

# TECH TIP

## Printing Slides

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TOURO COLLEGE OF OSTEOPATHIC MEDICINE • TOURO SCHOOL OF PHARMACY

### USING POWERPOINT BUILT IN OPTIONS

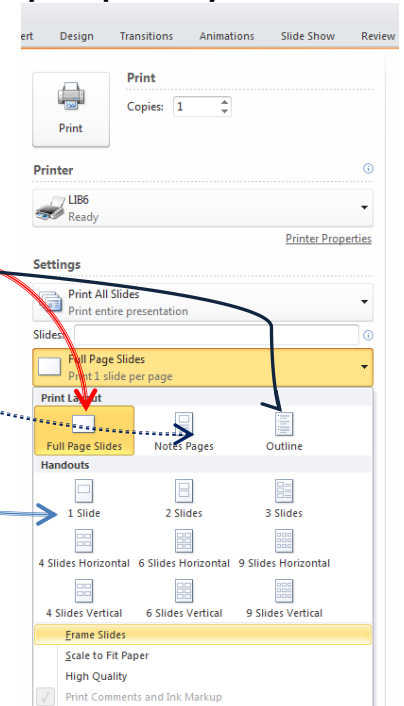
- Select Print from PowerPoint
- Select the Printer you want to print to (**if you select the printer after you set your options – your selections will be lost**)
- Select the PowerPoint page layout you want to use.

PowerPoint has 4 built in types of page layouts for printings

1. **One slide per page** – sized to be as large as the page permits
2. **Notes** – prints one slide per page in portrait orientation plus any notes about the slide under the slide
3. **Outline** – which prints only the text on the slide without any pictures or graphics
4. **Handouts** – which prints multiple slides per page  
The 3 slides per page option provides lines for handwritten notes  
You can select either a horizontal or vertical orientation for the 4, 6, & 9 slides per page options

If you want to print double-sided –select **Printer Properties**, select the **FINISHING** tab, select 2-sided Printing in the print style box

- Select OK
- Select PRINT



Some students don't like using the PowerPoint options because they think the slides are too small and too much white space is left on the page.

### USING PRINTER OPTIONS TO PRINT MULTIPLE SLIDES PER PAGE

- Select Print from PowerPoint
- Select the Printer You Want to Print to (**if you select the printer after you set your options – your selections will be lost**)
- Select *Full Page Slides* in the PowerPoint print layout
- Select **Printer Properties**

In the **PAGE SET-UP** tab select

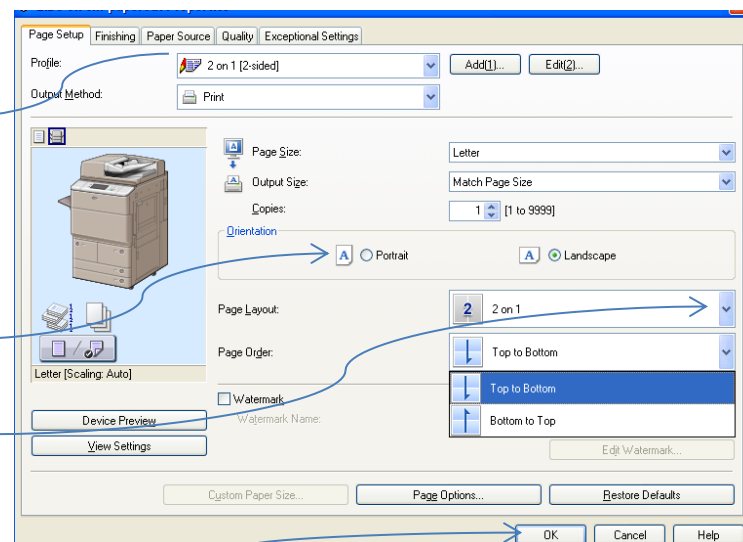
The *number of pages (slides) you want to print on one side of a single sheet of paper* and if you want to print two sided (most students select 4 on 1)

**Remember - the greater number of pages you print per sheet the longer it will take for your job to be sent to the printer and to start to print.**

*Landscape or Portrait* (depending on how you want your slides to print – most people select Landscape)

Click on down arrow after the *Page Layout* box to see the drop down menu that lets you select the order in which your slides will print

- Select OK – this will print you back to the print page.



### LAST STEP - BOTH PRINTING METHODS

- Select the number of pages you want to print - leave at Print All Slides or select either *Print Current Slide* or enter a custom range of pages.
- When you have entered all your options (such as scale to fit paper and frame slides) select PRINT