

# PowerPoint 2000 - Printing Your Presentation

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You can print your entire presentation — the slides, outline, notes, and audience handouts — in color, grayscale, or pure black and white. You can also print specific slides, handouts, notes pages, or outline pages.

Print in black and white:

Most presentations are designed to be shown in color, but slides and handouts are usually printed in black and white. You can preview how your slides and handouts will look in black and white and adjust the look of black-and-white objects before you print your presentation.

Print an outline:

You can print all the text in your outline or just the slide titles. However, the printout might look different from the screen display. For example, in the outline pane, you can show or hide formatting (such as bold or italic), but on the printout, the formatting will always appear.

Forms of output:

You can make color or black-and-white overhead transparencies from your slides, you can create 35mm slides by using a desktop film recorder, or you can create a file for a service bureau. When you print audience handouts, you can choose from different layouts — which vary the number of slides and horizontal or vertical layout — or you can use the Microsoft Word command (File menu, Send To submenu) and then use Word to print other layout variations. If you used the Meeting Minder to take notes or to record action items during a presentation, you can send them to Word and then print the minutes and action items as a Word document.

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## ***Print slides, notes, or handouts***

1. On the File menu, click Print.
2. In the Print what box, click the item you want to print.
3. If you select Handouts, you can then select a number of slides per page and whether the order should be horizontal or vertical.

Select any other options you want.

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## ***Preview and change what slides will look like when printed in black and white***

Do one of the following:

1. To preview the slides in grayscale, click Grayscale Preview on the Standard toolbar.
2. To preview the slides in pure black and white, hold down SHIFT and click Pure Black and White Preview on the Standard toolbar.
3. Right-click the object you want to change, point to Black and White on the shortcut menu, and then click the option you want.

Learn about black-and-white default options.

Tip: You can change more than one object at a time by holding down SHIFT while you click each object and then clicking an option. You can also mix black-and-white options on the same slide.

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## ***Print an outline***

When you print an outline, character formatting (such as bold or italic) will appear, regardless of whether it's hidden in the outline pane in normal view.

- Open the presentation you want to print.
- Do any or all of the following:

To print only the slide titles or to print all levels of text, click Expand All on the Standard toolbar to either display just slide titles or display all the text in the outline pane.

To add headers and footers to your printed outline click Header and Footer on the View menu, click the Notes and Handouts tab, and then select the options you want. The headers and footers are added to handouts and notes pages, as well as to the printed outline.

- On the File menu, click Print.  
Under Print what, click Outline view, and select any other options you want.

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## ***Turn background printing on or off***

1. On the Tools menu, click Options, and then click the Print tab.

2. Under Printing Options, select or clear the Background printing check box.
  3. When you turn on background printing, you can continue working in PowerPoint while you print a document.
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