

T r a i n i n g   G u i d e

# Microsoft PowerPoint 2010 - Level 1

9 – Printing



CORPORATE LEARNING & DEVELOPMENT

# PRINTING

## InFocus

While most presentations that you deliver will be presented on-screen or electronically, you may still need to print your slides. For example, it's always a good idea to print your slides before presenting them so that you can proofread the text. Or, you may want to provide handouts to the audience or print your speaker notes.

A presentation can be printed in a variety of ways: as slides, handouts, notes pages and as an outline.

### **In this booklet we will show you how to:**

- ✓ gain an understanding of printing
- ✓ preview slides
- ✓ print slides
- ✓ print handouts
- ✓ print notes pages
- ✓ print the presentation outline.

# UNDERSTANDING PRINTING

**Printing**, in its simplest form, means producing a paper copy of a document that you have created on the computer. Early forms of printing required typesetting, printing presses and ink. These days

printing only requires a printer that converts the electronic form of the document into letters and other graphics on a page. Before you commit a presentation to paper, consider the following points.

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## Resisting The Urge To Print

These days printers are very cheap, easy to install and easy to use. While computers were supposed to reduce the amount of paper that we used and introduce a paperless age, in reality they have made it easier to go through pages and pages of paper while we review and modify documents. If you take some time to think about the following, you may well reduce the volume of paper that you use.

## Draft Versus Final

The first thing to consider is **why** you are printing. If you just want to review the layout and proof the text, there is a good case for printing only a **draft** copy of the presentation. This uses less ink and in some cases, prints more quickly than a best-quality copy. If you have a colour printer, then you can often choose to print in **greyscale** or **black and white**, saving the more expensive colour ink for later. If it's the **final** copy that you want to print, then you should make sure you've previewed the output so that you don't waste precious ink, time, paper and patience.

## When Printing Isn't Printing

Traditionally, printing referred to creating a **hard copy** of a document, meaning a copy of the document on paper. These days printing can also be used to create an electronic version of the document, known as a **soft copy**. For example, you can print to the Microsoft XPS Document Writer and create an **XPS** version of the file. You can also print to a file and create a **.PRN** file which is used for printing.

## Printer Type

One of the first things you should do before printing a presentation is to select the printer that you intend to use. This is partly because functionality may vary between printers. For example, printers designed to print photographs can print right to the edge of the page (borderless printing) whereas other printers, such as most lasers, have a non-printable area around the edge of the page. There are many types of printers you may have access to, such as colour printers versus black and white and laser printers as opposed to inkjet. As a rule, colour printing is more expensive than black and white and laser printing is more expensive, but better quality, than ink jet.

## Default Printer

The **default** printer is the printer that appears under **Printer** when you click on the **File** tab and select **Print**. It's the printer that will be used unless you select a different one.

## Previewing Before You Print

When you select **Print** in the **Backstage**, a preview of how the presentation will look when it's printed will appear in the right half of the view. You should always check the preview of a presentation in the **Backstage** before sending it to a printer.

## PREVIEWING SLIDES

Before printing your slides, it's always a good idea to **preview** how they will appear when printed. You can preview your presentation in the **Print** area of the

**Backstage**. What you see in the Backstage will depend on the printing settings that you have applied, and what you see is what you will get when you print the presentation.


### Try This Yourself:


**Open File**

Before starting this exercise you **MUST** open the file *P818 Printing\_1.pptx...*

- 1 Click on the **File** tab to open the **Backstage**, then click on **Print**

The first page of the document will appear showing how it will print on the right side of the Backstage window...

- 2 Click on **Next Page**  at the bottom of the preview pane to preview each slide in the presentation

