

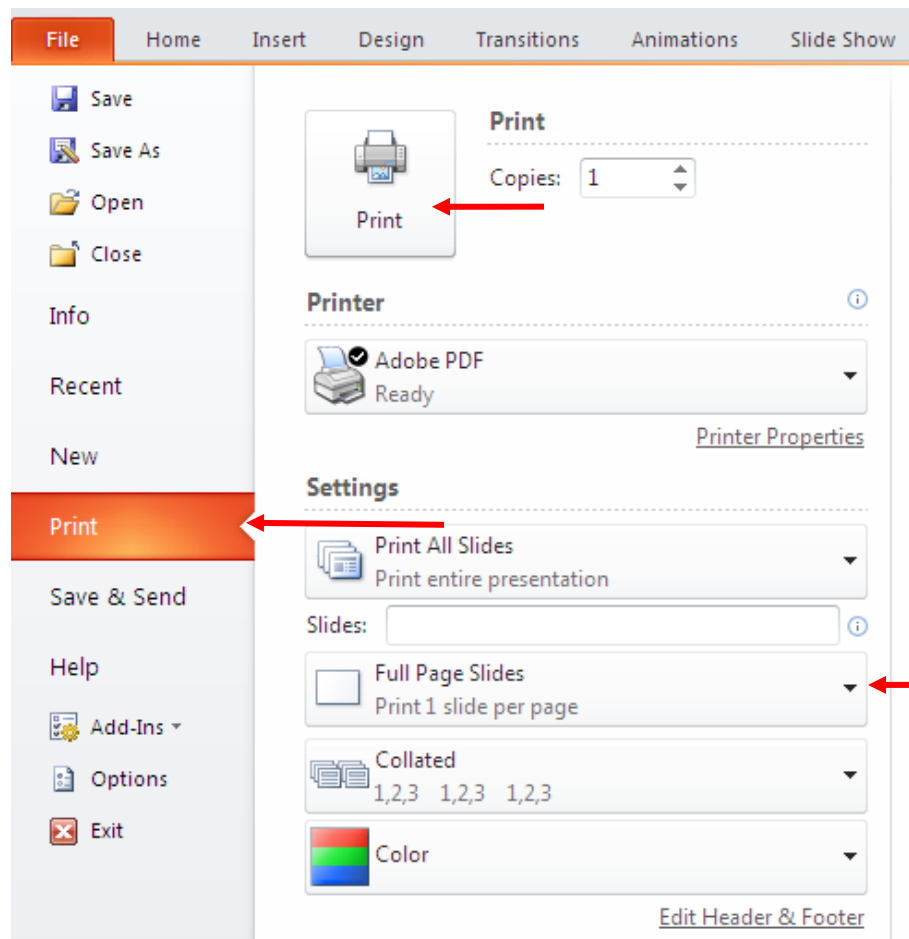
## Print a Presentation

There are many options for printing a presentation. They are:

- **Slides:** These are slides that you would see if you were showing the presentation, one slide per page
- **Handouts:** 1, 2, 3, 4, 6 or 9 per page, this option allows for more slides per page
- **Notes Page:** This includes the slides and the speaker notes
- **Outline View:** This will print the outline of the presentation

