

Tips on Printing Slides in Power Point

1. Go to **File**
2. Select **Print**
3. When the print window appears, look in the lower left section for the drop down menu labeled **Print What**
4. Select **Handouts** in the drop down menu.
5. The Handout box to the right will now be highlighted and you can choose how many slides per page you would like to print.
6. Below the Print what menu is the drop down menu labeled **color/grayscale**.
7. Select **Pure Black & White**.

For WebCT:

1. Give a right click in the first page of your slide (a dialog box will appear)
2. Select **Print**.
3. Follow steps 3 – 7 above.

