

Printing PowerPoint Files

The printing of PowerPoint files can be problematic, and printing with one slide per page uses up a LOT of paper.

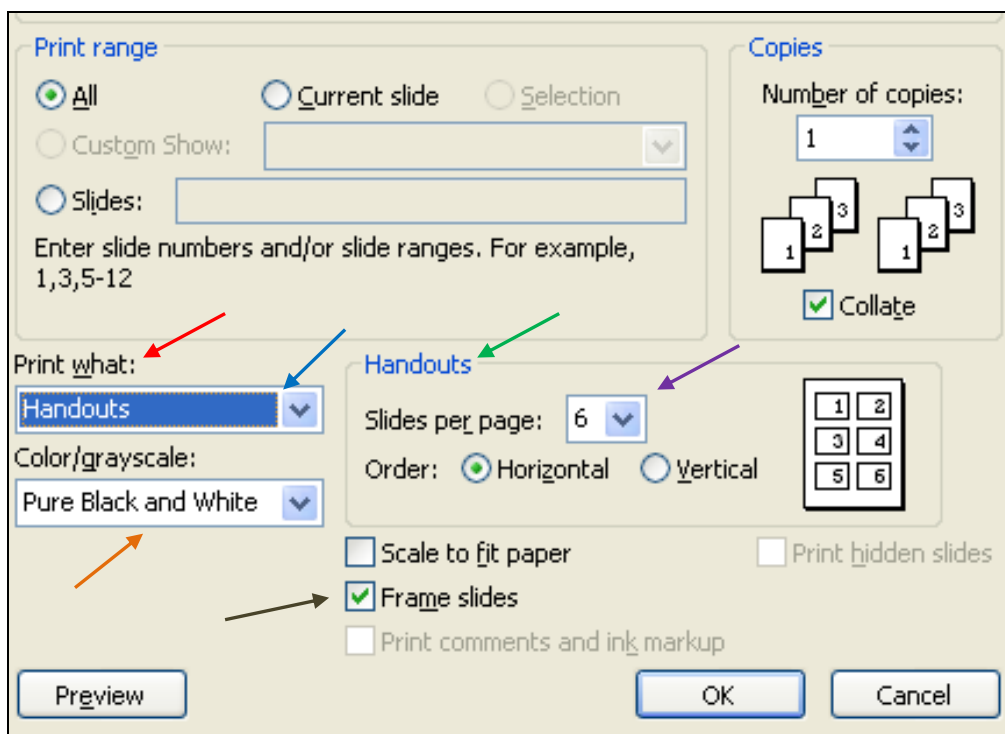
If possible, save the file to your computer rather than printing directly from within BlackBoard or Moodle. You can then open the file in PowerPoint and select the Print option from the Office button (in Office 2007) or from the File menu (in Office 2003).

If you are unable to do this, follow the following steps to print out **PowerPoint** files from within BlackBoard or Moodle:

- Open the PowerPoint file within BlackBoard or Moodle.
- Once the PowerPoint file appears, *right-click* on any slide and select the PRINT option from the menu.

Once the Print window appears, find the **Print What** dropdown menu in the lower half of the Print window.

- Select the *Handouts* option.
- Choose the *Pure Black and White* option to eliminate dark backgrounds.
- In the *Handouts* box, choose the desired number of *slides per page* – 6 is a good number for decently sized images, 3 puts lines beside each slide for notes.
- Under the Handouts box, be sure the *Frame slides* box is checked.



If the printer is capable of double-sided printing, change the printer properties to take advantage of this additional paper-saving feature. Then click **OK** to print.