

How Do I.....?

Print multiple slides on one page in PowerPoint 2007



1. Begin by going to Print, found under the Office icon.
2. Select the down arrow under "Print what:" and select Handouts
 - Details of the "Print what" drop down list:
 - i. Slides = one slide per page
 - ii. Handouts= 1-9 slides per page. Printing 3 slides per page will print lines alongside each slide for participant note-taking.
 - iii. Notes Pages = Slide and notes (as displayed in Notes page on screen)
 - iv. Outline View = Text-only outline (as displayed in outline view on screen)
3. Under Handouts select how many slides per printed page
 - Printing 3 slides per page will print lines alongside each slide for participant note-taking.
4. Click OK