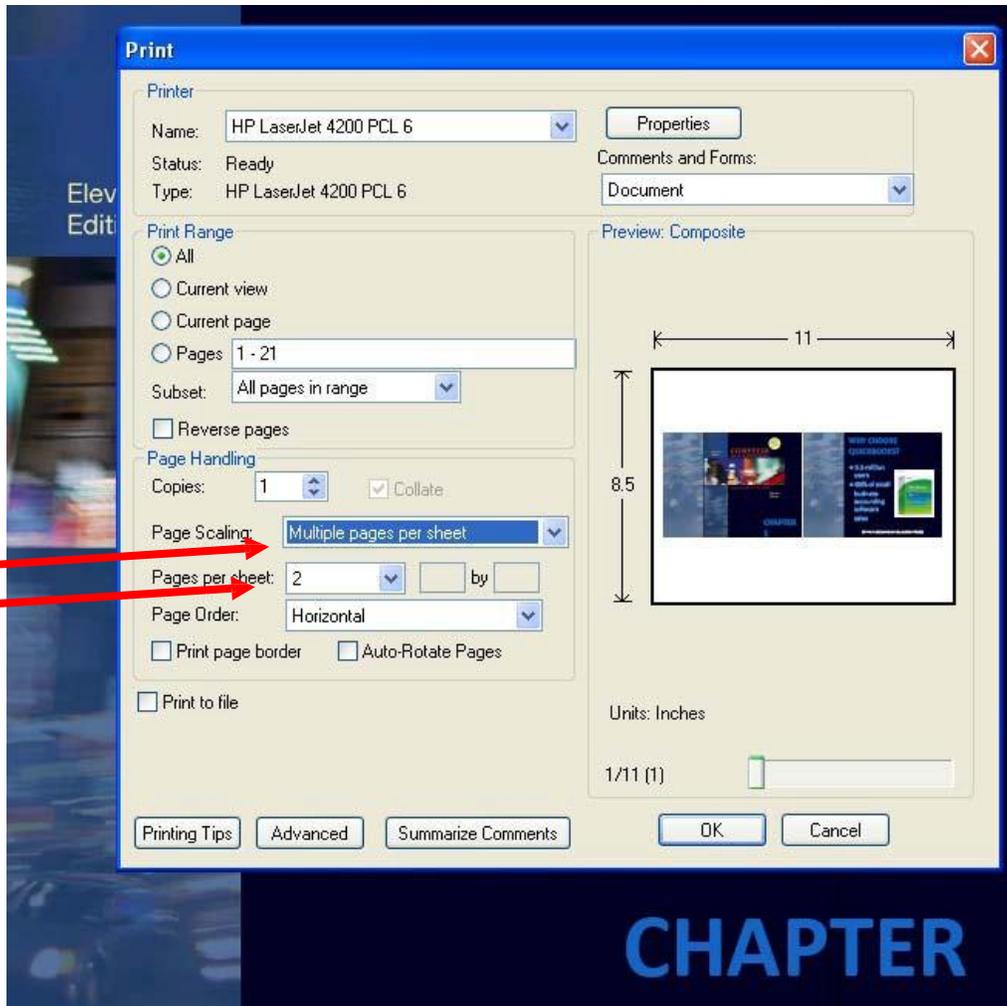


How to Print PowerPoint Slides



1. Go to the Office Button and select Print.
2. When the print dialog box opens, go to the Page Scaling box and click on the dropdown.
3. Select Multiple pages per sheet (see first red arrow above).
4. Go to the pages per sheet dropdown (second red arrow) and select the number of slides you would like to print per sheet. Be careful...the more slides you have on a page, the smaller the slides will be, which makes them difficult to read.
5. You can also go to the Properties button (in upper right corner) and set your printer to print in an economy mode, which means no color and lighter ink. This will save a considerable amount of ink or toner. ☺