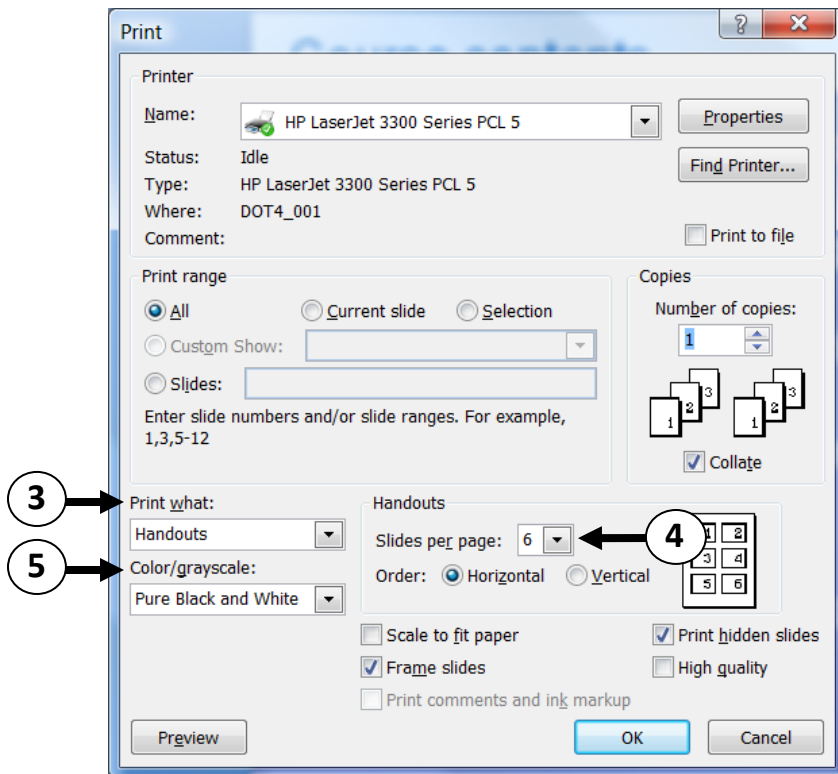


Printing PowerPoint Slides

Save printer ink by printing PowerPoint slides in a handout format using the black and white setting.

Note: If you are accessing the PowerPoint file within a Blackboard course, click **Save** when asked if you want to “Open or Save” the file. Save the file to the computer’s desktop, then go to the desktop and open the file in the PowerPoint program.

1. Open the PowerPoint file.
2. Click the Office button (Office 2007) or click **File** on the menu bar (earlier versions of Office), and select **Print** from the dropdown menu.



3. Under “Print what”, select **Handouts**.
4. Beside “Slides per page”, select the number of slides that best suits your needs. The layout box will show you how your selection will appear on the page.
5. Under “Color/grayscale”, select **Pure Black and White**.
6. Preview the printout to make sure it looks the way you expect.
7. Click **OK**.

