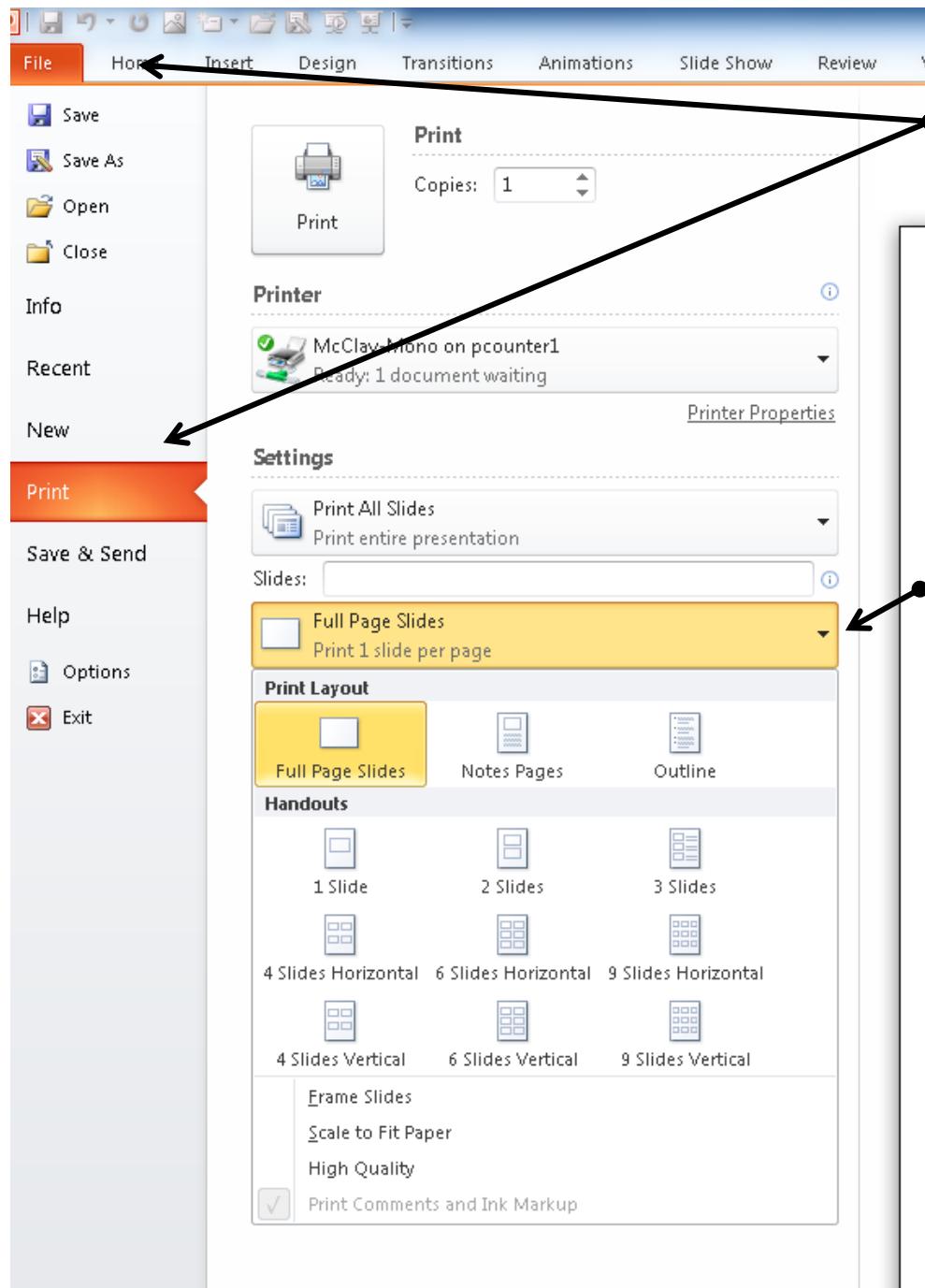


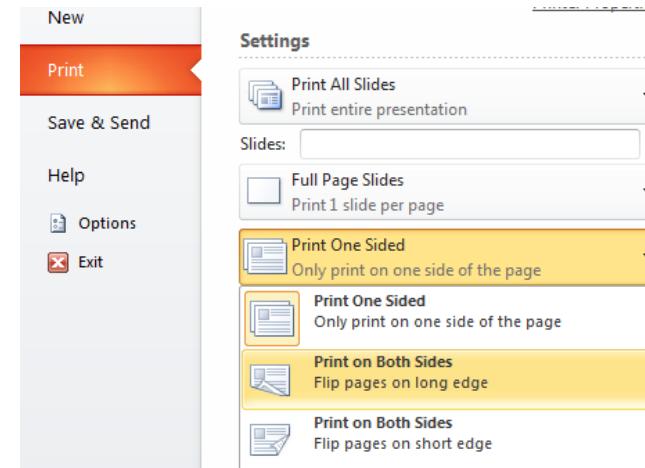
Advice On Printing PowerPoint Slides

When printing from PowerPoint you can print multiple slides per sheet, double sided and in black and white

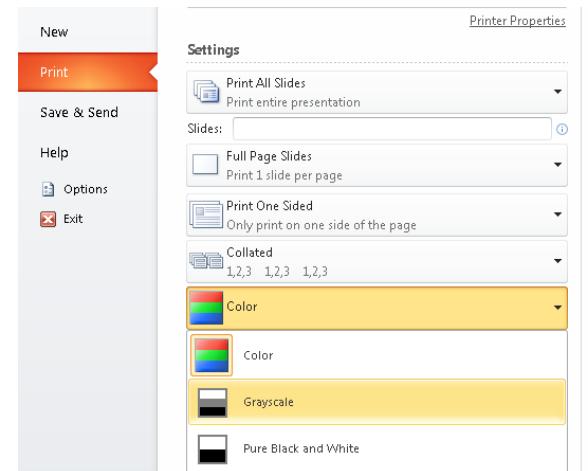


Click on the **File** tab and select the **Print** option

Click on **Full Page Slides** and from the drop down menu choose how many slides per page you want to print



To print double sided click on the **Print One Side** drop down menu and select appropriate option



Click on the **Colour** drop down menu and select **Grayscale**. This is the best option for printing colour slides to black and white as it will preserve shading and less detail is lost