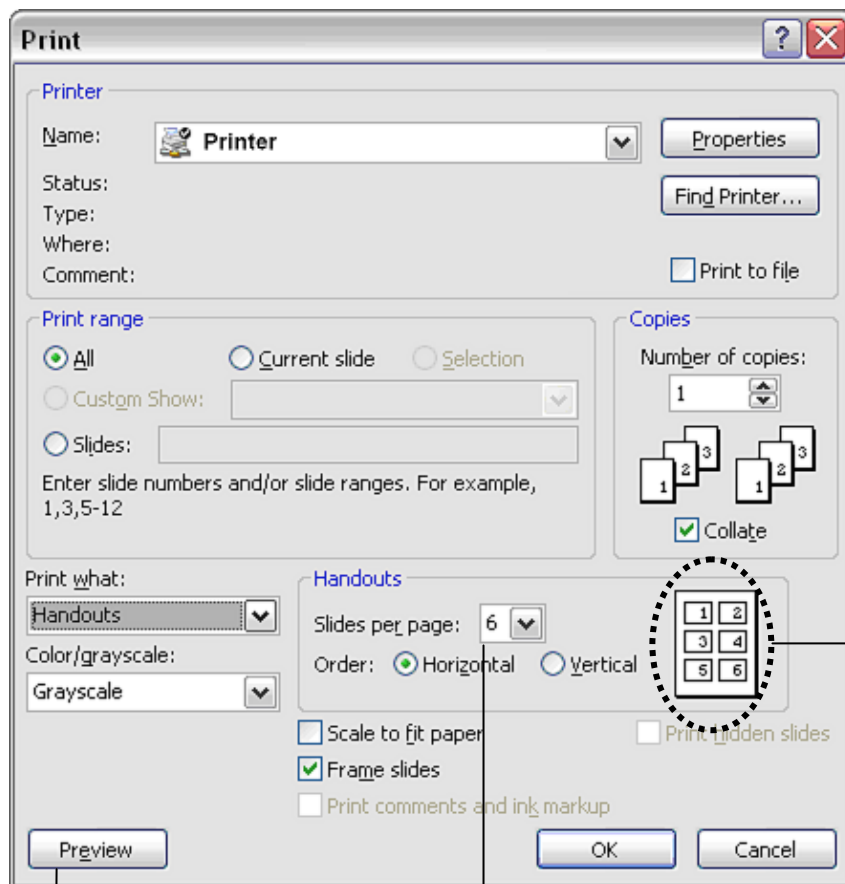


Printing handout pages

Microsoft PowerPoint 2003

In PowerPoint, you can print out multiple slides to one sheet of paper. These make good hand-outs for presentations and also help to save paper.

1. **File > Print.**
2. Choose **Handouts** from **Print what >**
3. Select the number of slides you wish to be printed on each page from **Slide per page** drop list under the **Handouts** option >
4. Click **OK**



Click here to select **Handouts**

A preview of slide layout

Click here to choose the number of slide

Click Preview to see how your handouts will be printed