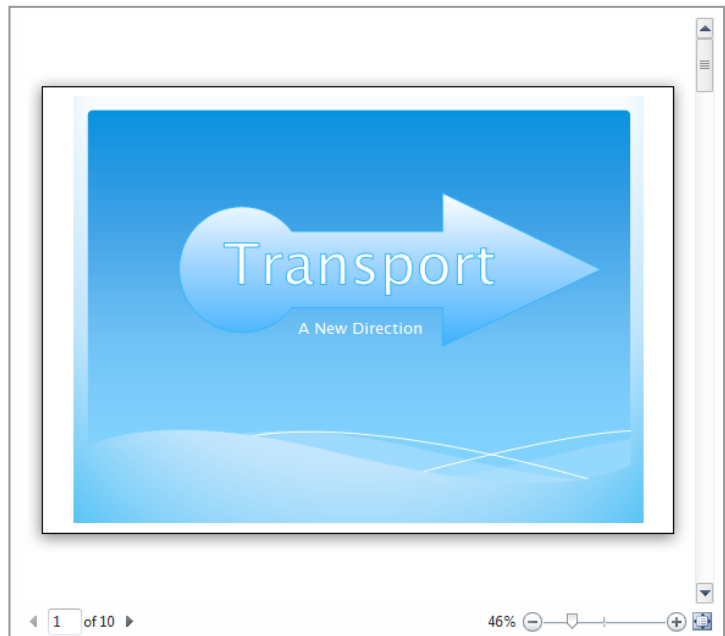
- 3 Click on **Previous Page**  until you return to slide **1**

- 4 Click on **Print All Slides** under **Settings** and select **Print Current Slide** to apply this setting  
Now only this slide will print...

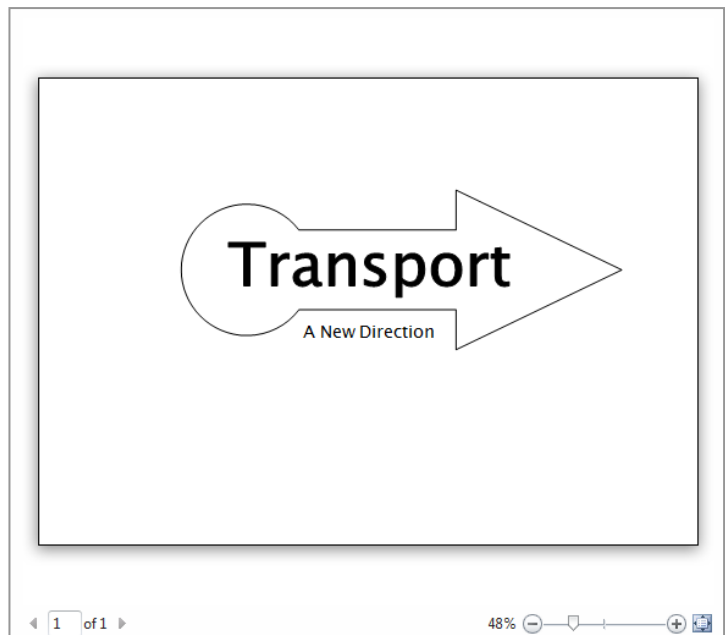
- 5 Click on **Colour** and select **Pure Black and White**  
This setting is useful when printing draft copies of your slides...

- 6 Click on the **Home** tab to return to the presentation

1




5



### For Your Reference...

To **preview** a **presentation**:

1. Click on the **File** tab
2. Click on **Print**
3. Click on **Next Page**  to preview each slide

### Handy to Know...

- If you want to print a draft copy of your presentation, say for proofreading purposes, opt to print the presentation as **handouts** with multiples slides per page (under **Settings**) as well as in **black and white**. This will save paper and printer resources, such as colour ink.

# PRINTING SLIDES

Like most Office applications, Microsoft has combined the printing and print preview features into the one area of the **Backstage** in PowerPoint. This makes it easy to print exactly what you want. To

print your presentation as a series of slides, you will need to select **Full Page Slides** under **Print Layout** in the third field beneath **Settings** plus other options as required.

## Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file P818 Printing\_1.pptx...

1

Press **Ctrl** + **P**

This handy keyboard shortcut will open the Print area of the Backstage.

Let's print several slides...

2

Ensure the desired printer is selected under **Printer**

3

Click in **Slides** and type **1,3-5**

This range will print four slides – 1, 3, 4 and 5. Notice that Custom Range displays automatically in the field above...

4

Click on **Full Page Slides** in the next field (ensure **Full Page Slides** remains selected), then click on **Frame Slides**

The slides will now print with a border...

5

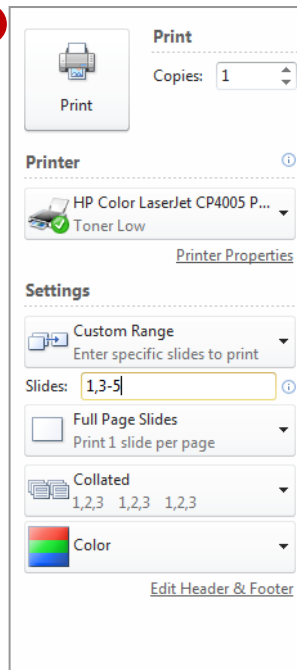
Click on **Full Page Slides** again and click on **Scale to Fit Paper**

The slides will increase a little to fit the printer page size...

