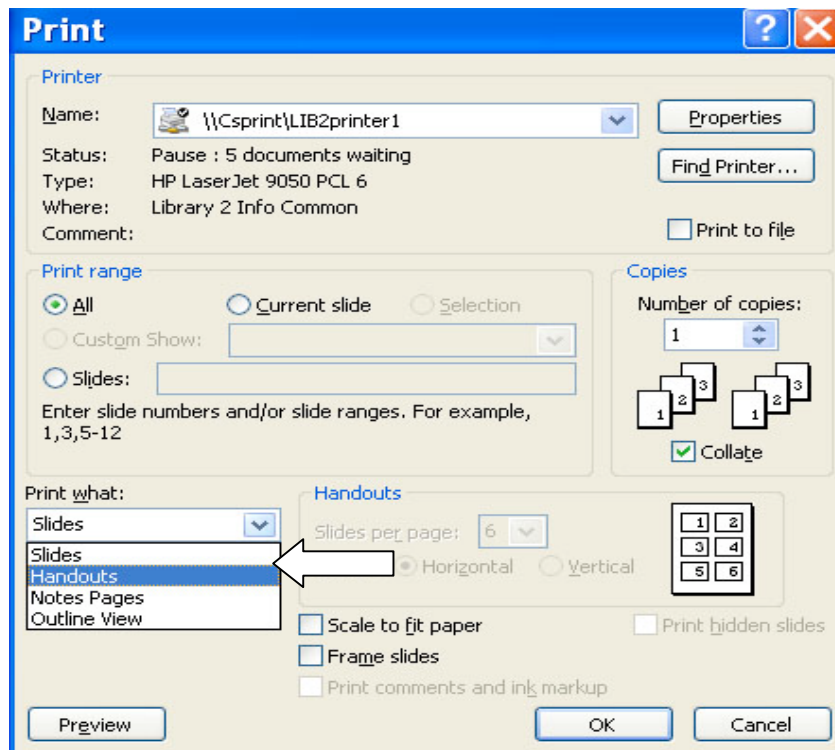


## TECHNOLOGY AT SIMMONS COLLEGE

### *How to Print Multiple PowerPoint Slides on One Page: Windows XP*

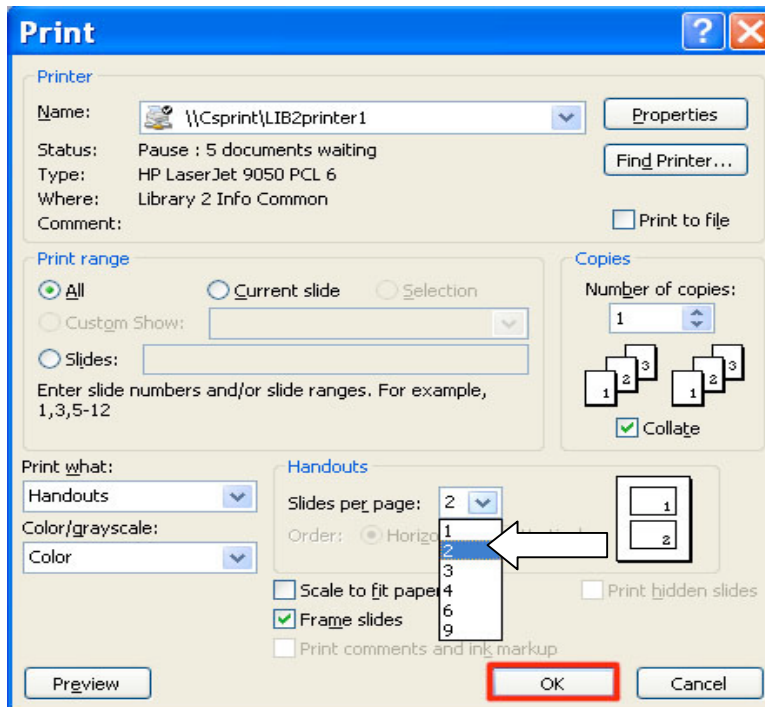
When printing PowerPoint slides, you can print up to nine slides on one page. This will help you save some trees and make the most of your print quota.

1. Open the PowerPoint presentation and choose “Print” as you normally would.
2. In the Print dialog box, under “**Print what:**” choose **Handouts** from the drop down menu.



3. The **Handouts** options will now be available. These options give you the choice of selecting how many slides you want per page, and in which order you want them to appear (that is: Horizontal or Vertical).

From the drop down menu, choose how many slides per page you want to print. Change any other options such as printing double sided (See How to Print Double Sided: Windows XP), and click **OK** when you are ready to print.



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

#### **Another helpful tip:**

Avoid opening WebCT documents or online journals in the browser (e.g. Explorer or Firefox). Select **Download** and choose **Save to Disk** instead of Open. Then open the document in its “native” application (e.g. Word or PowerPoint) and print from there.