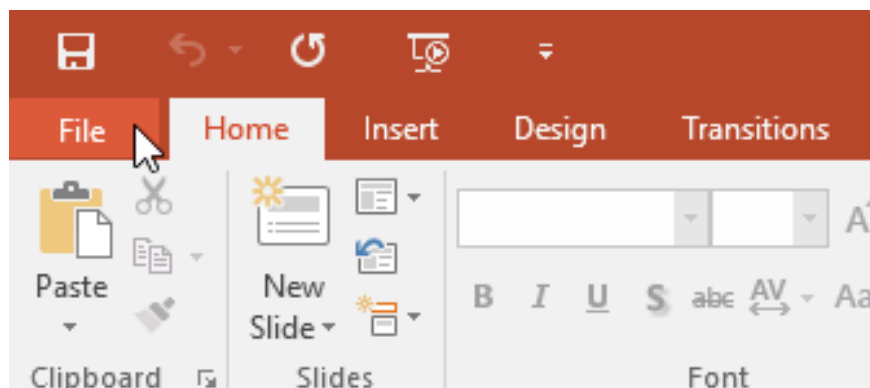






How to access the Print control panel

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



2. Select **Print**.



Info

New

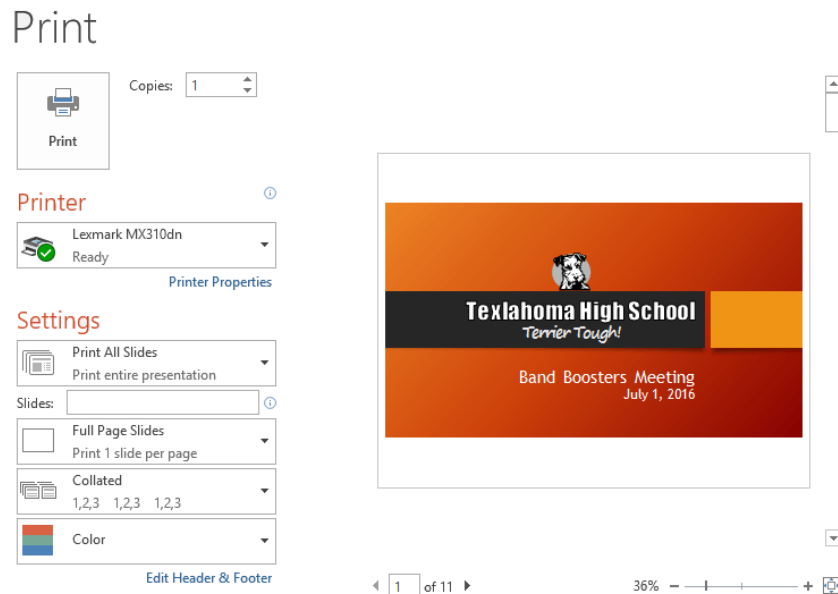
Open

Save

Save As

Print

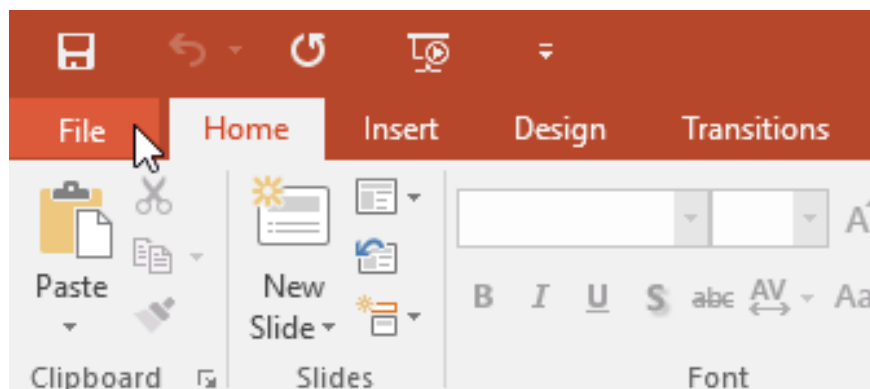
The **Print** control panel will appear.



