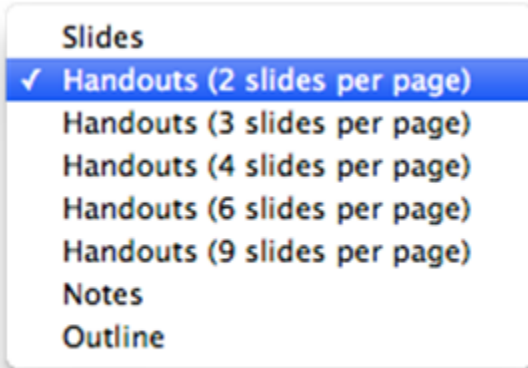


Printing multiple PowerPoint slides on Mac

This guide covers how to print multiple PowerPoint slides on a single sheet of paper using Microsoft PowerPoint 2011. Printing multiple slides on a single sheet of paper conserves paper.

Print Multiple PowerPoint Slides on one Page

1. In PowerPoint, with your presentation open, click **File** then **Print**.
2. In the **Print** window, in the **Print What** drop down menu, choose a multiple slide handout.



- a. If you want to take notes on your printouts, choose **3 slides per page**. This will give you lines to the left of each slide for in-class notes.
 - b. The most common used layouts are **4 slides per page** and **6 slides per page** per page.
3. Click **Print** to print your document.

Other ways to conserve paper

You may also wish to print double-sided in order to conserve more paper with your slides.

1. Follow the instructions above to set up multiple slides per page.
2. Prior to clicking **Print**, click **Copies & Pages** button to open the drop-down menu.
3. Choose **Layout**.
4. Click the **Two-Sided**: drop-down menu.
 - a. Choose **Long-Edge binding** if you want them to flip like a book (on the left hand side).
 - b. Choose **Short-Edge binding** if you want them to flip on the top edge.
5. Click **Print** to print your document.

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There is no content with the specified labels

