

DID YOU KNOW?

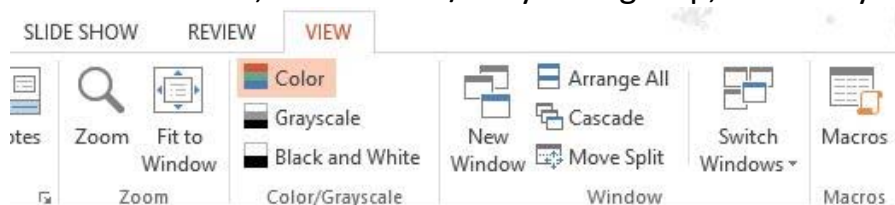
How to set the properties for printing in MS-Powerpoint

Most presentations are designed to be shown in colour, but slides and hand-outs are typically printed in black and white or shades of gray (grayscale). When you print in grayscale, you get an image that contains variations of gray tones between black and white.

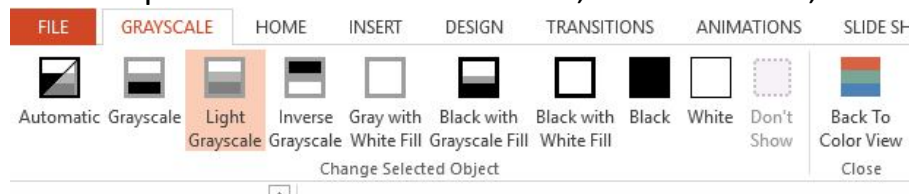
When you choose to print, Microsoft Office PowerPoint sets the colours in your presentation to match your selected printer's capabilities.

To check what the printout will look like, view it in print preview before you print it. With print preview, you can see how your slides, notes, and handouts will look in pure black and white or in grayscale, and you can adjust the appearance of the objects before you print them

- 1) Open your Power point Document
- 2) On the View tab, in the Color/Grayscale group, click Grayscale.



- 3) At the top of the PowerPoint window, on the Ribbon, click the Grayscale tab.



- 4) On the Grayscale tab, in the Setting group, click the settings that you want.

THANK YOU