

METHOD

To print the slide show:

1. On the Toolbar, click the Print button.
or
1. From the File menu, choose Print.
2. In the Print to [Printer] dialog box, on the Print page, make the desired selections.
3. Choose Print.

EXERCISE

In the following exercise, you will print the slide show.

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| <ol style="list-style-type: none"> 1. Display the slide show in Slide Editor view | |
| <ol style="list-style-type: none"> 2. On the Toolbar, click the Print button | <p><i>The Print page of the Print to [Printer] dialog box appears.</i></p> |
| <ol style="list-style-type: none"> 3. In the Print area, select the Handouts option button | <p><i>The Print Range and Number of slides per page areas become active.</i></p> |
| <ol style="list-style-type: none"> 4. In the Number of slides per page spin box, enter 8 | |
| <ol style="list-style-type: none"> 5. In the Copies area, in the Number of copies spin box, enter 2 | <p><i>The Collate copies and Group copies option buttons become active.</i></p> |
| <ol style="list-style-type: none"> 6. Choose Print Preview | <p><i>The page containing the eight slides is displayed.</i></p> |
| <ol style="list-style-type: none"> 7. Press ESCAPE | <p><i>The slide show returns to Slide Editor view, and the Print to [Printer] dialog box is still open.</i></p> |