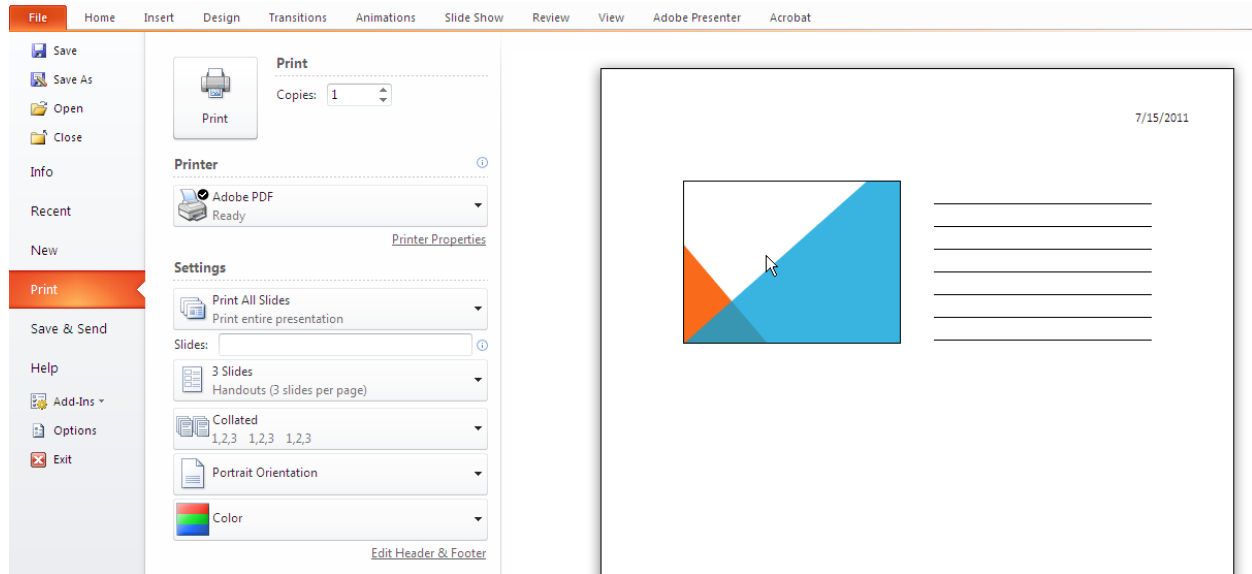
To access the print options:

- Click the **Microsoft File Menu**
- Click **Print**
- Under Settings section, click the **arrow** for the **Slides Per Page** option
- Choose a slides per page option
- Click the **Print** button to print



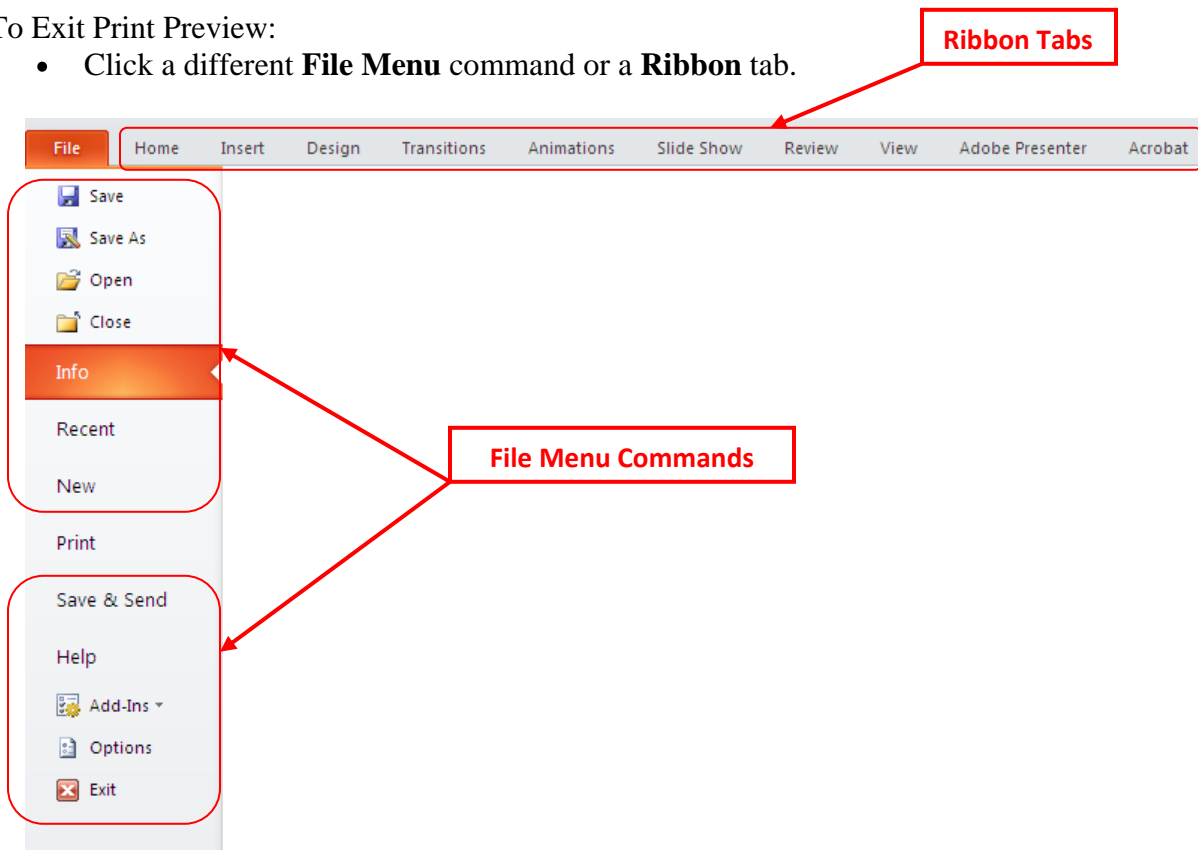
To print preview:

