

PowerPoint 2016 - Printing

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Introduction

Even though PowerPoint presentations are designed to be viewed on a computer, there may be times when you want to **print** them. You can even print custom versions of a presentation, which can be especially helpful when presenting your slide show. The **Print pane** makes it easy to preview and print your presentation.

Optional: Download our [**practice presentation**](#).

Watch the video below to learn more about printing in PowerPoint.

Print layouts

PowerPoint offers several **layouts** to choose from when printing a presentation. The layout you choose will mostly depend on **why** you're printing the slide show. There are four types of print layouts.

- **Full Page Slides:** This prints a full page for **each slide** in your presentation. This layout is most useful if you need to **review** or **edit** a printed copy of your presentation.



Texlahoma High School

Terrier Tough!

Band Boosters Meeting
July 1, 2016

- **Notes Pages:** This prints each slide, along with any **speaker notes** for the slide. If you've included a lot of notes for each slide, you could keep a printed copy of the notes with you while presenting.



Texlahoma High School

Terrier Tough!

Band Boosters Meeting
July 1, 2016

Meeting goals:

- Thanks previous year's officers
- Introduce new officers
- Discuss yearly fundraising goals
- Plan for next meeting

Leslie will be in the Terry the Terrier costume to help pump up the crowd

- **Outline:** This prints an overall **outline** of the slide show. You could use this to review the organization of your slide show and prepare to deliver your presentation.

1

Band Boosters Meeting
July 1, 2016

2

Agenda

- New Officers
 - ❖Elections and Thank You
 - ❖Announce New Officers
 - ❖Distribute Officer Contact Info
- Fundraising
 - ❖Past and Present Ideas
 - ❖Review Yearly Results

3

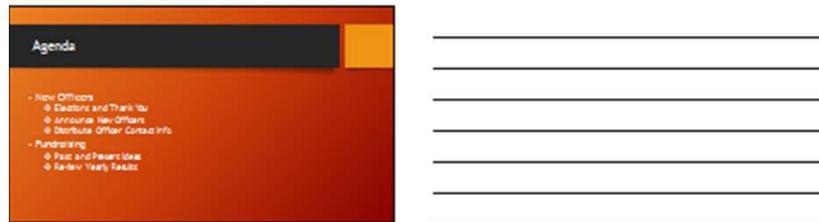
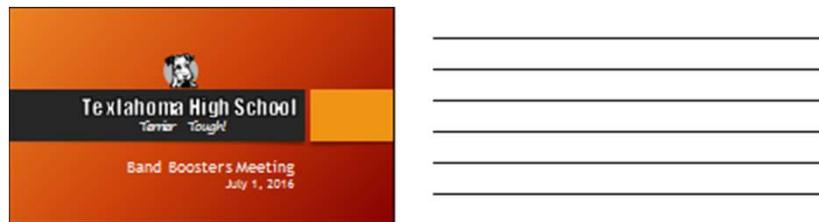
New Officer Announcement

2016-2017 School Year

4

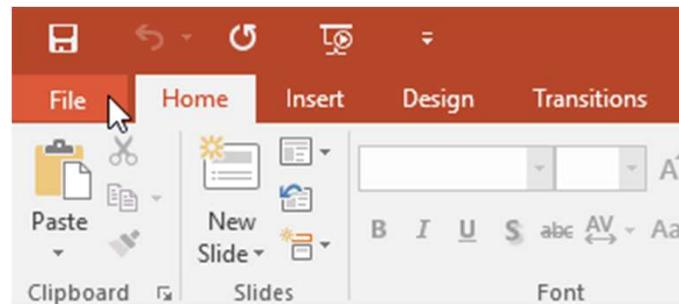
Elections and Appreciation

- **Handouts:** This prints **thumbnail versions** of each slide, with optional space for **notes**. This layout is especially useful if you want to give your audience a **physical copy** of the presentation. The optional space allows them to **take notes** on each slide.