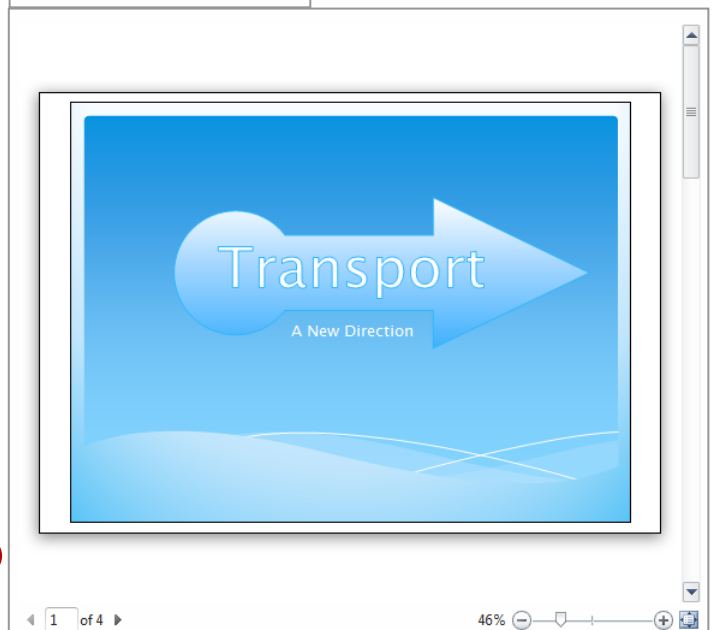
6

Click on **[Print]** to print the four slides or press **Esc** to save paper

3



5



## For Your Reference...

To print slides:

1. Press **Ctrl** + **P**
2. Select specific slides in **Slides** if desired
3. Select **Full Page Slides** under **Settings**
4. Set other options as desired
5. Click on **[Print]**

## Handy to Know...

- If you set specific options in the print area of the **Backstage**, they will still be selected when you visit this view again during the same session. So if you press **Ctrl** + **P** and press **Enter**, you will print using the last settings. The options will reset to the default values when you close down PowerPoint.

# PRINTING HANDOUTS

One of the most frequently used print layouts is the **handout** with **3 slides per page**. This is ideal as a working document for the audience. Not only does it print all of your slides, but it also provides a ruled

area for the audience to write notes. If you have lots of slides that you don't believe will require note taking, you could opt for the 9 slides per page layout to keep printing costs down.

## Try This Yourself:

**1** Same File

Continue using the previous file with this exercise, or open the file P818

Printing\_1.pptx...

**1**

Press **Ctrl** + **P** to open the Print area of the **Backstage**

The settings that you selected in the last exercise will still be set so you must check them all...

**2**

Click on **Custom Range** and select **Print All Slides**

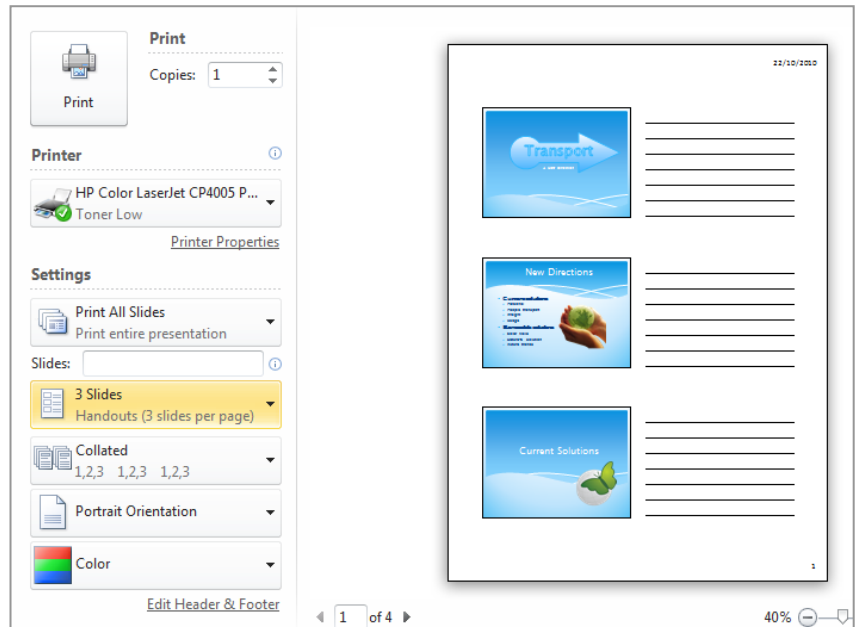
**3**

Click on **Full Page Slides** and select **3 Slides** under **Handouts**

The preview shows that each handout will have three slides with lines for note taking. The two settings **Frame Slides** and **Scale to Fit Paper** are still selected from the last exercise...