- Click the **Microsoft File Menu**
- Click **Print** to view the Preview



To Exit Print Preview:

- Click a different **File Menu** command or a **Ribbon** tab.

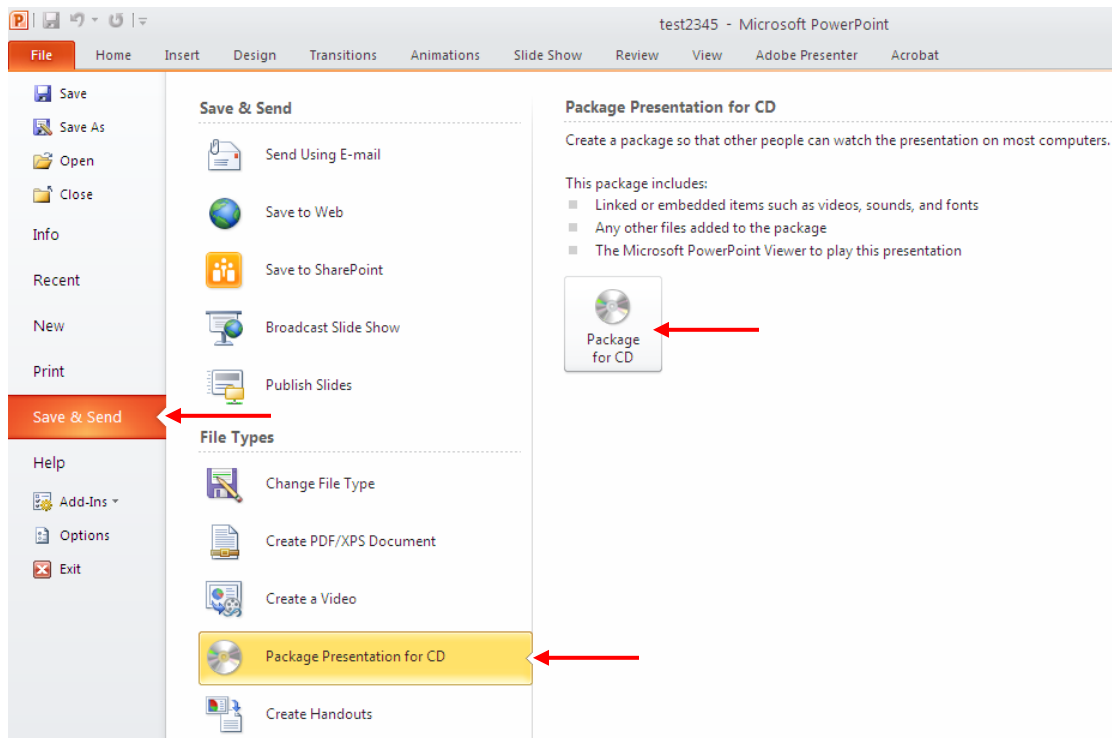


## Package a Presentation

There are times when you want to package a presentation with all of the additional files attached as well.

To package a presentation for CD:

- Click the **Microsoft File Menu**
- Click **Save & Send**
- Under File Types, click **Package Presentation for CD**
- Click the **Package for CD** button



- Type a name for the CD
- Click **Copy to CD** or **Copy to Folder**

