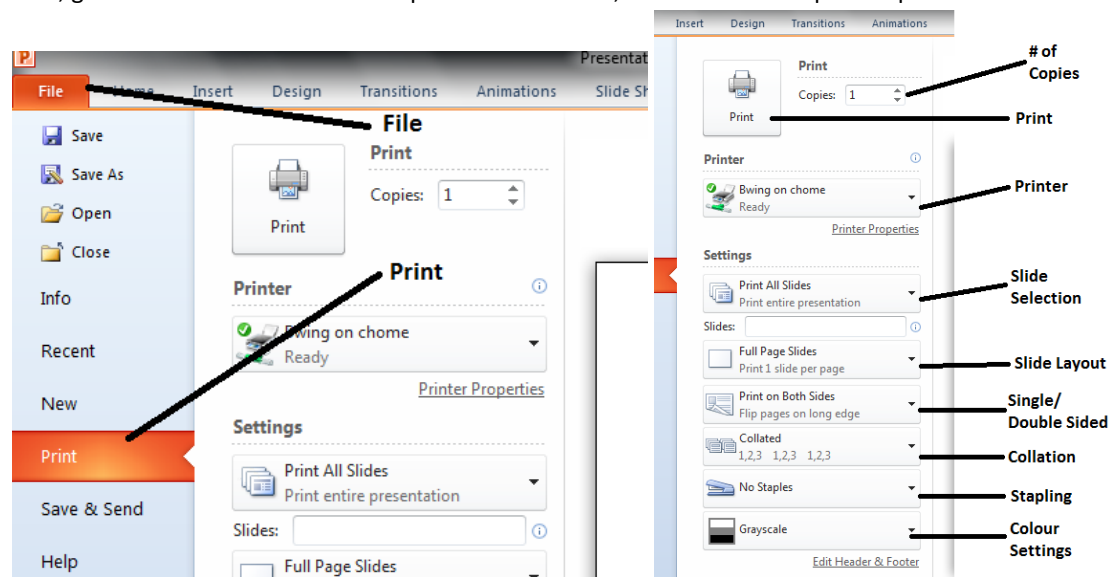


How to Print Using Microsoft PowerPoint 2010

In order to save on your print quota, there are many different options available for use in Microsoft PowerPoint 2010. In general, you would print six slides per sheet of paper, to minimize paper usage while still having the material remain legible.

First, go to the “file” button at the top left of the screen, and click on the “print” option.



of Copies- Type in the number of times you want your selection printed

Slide Selection- You can choose from a variety of options, including printing all slides, just the one you are currently viewing, all selected slides, or a custom range. A custom range can be entered below. If you want to print slides numbered 1 through 10, you would type in 1-10. If you would like to print out an individual slide, type in only its number. If you would like to make multiple selections, type a comma between them. For instance, if I wanted to print out slides 5 through 14, and slide 3, I would type in 5-14, 3 in the line. You can use more than one comma.

Slide Layout- Choose how many slides you want per page, how you would like those slides shown on the page. You can also select whether or not you want to frame the slides, or scale them to fit the paper.

Printer- What printer the presentation will print out on. If you are unsure where a listed printer is, ask your professor or the staff.

Print- Click on this after you are done choosing what options you want to start printing.

Collation- If you choose collated, the pages will be printed in the order 1,2,3,4,1,2,3,4,1,2,3,4. If you choose uncollated, the pages will print in the order 1,1,1,2,2,2,3,3,3,4,4,4.

Single/Double Sided- Here, you can choose one print the slides only one sided, or double sided. The double sided can be printed one of two ways, depending on how you want to flip the page when holding it, from the short side

or long side of the paper. This can mean horizontally or vertically, depending on if your slides are laid out in portrait or landscape format.

Stapling- Choose whether you would like the printer to staple the sheets together and where.

Colour Setting- Choose whether you want to print your presentation in full colour, or in shades of gray.

After you are done selecting options, click on the print button to print your slides.

If you have any problems, or need more information, ask a staff member, go to B1045 (Student helping Students), go to Room E2115, or email helpdesk@saultcollege.ca