HOW TO PRINT POWERPOINT SLIDES

If you need to print out a PowerPoint presentation that has a dark background color, there is a way to eliminate the background and print the text in black.

Slides such as the one below will not look the greatest when printed normally on a black and white printer.
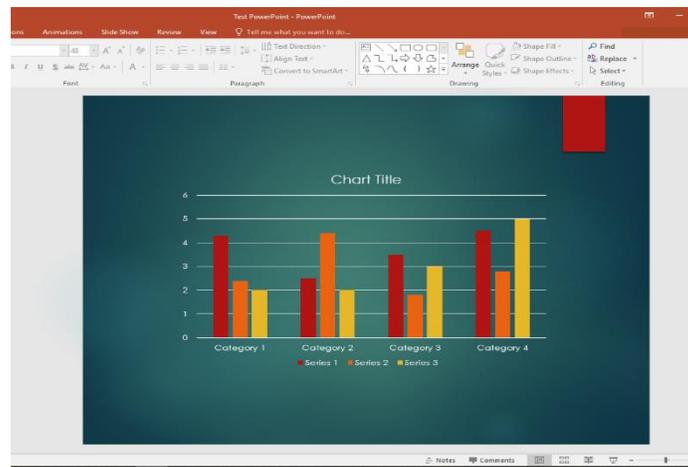
To print slides with backgrounds similar to this, click on the File tab in the upper left of the PowerPoint program and then click Print on the left hand side of the screen.
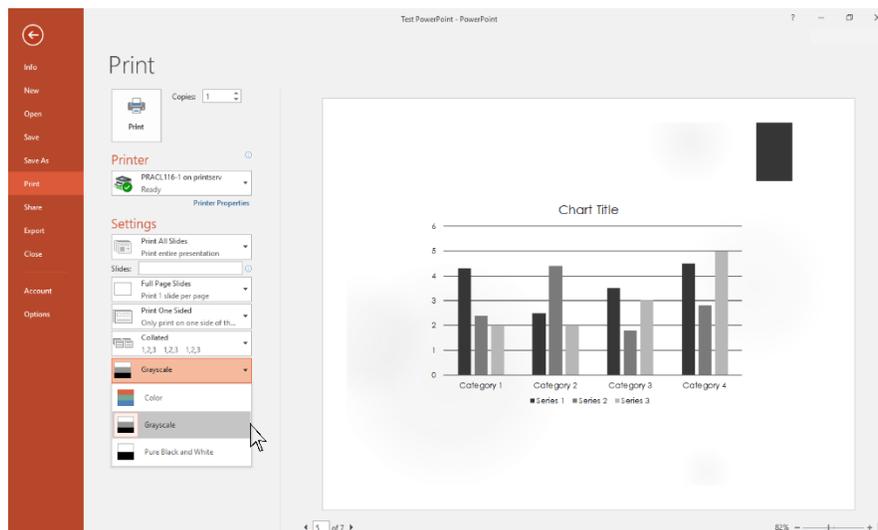
Under Settings, click on the little arrow in the Color section and choose grayscale. Note: if you choose pure black and white, you may lose many features in the slides. When you choose grayscale, you will see the changes in the preview of the slide so you will know how it will look when printed.

If you want to print multiple slides per page, which will save a lot of paper, using the File and Print selections mentioned above, you will see many different options in the Settings section. If you click on the arrow where it says Full Page Slides, you will see many different options for printing slides.
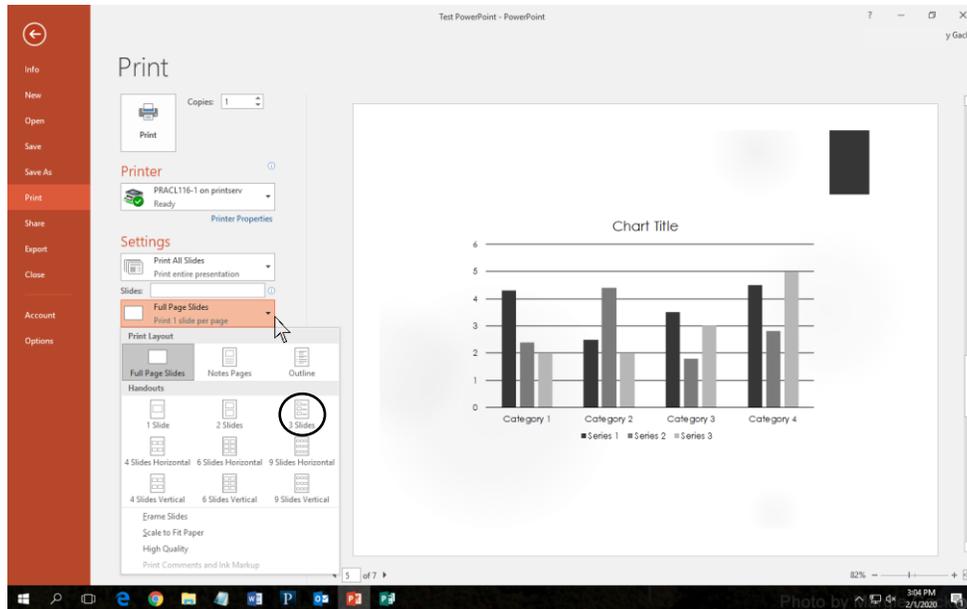
You can select any number of slides per page that you like. If you want to print your slides so that you can take notes, click on 3 slides in the handout section.
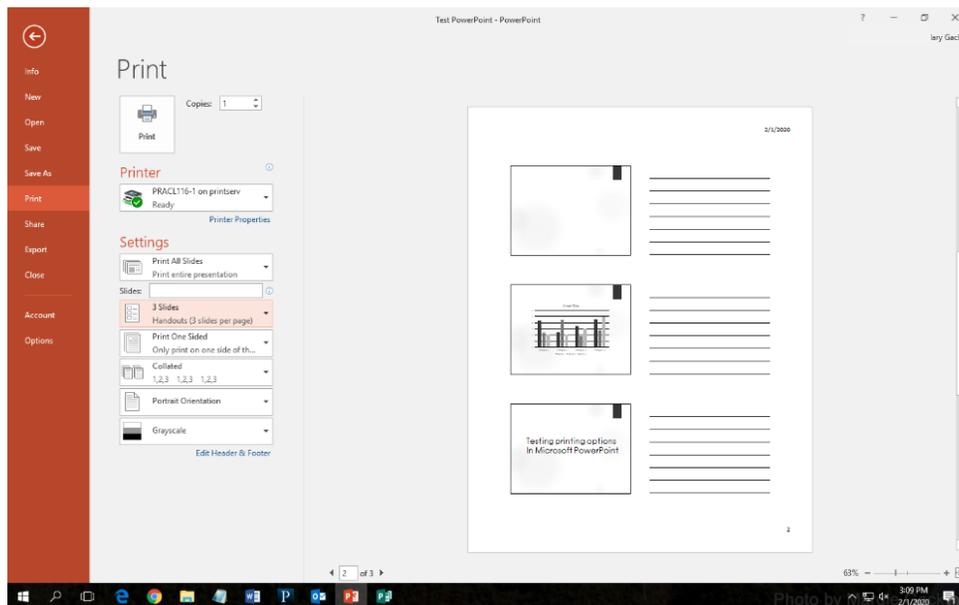
You can also choose to print on one side or both sides of the paper. Printing on both sides will save paper. Your slides will now be ready to print.