

CHAPTER 6

Printing Show

Printing Slides
Printing Handouts
Printing Notes
Printing Outlines
Exporting To Word
Package for CD



Microsoft Office
PowerPoint 2003

The most common way of delivering a presentation is slide show, however sometimes you need to print your slides to show them on overhead projectors, or you may need to print speaker notes or handouts for audience.

Note: To access header and footer click the [View](#) menu, then [Header and Footer](#)

You can customize your printouts, change paper size, change printer properties and add header and footer to make it more understandable.

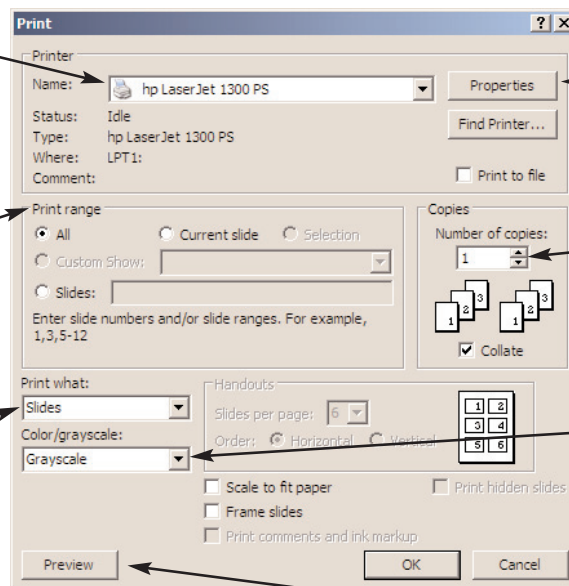
6.1. Printing Slides

step 1: Open your presentation which will be printed. Then click **File > Print**. Print dialog box will open

Printer section lets you select the printer.

Print range section allows you to select slides that will be printed.

Print what section allows you to select Slides, Handouts, Notes Pages, Outline View



Adjust printer properties using Properties button.

Copies section set the number of copies.

Color/Grayscale section allows you to select your printouts will be Color, Grayscale, or Pure Black and White.

Preview button opens print preview window.

Print dialog box

step 3: Click the Print Preview, [Print preview window](#) will open.
Print Preview toolbar helps you to make some adjustments.
Click Print.



Print preview toolbar

6.2. Printing Handouts

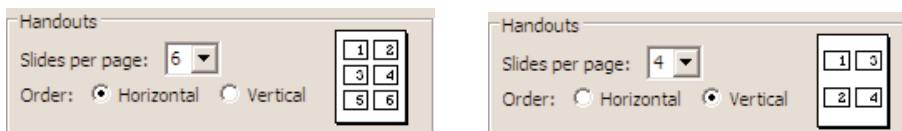
In most cases printing every slide in your presentation on a page is not a good idea. You can print more than one slide on a paper using **Handouts**. For example to give a copy of your presentation to your audience, use **Handouts** printing method.

Handouts are useful especially when you want your audience to have the presentation as a document after the show.

To do this,

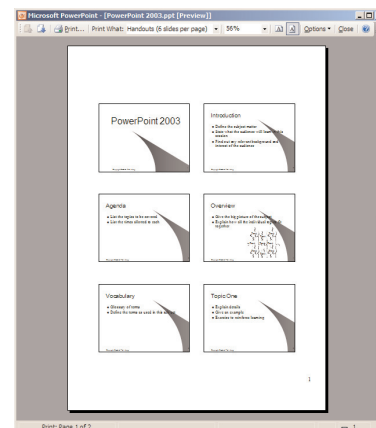
step 1: Open File > Print

step 2: Change [Print what](#) section to Handouts. Now [Handouts](#) section is activated.



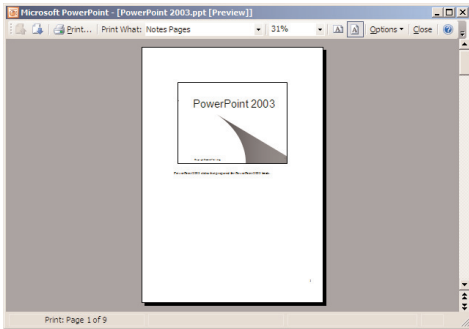
Handouts section of Print dialog box

[Slides per page](#) changes number of pages that will print on a paper. [Order](#) changes order of slides, left to right or top to bottom on paper.



Print preview of Handouts

6.3 Printing Notes



Print preview of Note Pages (Speaker Notes)

This option prints each slide including its speaker notes under the slide if it has one. The advantage of giving speaker additional material about current slide gives audience additional comments about slide.

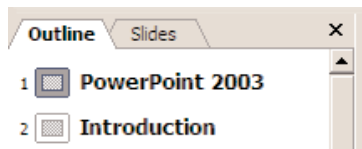
To print speaker notes;

step 1: File > Print

step 2: Change **Print what** section to Note Pages.

Note: to add speaker notes, use the text box bottom of the screen which writes "Click to add notes".

6.4 Printing Outlines



Outline View of View pane

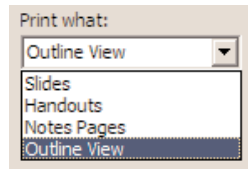
Prints only text, does not print anything else (pictures, movies, etc.).

The **Outline** tab of **slide pane** will be printed. Outline printing is used generally for toner and paper saving.

