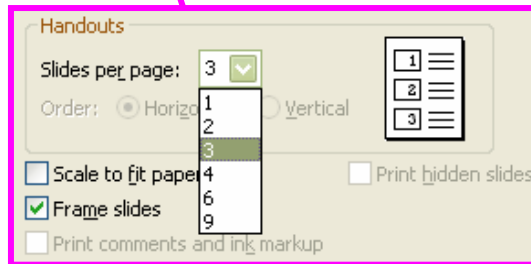
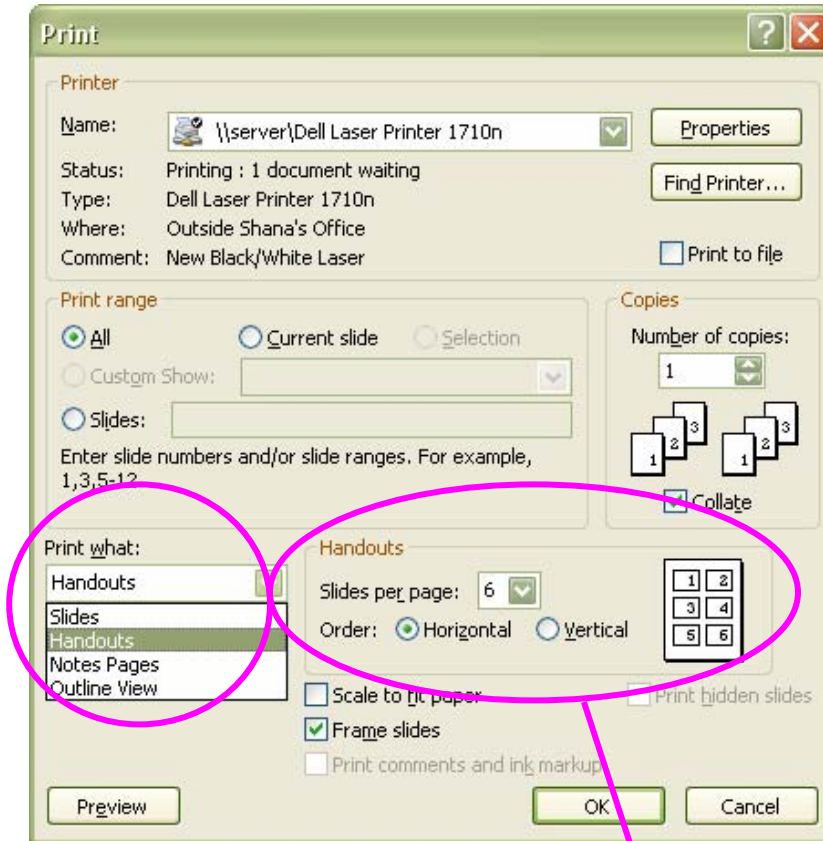


## PowerPoint Tips: Printing Handouts

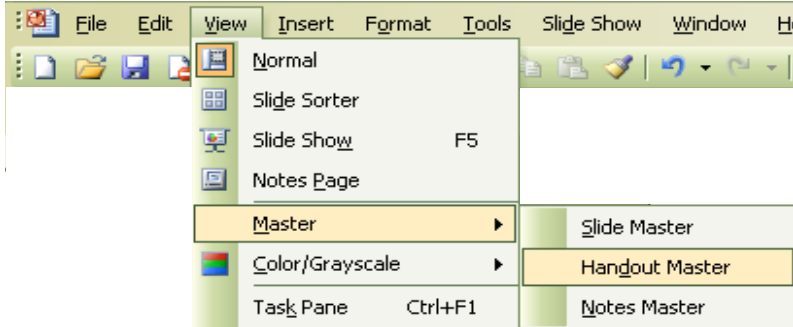
To print handouts of your presentation, select “handouts” in the drop-down menu on the print screen.



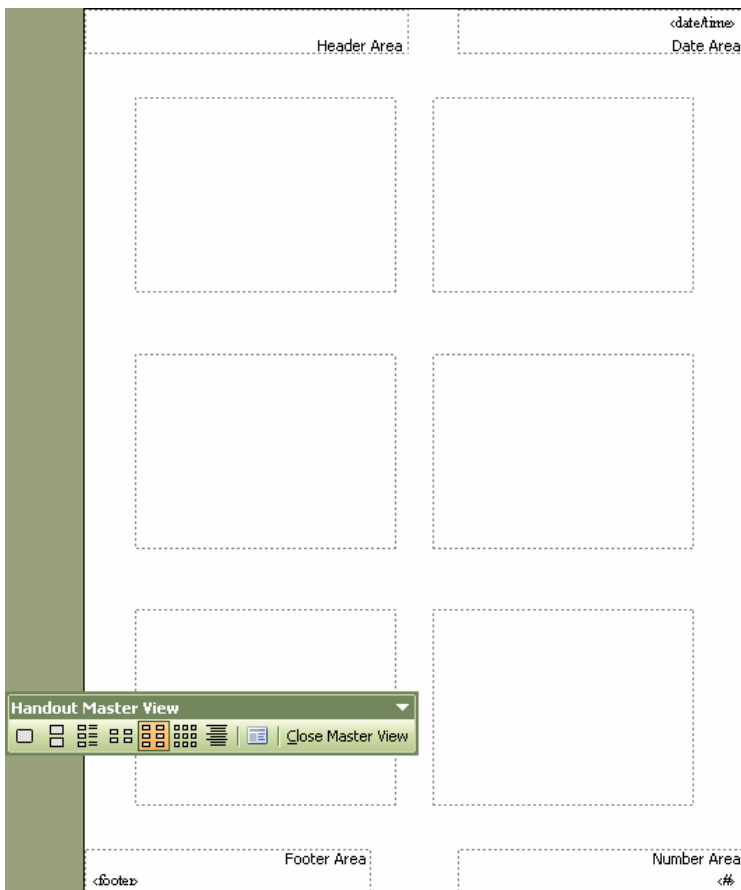
Then select how many slides you want to print on a given page. If you select 3 slides per page, your slides will print with lines next to them for note-taking. Speaker notes do not print as part of your handout.

To include information in the header and footer of your handout, such as the title and date of your presentation, you will work with the handout master. To view the handout master, click on the “view” tab on the top menu bar. Then select “handout master” from the list.

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Click on the area you want to add or change text. Now you can type in the information you want to appear in the header and footer of your printed handout. When you are done making changes to the handout master, click “close master view” on the menu bar.



Note that ARHP recommends using the CORE PowerPoint slide handouts in the format in which they were designed. Please refer to the CORE Terms of Use for more information.

PLEASE NOTE: This information is very basic. For more detailed information about this topic, please refer to the appropriate section in Microsoft Office PowerPoint Help.