Microsoft PowerPoint 2010: 
Print Slides or Handouts

Although you can also use Microsoft PowerPoint 2010 to print notes pages, this article describes you how to print your slides (one slide per page) and how to print handouts of your presentation — with one, two, three, four, six, or nine slides on a page — that your audience can use to follow along as you give your presentation or keep for future reference.

1. The three-slides-per-page handout includes lines that your audience can use to take notes.

A Green Idea...

To conserve paper and printer ink, before printing slides or handouts for your whole audience, consider putting the presentation in a shared location instead. Then, before your presentation, tell your audience where the presentation is located. Those who want printouts can print them, and those that don't don't have to.

Set the slide size, page orientation, and starting slide number

**IMPORTANT** Follow these steps only before you add content. If you change the slide size or orientation after you add content, the content may be rescaled.

1. On the **Design** tab, in the **Page Setup** group, click **Page Setup**.
2. In the **Slides sized for** list, click the size of paper on which you will be printing.

**NOTES**

- If you click **Custom**, type or select the measurements that you want in the **Width** and **Height** boxes.
- To print an overhead transparency, click **Overhead**.

3. To set the page orientation for the slides, under **Orientation**, under **Slides**, click **Landscape** or **Portrait**.

**NOTE** By default, PowerPoint slide layouts appear in landscape orientation. Although you can use only one orientation (either landscape or portrait) in a presentation, you can link two
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presentations to display both portrait and landscape slides in what seems to be one presentation. In the **Number slides from** box, enter the number that you want to to print on the first slide or handout, with subsequent slides numbered after it.

Set printing options and then print your slides or handouts

To set your printing options (including number of copies, printer, slides to print, number of slides per page, color options, and more) and then print your slides, do the following:

1. Click the **File** tab.
2. Click **Print**, and then under **Print**, in the **Copies** box, enter the number of copies that you want to print.
3. Under **Printer**, select the printer that you want to use.
   - **TIP** If you want to print in color, be sure to select a color printer.
4. Under **Settings**, do one of the following:
   - To print all slides, click **Print All Slides**.
   - To print one or more slides that you selected, click **Print Selection**.
     - **TIP** To select multiple slides to print, click the **File** tab, and then in Normal view, in the left-hand pane that contains the Outline and Slides tabs, click the **Slides** tab, and then press and hold CTRL while you select the slides that you want.
     - To print only the slide that is currently displayed, click **Print Current Slide**.
   - To print specific slides by number, click **Custom Range**, and then enter a list of individual slides, a range, or both. Use commas to separate the numbers and no spaces, for example, 1,3,5-12.
   - Click the **Print On Both Sides** list, and then choose whether you want to print on one or both sides of the page.
   - Click the **Collated** list, and then choose whether you want your slides to print collated or uncollated.
   - Click the **Full Page Slides** list, and then do the following:
     - To click one slide on a full page, under **Print Layout**, click **Full Page Slides**.
     - To click one or multiple slides per page in handout format, under **Handouts**, click the number of slides you want per page, and whether you want them to appear in order vertically or horizontally.
       - **NOTE** When you want to create more complex handouts than what you can create in PowerPoint, you can print your handouts in Microsoft Word 2010.
     - To print a thin border around your slides, select **Frame Slides**.
       - **TIP** Click it again to deselect it and prevent a border from printing.
     - To print your slides on the paper that you selected for your printer, click **Scale to Fit Paper**.
     - To increase resolution, blend transparent graphics, and print soft shadows in your print job, click **High quality**.
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• TIP When you print in high quality, it may take longer for your presentation to print. To prevent a possible decrease in your computer's performance, clear the High quality selection after you finish printing.
• Click the Color list, and then click one of the following:
• Color This option prints in color to a color printer.
• NOTES
• To prevent a color background from printing, do one of the following:
• Print your slides in grayscale. See Grayscale below for more information.
• Remove color backgrounds from your presentation. On the Design tab, in the Background group, click Background Styles, and then select Style 1.
• Grayscale This option prints images that contain variations of gray tones between black and white. Background fills are printed as white, so that the text will be more legible. (Sometimes grayscale appears the same as Pure Black and White.)
• Pure Black and White This option prints the handout without gray fills.

5. To include or change headers and footers, click the Edit Header and Footer link, and then make your selections in the Header and Footer dialog box that appears.
6. Click Print.

Save your print settings

If you want to reset the print options and keep them as your default settings, do the following:

1. Click the File tab.
2. Click Print, and then select your settings as described in the Set printing options and then print your slides or handouts section of this article.
3. Under Help, click Options, and then click Advanced.
4. Under When printing this document, click Use the most recently used print settings, and then click OK.