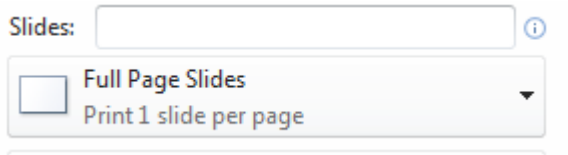


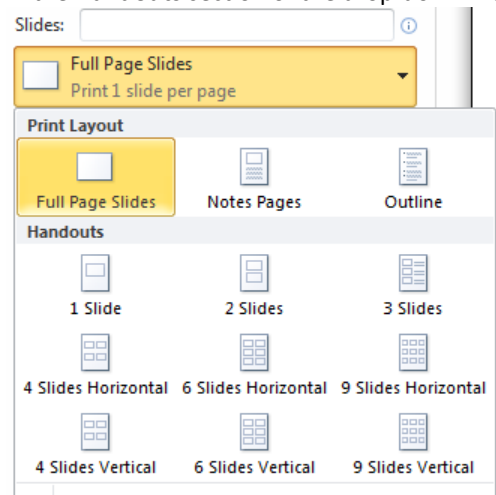
This guide covers how to print multiple PowerPoint slides on a single sheet of paper using Microsoft PowerPoint 2010. Printing multiple slides on a single sheet of paper conserves paper.

## PRINT MULTIPLE POWERPOINT SLIDES ON ONE PAGE

1. In PowerPoint, with your presentation open, click **File** then **Print**.
2. In the **Print** window, in the **Settings** section, click the **Full Page Slides** drop-down menu.



3. In the **Handouts** section of the drop-down menu, choose a multiple slide handout.



- a. If you want to take notes on your printouts, choose **3 slides**. This will give you lines to the left of each slide for in-class notes.
  - b. The most common used layouts are **4 slides** and **6 slides** per page.
4. Click **Print** to print your document.

## OTHER WAYS TO CONSERVE PAPER

You may also wish to print double-sided in order to conserve more paper with your slides.

1. Follow the instructions above to set up multiple slides per page.
2. Prior to clicking **Print**, click **Print One Sided** to open the drop-down menu.
3. Choose **Print on Both Sides**.
  - a. Choose **Flip pages on the long edge** if you want them to flip like a book (on the left hand side).
  - b. Choose **Flip pages on the short edge** if you want them to flip on the top edge.
4. Click **Print** to print your document.