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

How to print a presentation

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



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



Info

New

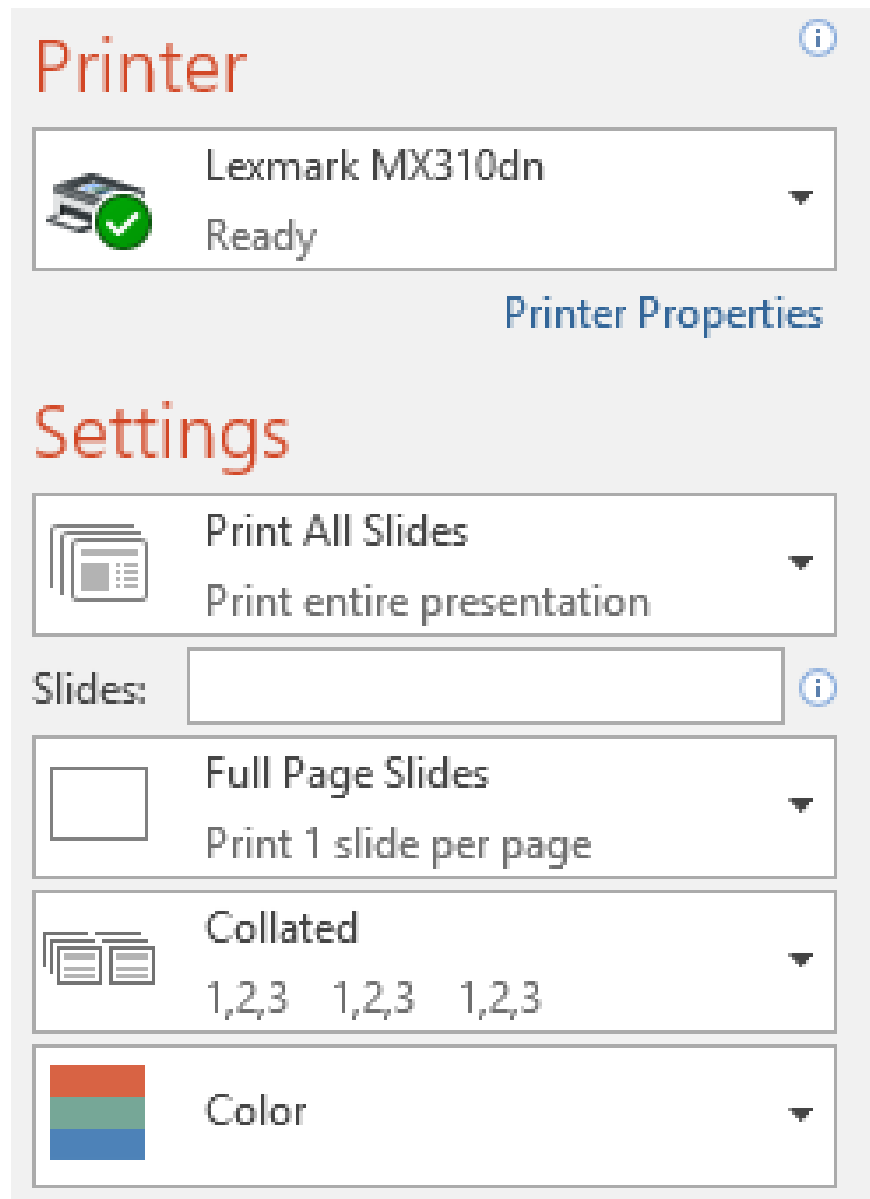
Open

Save

Save As

Print

3. Select your desired printer and print area.
4. Select your desired print layout and color settings.



The screenshot shows a print dialog box with two main sections: "Printer" and "Settings".

Printer Section:

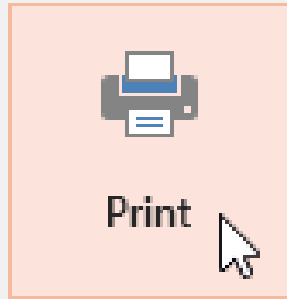
- Printer name: Lexmark MX310dn
- Status: Ready
- Link: Printer Properties

Settings Section:

- Print All Slides: Print entire presentation
- Slides: [Empty text box]
- Full Page Slides: Print 1 slide per page
- Collated: 1,2,3 1,2,3 1,2,3
- Color: Color

5. Once you have finished modifying the settings, click **Print**.

Print



Copies:

 A small white rectangular input field with a thin grey border. The number "1" is centered inside the field in a black font. To the right of the field are two small black arrows, one pointing up and one pointing down, indicating a spinner control.

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