**4**

Click on **[Print]** to print the four handouts or press **Esc** to save paper



## For Your Reference...

To print handouts:

1. Press **Ctrl** + **P**
2. Select the desired layout under **Handouts** in the 3<sup>rd</sup> field beneath **Settings**
3. Set other options as desired
4. Click on **[Print]**

## Handy to Know...

- With the 4, 6 and 9 slides handout layouts, you can choose whether the slides are presented vertically or horizontally. Selecting one of the horizontal layouts is probably the most appropriate as we read pages from left to right.

# PRINTING NOTES PAGES

**Notes pages** are ideal as prompts for the speaker or for providing additional information to the audience. They also let the speaker take notes about any discussions that took place regarding

specific slides. If the speaker adds these notes to the slides' notes panes and then reprints the notes pages, they can serve as a record of the decisions made or ideas discussed.

## Try This Yourself:

**Same File**

Continue using the previous file with this exercise, or open the file *P818*

*Printing\_1.pptx...*

**1**

Press **Ctrl** + **P** to open the Print area of the **Backstage**

**2**

Click on **Print All Slides** and select **Print Current Slide**

*Notes have been included in only the first slide...*

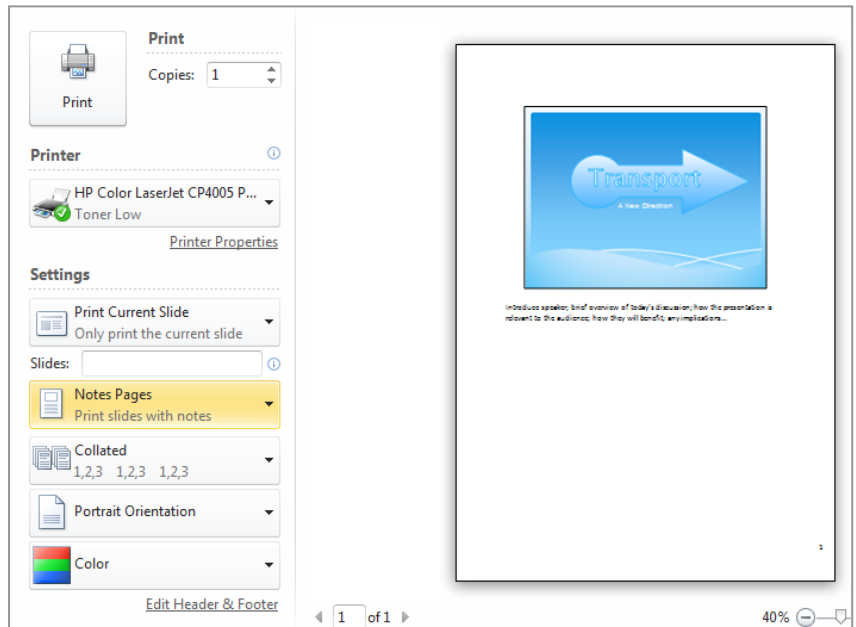
**3**

Click on **3 Slides** and select **Notes Pages** under **Print Layout**

*The preview shows that the slide will print at the top of the page with the notes just below...*

**4**

Click on **[Print]** to print the page or press **Esc** to save paper



## For Your Reference...

To print notes pages:

1. Press **Ctrl** + **P**
2. Select **Notes Pages** in the 3<sup>rd</sup> field beneath **Settings**
3. Set other options as desired
4. Click on **[Print]**

## Handy to Know...

- If you want to change the layout of the notes pages or handouts, such as adding a logo, you can change them using the **Notes** or **Handout Masters**. Click on **Notes Master** or **Handout Master** on the **View** tab. You can add graphics, change fonts and adjust margins to create exactly what you want.