To print outlines;

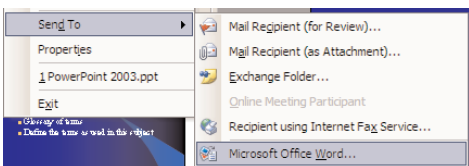
step 1: File > Print

step 2: Change **Print what** section to Outline View.



Selecting Outline View

6.5 Exporting to the MS Word



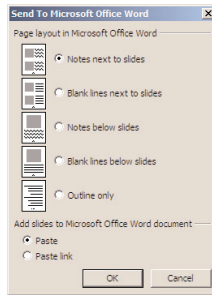
Accessing to Send To from File menu

PowerPoint has limited printing options. You can export your slides to the MS Word for better printing.

To send your presentation to the MS Word:

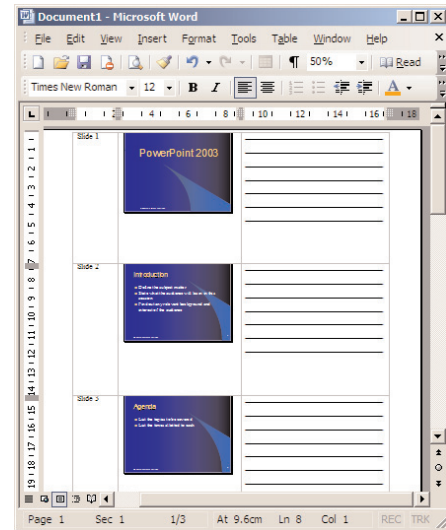
step 1: File > Send To > Microsoft Office Word...

step 2: **Send To Microsoft Office Word** dialog box will open. You can customize your page layout for Word which does not included in PowerPoint.



Send To Microsoft Office Word dialog box

MS Word gives an opportunity to take notes for each slide on the printed presentation.



A presentation which is exported to MS Word

6.6 Package for CD

What would you do if you will run your presentation from a different computer in which the PowerPoint is possibly not installed? PowerPoint offers you to save the presentation and linked files on a CD and to use the presentation from any computer. You can run the presentation from any computer even though it does not have PowerPoint installed. It saves the file along with a viewer program. It also provides an automatic run feature. The presentation is viewed automatically upon inserting the CD. You will need a CD Burner and a blank CD to save the presentation.

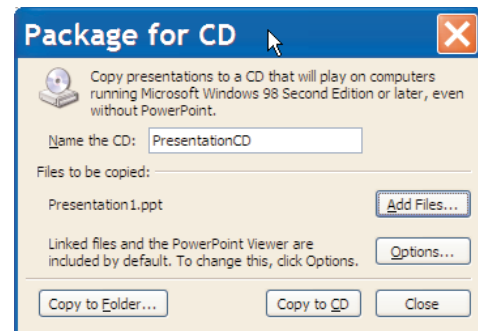
step 1: Click **File>Package for CD...**

step 2: Give title to your CD. If you do not give, PowerPoint names the CD as **PresentationCD**

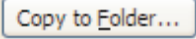
step 3: You can add additional files to be used in the presentation.

Click **Add Files...** button to browse and add files to burn.

step 4: **Options...** is used to modify the burning properties. You can set password to open/read the files or you can enable/disable automatic starting.



Package for CD dialog box

step 5: You can use  option in case you do not have a CD burner or you want to create the CD at a later time. PowerPoint saves the files under a folder and names the folder as CD title.

Review

In this chapter you have learned various and effective ways of printing your slide show;

- You can add any personal information to all slides in a header and footer, such as the company name, the page number
- You can print your presentations as slides, handouts, speaker notes, outlines, and export to MS Word
- Printing every slide on a paper may not be useful, you learned printing different types of handouts
- You can use Print Preview to see your presentation as on a paper before printing, change some properties or switch between slides, handouts, notes, outlines.
- You can run your presentations on every computer using [Package for CD...](#)

1. (T) (F) The most common way of delivering a presentation is a slide show.
2. (T) (F) You can not add header and footer to customize your printouts.
3. (T) (F) **Print range** section on **Print** dialog box sets the number of copies that will be printed.
4. (T) (F) **Color/Grayscale** section on **Print** dialog box allows you to select your printouts will be Color, Grayscale, or Pure Black and White.
5. (T) (F) Pure Black and White means that you will print **black, white, and tones of gray**.
6. (T) (F) You can not change any printing options on **Print Preview toolbar**.
7. (T) (F) Outline printing is used generally for toner and paper saving.
8. (T) (F) You can export your slides to the MS Word.
9. In PowerPoint 2003 you can print _____.
 I- Slides
 II- Handouts
 III- Notes
 IV- Outlines
 A) I-II B) II-III-IV C) I-IV D) I-II-III-IV
10. Which one is used to select the slides that will be printed, on the **Print** dialog box of PowerPoint 2003?
 A) Printer
 B) Print range
 C) Copies
 D) Print what
11. **Print what** section (which is replaced on **Print** dialog box) is used for _____.
 A) selecting the printer
 B) selecting the slides that will be printed
 C) setting the number of copies.
 D) selecting Slides, Handouts, Notes Pages, Outline View
12. You export your slides to MS Word because, _____.
 A) You can not print Speaker Notes in PowerPoint 2003
 B) In some conditions you can get better printing capabilities of MS Word.
 C) Using PowerPoint 2003 you can only print every slide in your presentation on a page
 D) You can not use printer in PowerPoint 2003
13. Which one is required to run a presentation on a computer that does not have PowerPoint installed?
 A) Photoshop
 B) Flash Player
 C) PowerPoint Viewer
 D) FrontPage