## **How to Print PowerPoint Slides**

Flev Type: HP LasedJet 4200 PCL 6     Pint Range     Image:		Name: HP LaserJet 4200 PCL 6	Properties     Comments and Forms:
Pages per sheet Pages order: Print page border Print page border Print to file Units: Inches 1/11 (1) Printing Tins Advanced Summarize Comments OK Cancel	Elev Edit	Type: HP LaserJet 4200 PCL 6 Print Range ● All ● Current view ● Current page ● Pages 1 - 21 Subset: All pages in range ■ Reverse pages Page Handling Copies: 1   Collate	Preview: Composite       K     11       8.5     Image: Composite interview: Composit
Print to file Units: Inches 1/11 (1) Printing Tins Advanced Summarize Comments OK Cancel		Pages per sheet:     2     by       Page Order:     Horizontal     ✓       Print page border     Auto-Rotate Pages	
		Print to file Printing Tips Advanced Summarize Comments	Units: Inches 1/11 (1) s OK Cancel

- 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. ☺