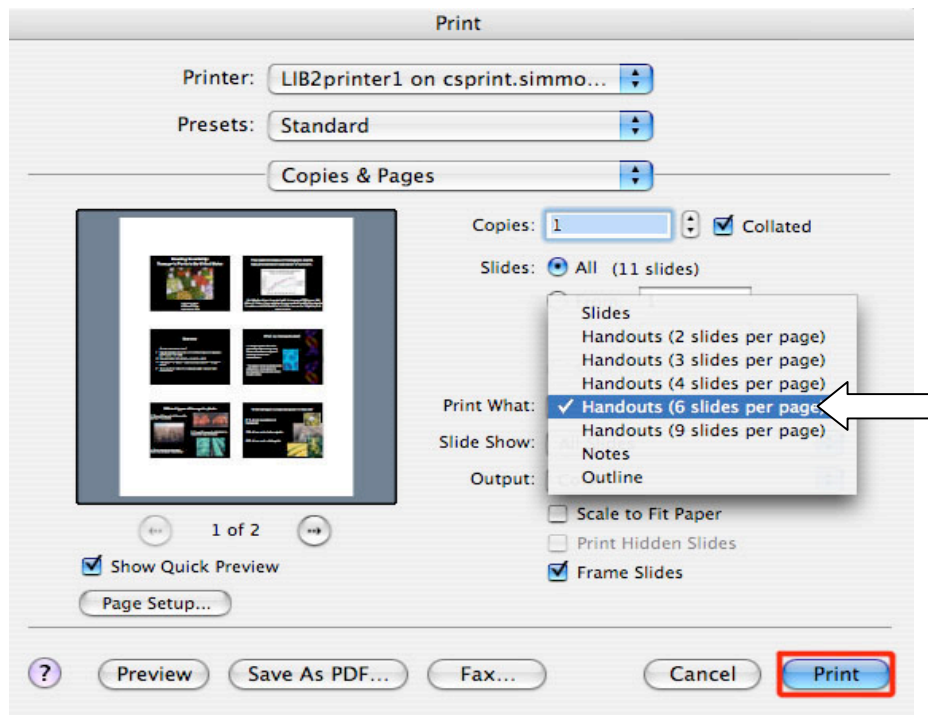


TECHNOLOGY AT SIMMONS COLLEGE

How to Print Multiple PowerPoint Slides on One Page: Mac OS X

When printing PowerPoint slides, you can print up to nine slides on one page. This will help you save some trees and make the most of your print quota.

1. Open the PowerPoint presentation and choose “Print” as you normally would.
2. In the print dialog box, under “**Print what:**” choose **Handouts** and the number of slides per page you wish to print. Change any other options, such as printing double sided (See How to Print Double Sided: Mac OS X), and click **Print** when you are ready to print.



3. You have now sent your slides to the printer.