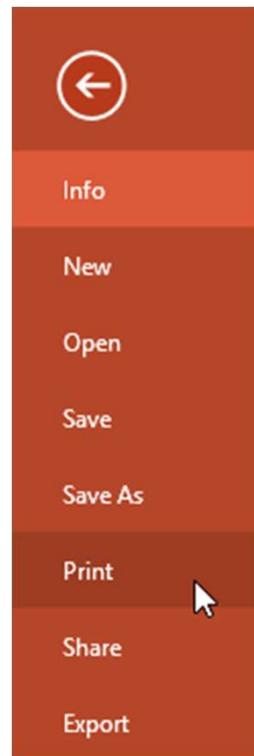


To access the Print pane:

- 1 Select the **File** tab. Backstage view will appear.

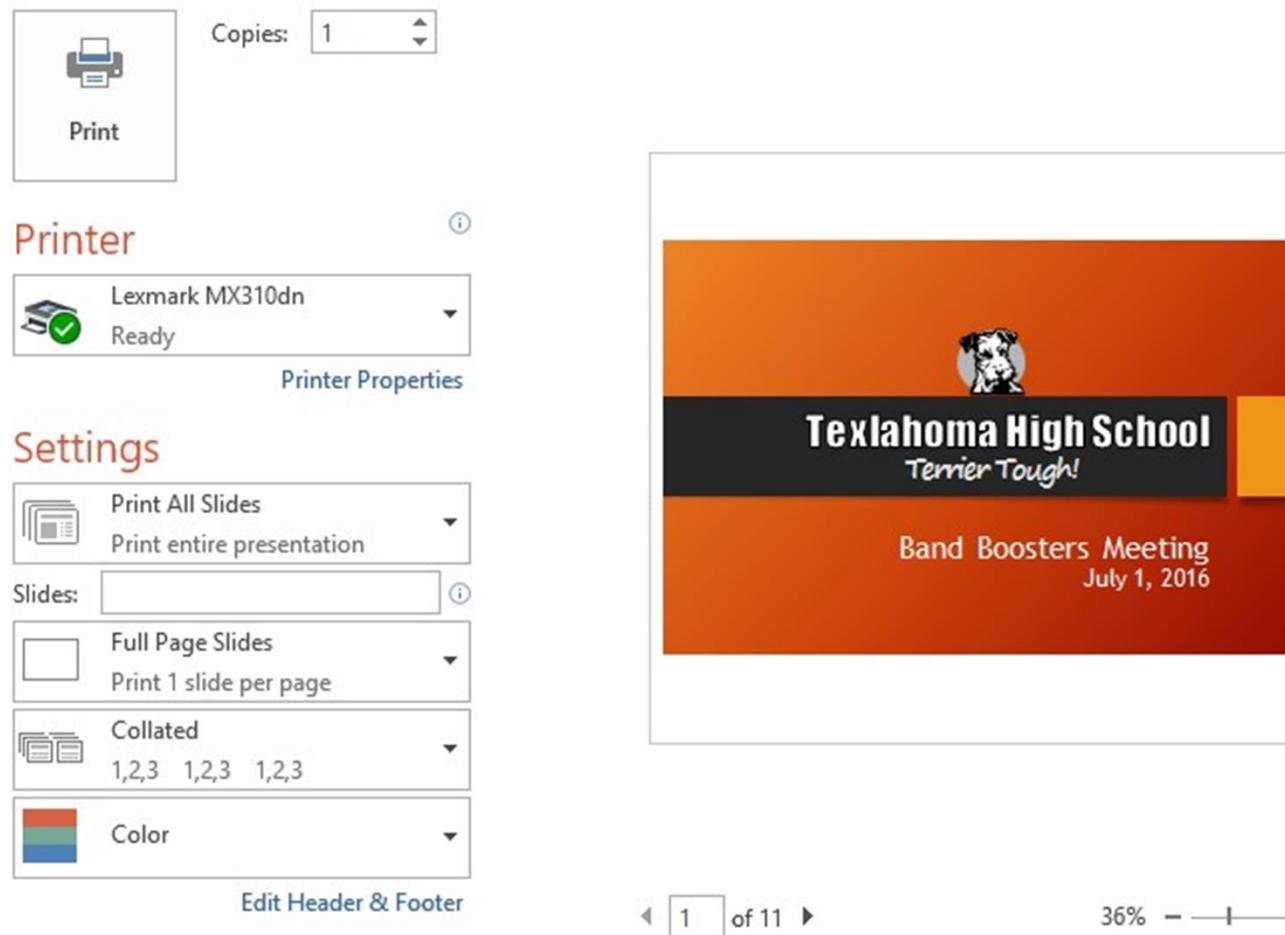


2. Select **Print**. The Print pane will appear.



Click the buttons in the interactive below to learn more about using the Print pane.

