

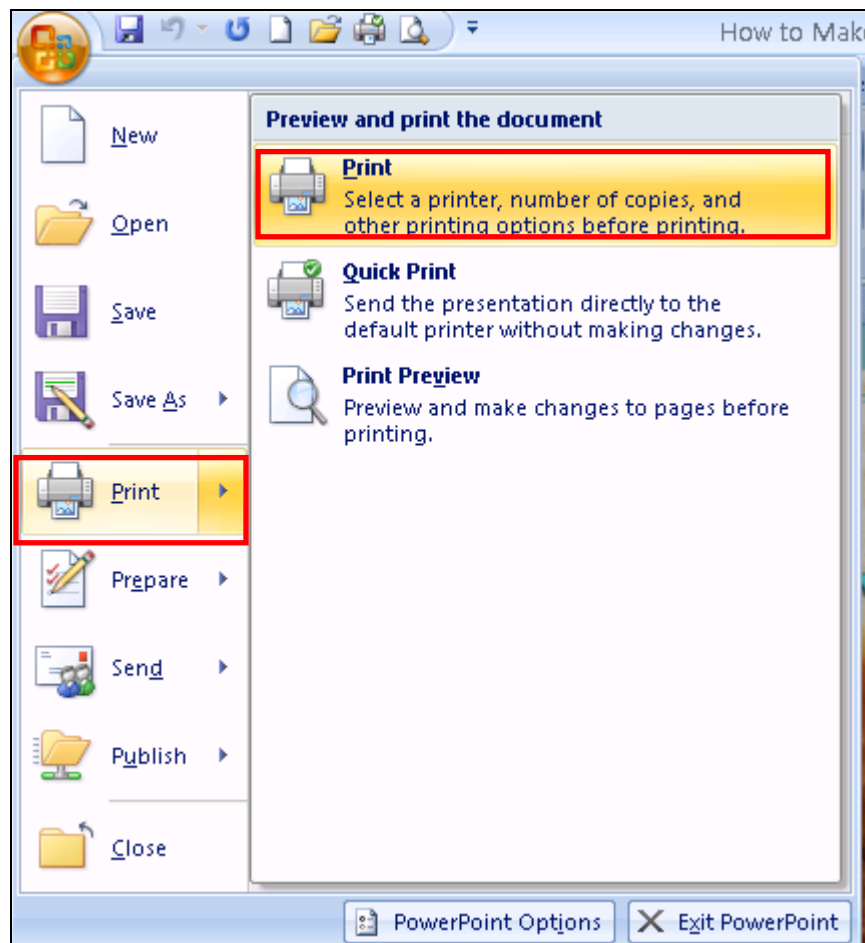
## Printing PowerPoint Presentations

Printing a PowerPoint presentation can use a large amount of paper. To conserve paper, you can set printing options that will allow you to fit more than one slide on a page. This Low Threshold Activity will cover the steps for printing multiple slides on one page.

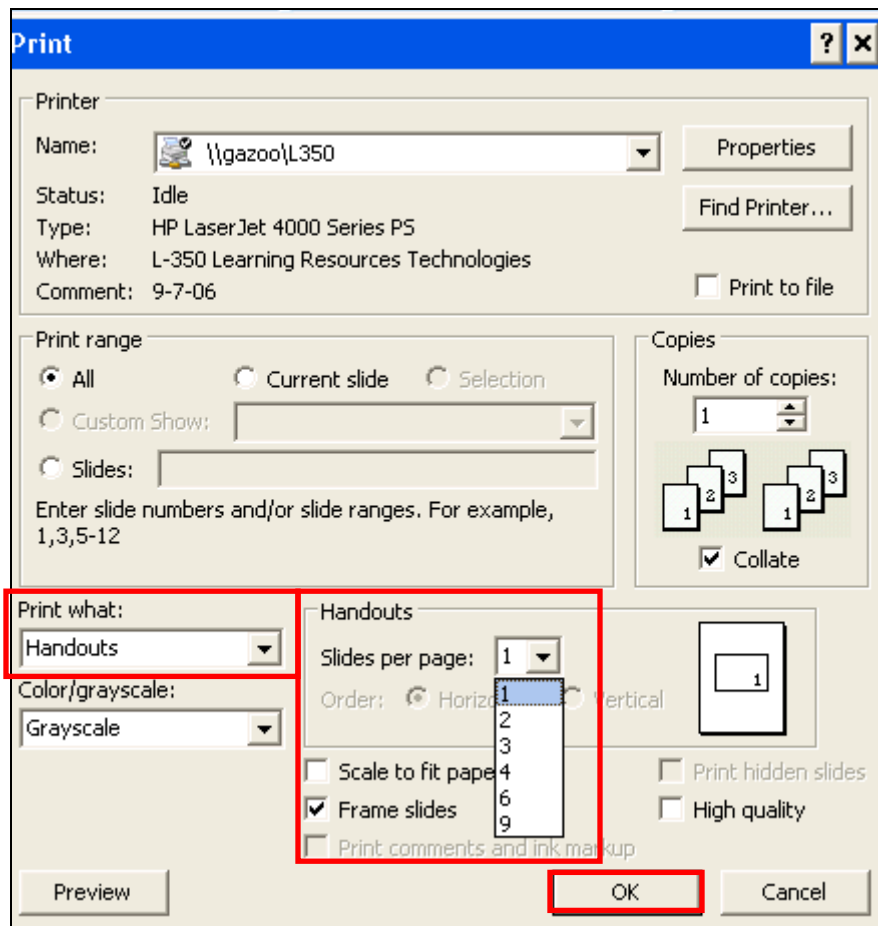
1. Open your PowerPoint presentation.



2. Click on the **Office Button**
3. Slide your mouse down to **Print** and then click on **Print**.




4. Go to **Print What** and click the down arrow to the right of the text box.
5. Click on **Handouts**.
6. Go to **Slides Per Page** and click the down arrow to the right of the number box.
7. You have the option to print 1 to 9 slides per page.
8. Choose 6 slides per page.
9. Click on **Print Preview** to view the slides. If the print is too small, or the slides are too hard to read you can try 4 slides per page instead of 6.
10. Click the **OK button** when you are ready to print.



Example of 6 slides on a page:


2/17/2008



**MANAGING YOUR FILES**  
**"STRESS FREE"**  
Technology Training Series


**BE CONSISTENT**

- Develop methods for file and folder naming.
- Develop a naming scheme for the kinds of files you create most often and then stick to it.




**KEEP NAMES SHORT**

- Even though Windows allows you to use long file names, it does not mean you should. Long file names are harder to read.
- Budget.
- Access.
- Memory.
- Progress.




**USE ABBREVIATIONS**

- Keep file names short by using common abbreviations, such as "AC" for meeting or "DC" for accounting. This makes it more descriptive.




**USE THUMBNAILS**

- They are easy to see and you can get a preview of things on the folder so that it is more easily recognizable.



**USE COMMON NAMES**

- Name your files and folders with easily found names.
- Use model numbers, project names, or the project lead in the title.
- Avoid:
  - 1234
  - H-AC
  - H-BC



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Your feedback is important to me – what did you think of this LTA? Please take a minute and fill out a short survey at the following link:

<http://CTLSilhouette.wsu.edu/surveys/ZS36378>

Thank you!