



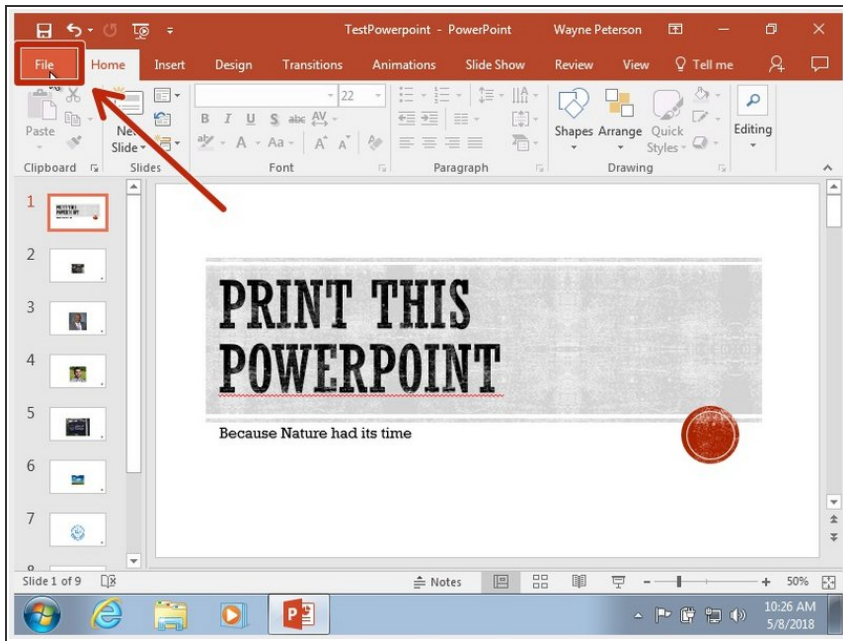
Printing Multiple Slides per Page

The guide will show you how to print multiple slides per page to conserve natural resources.

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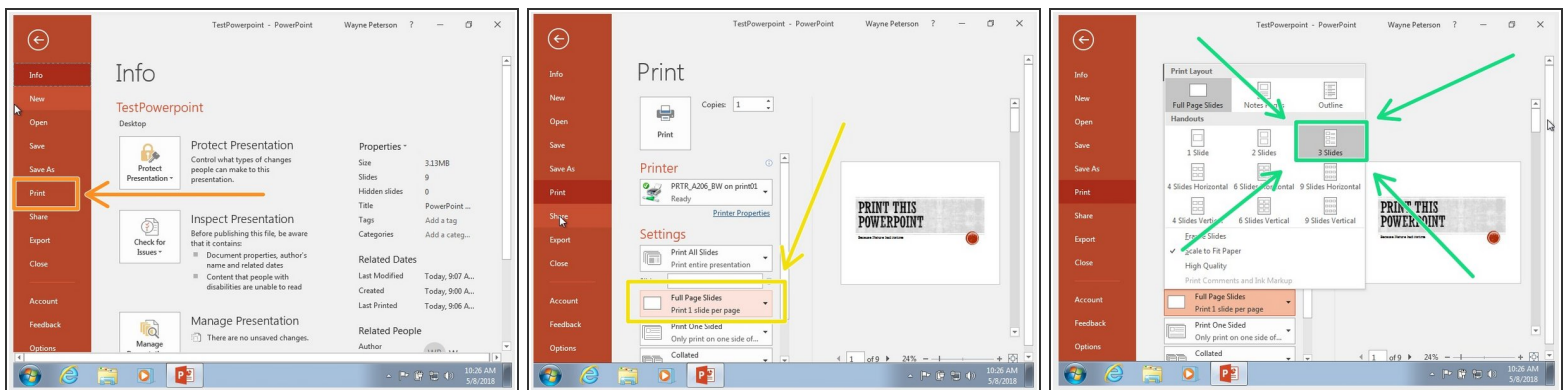
Print
Multiple
Slides

Step 1 — Printing Multiple Slides per Page



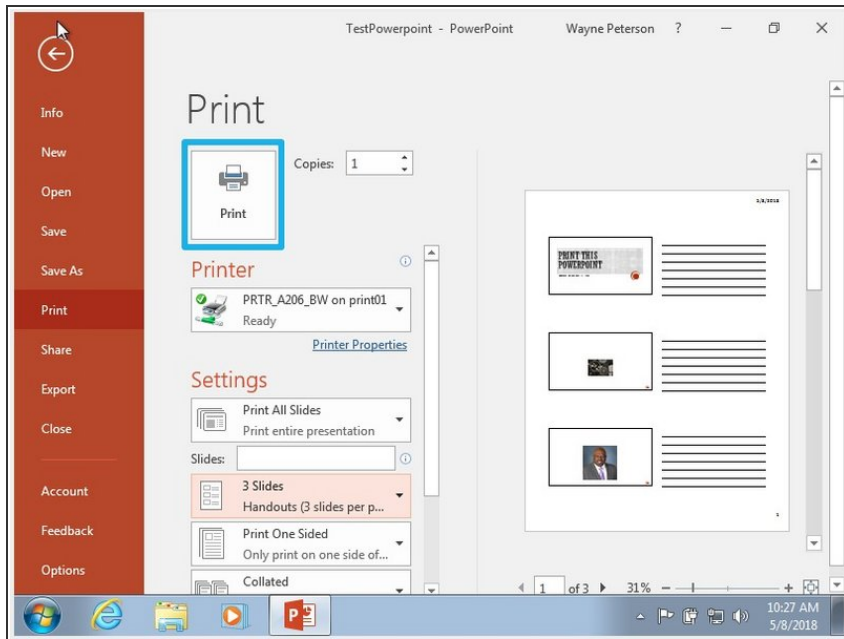
- Open the PowerPoint you would like to print and click **File** in the top-left.

Step 2



- On the left-hand menu, locate **Print**
- In the center menu, you will see all your print options. About halfway down you will find the option for printing multiple slides per page. Click to open the menu.
- We recommend printing 3 slides per page, the slides will still be larger enough to read text and to take notes.

Step 3



- Finally, click **Print** to send your presentation to the printer.