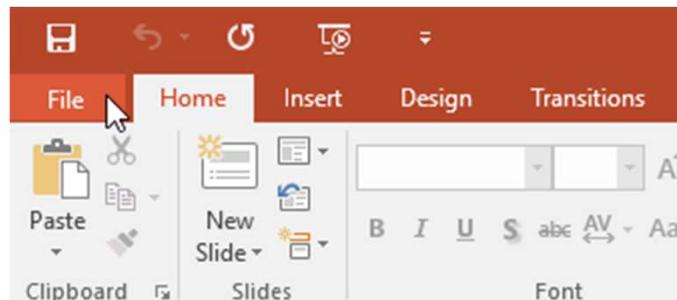
Print



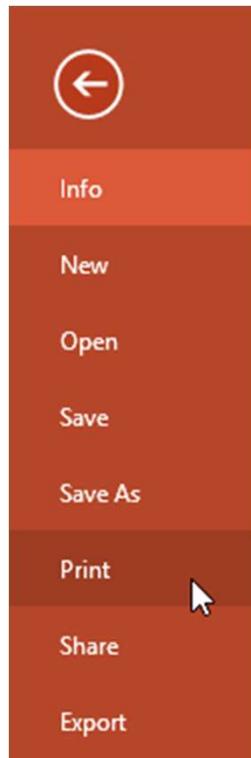
You can also access the Print pane by pressing **Ctrl+P** on your keyboard.

To print a presentation:

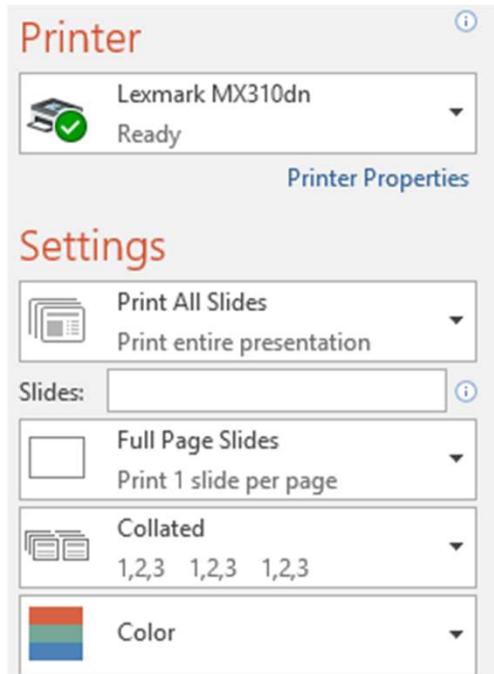
1. Select the **File** tab. **Backstage view** will appear.



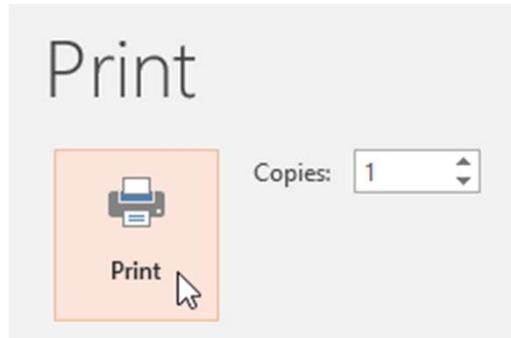
2. Select **Print**. The **Print pane** will appear.