# PRINTING THE OUTLINE

If you only need to print the text content of a presentation (not images of the slides), the **Outline** layout is ideal. The outline is useful for summarising your presentation – for example, for checking

that you have included the required content and that it is in the correct order. You can also reduce printing costs by giving your audience the outline rather than handouts.

## Try This Yourself:

**Same File**

Continue using the previous file with this exercise, or open the file P818 Printing\_1.pptx...

**1**

Press **Ctrl** + **P** to open the Print area of the **Backstage**

**2**

Click on **Print Current Slide** and select **Print All Slides**

Let's print the text for the first two slides...

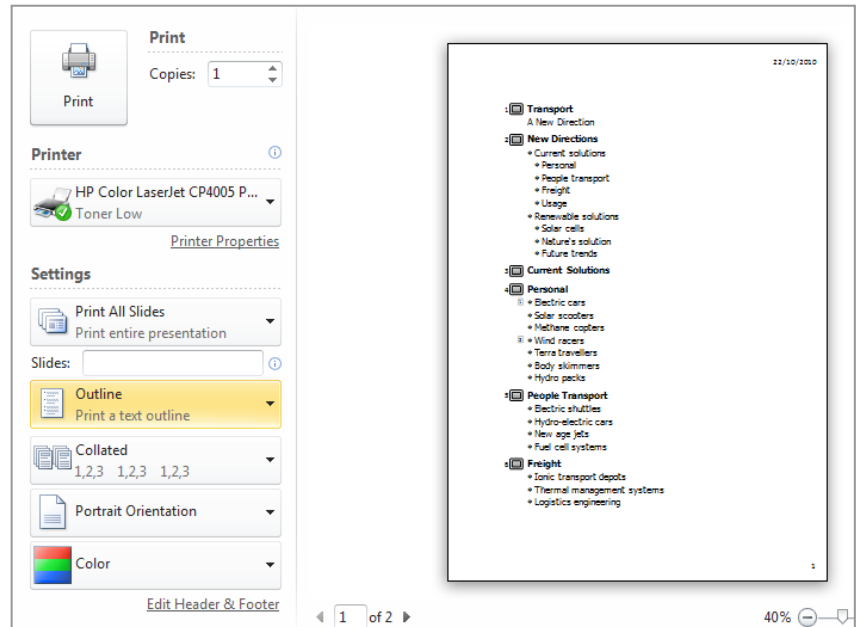
**3**

Click on **Notes Pages** and select **Outline** under **Print Layout**

The preview shows that the outline of the presentation will print on two pages...

**4**

Click on **[Print]** to print the pages or press **Esc** to save paper



**3**

## For Your Reference...

To print the outline:

1. Press **Ctrl** + **P**
2. Select **Outline** in the 3<sup>rd</sup> field beneath **Settings**
3. Set other options as desired
4. Click on **[Print]**

## Handy to Know...

- The **Outline** layout is based on the **Handout Master**. If you want to add a title or logo or change the format of the outline, click on **Handout Master** on the **View** tab and make the changes there.



# CONCLUDING REMARKS

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## **Congratulations!**

You have now completed the **Printing** booklet. This booklet was designed to get you to the point where you can competently perform a variety of operations as outlined in the task list on page 2.

We have tried to build up your skills and knowledge by having you work through specific tasks. The step by step approach will serve as a reference for you when you need to repeat a task.

## **Where To From Here...**

The following is a little advice about what to do next:

- Spend some time playing with what you have learnt. You should reinforce the skills that you have acquired and use some of the application's commands. This will test just how much of the concepts and features have stuck! Don't try a big task just yet if you can avoid it - small is a good way to start.
- Some aspects of the course may now be a little vague. Go over some of the points that you may be unclear about. Use the examples and exercises in these notes and have another go - these step-by-step notes were designed to help you in the classroom and in the work place!

Here are a few techniques and strategies that we've found handy for learning more about technology:

- visit CLD's e-learning zone on the Intranet
- read computer magazines - there are often useful articles about specific techniques
- if you have the skills and facilities, browse the Internet, specifically the technical pages of the application that you have just learnt
- take an interest in what your work colleagues have done and how they did it - we don't suggest that you plagiarise but you can certainly learn from the techniques of others
- if your software came with a manual (which is rare nowadays) spend a bit of time each day reading a few pages. Then try the techniques out straight away - over a period of time you'll learn a lot this way
- and of course, there are also more courses and booklets for you to work through
- finally, don't forget to contact CLD's IT Training Helpdesk on **01243-752100**