3. Choose the desired **printer** and **print range**.
4. Choose the desired **print layout** and **color** settings.

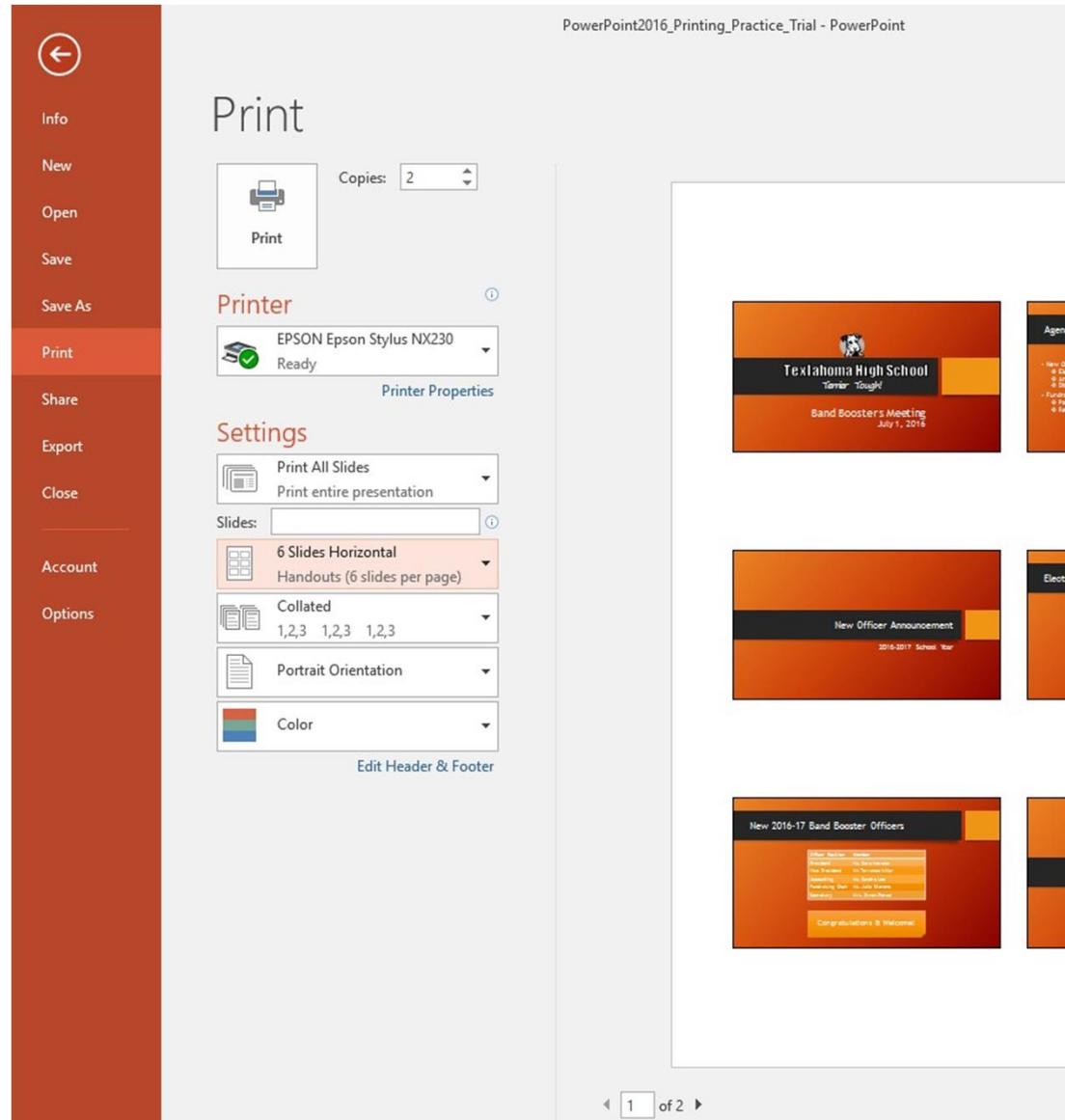


5. When you're done modifying the settings, click **Print**.



Challenge!

1. Open our [**practice presentation**](#).
2. In the **Print Pane**, change the number of copies to **2**.
3. Choose a **Handout** version of the presentation with **6 Slides Horizontal** per page.
4. When you're finished, your print pane should look like this:



.5Optional: If you have a printer and would like to practice printing, **print** your presentation.

Continue

keyboard_arrow_up

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