

PowerPoint 2003: Creating Handouts

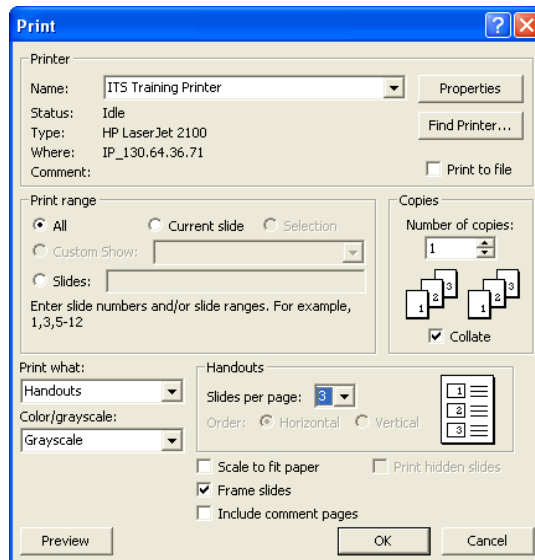
When teaching a class, you will often wish to provide your students with handouts that allow them to easily follow along with your lecture. If you already have a PowerPoint presentation to accompany your lecture, you can easily make class handouts that contain miniature versions of your slides as well as lines next to each one for taking notes.

When creating these handouts, you have two choices.

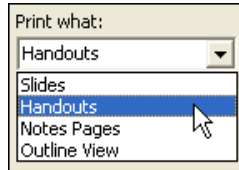
- To quickly create handouts, you can print your slides from PowerPoint using a 3-slide handout format.
- If you wish to add explanatory text or customize your handouts, you can publish your slides to Microsoft Office Word using a template installed with PowerPoint.

Printing handouts with PowerPoint

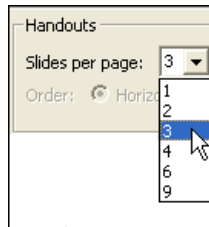
- Open up your PowerPoint presentation.
- From the **File** menu, select **Print**.
- PowerPoint's **Print** window will appear.



- From the **Print** window, click on the down-facing arrow located below the label **Print what** (in the window's lower left corner).
- From the drop-down menu, select **Handouts**.



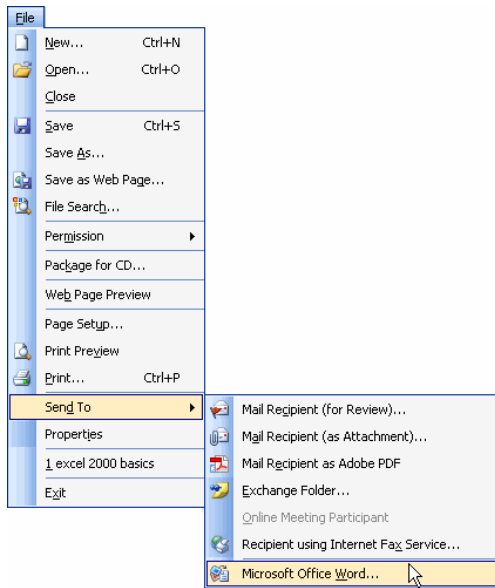
- In the **Handouts** area, click on the down-facing arrow next to the box labeled **Slides per page**.
- From the drop-down menu, select **3**.



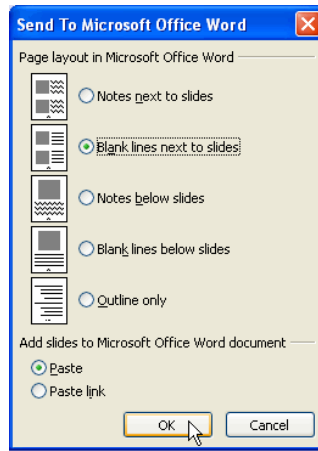
- Click on the button labeled **OK** to print your entire presentation in handout format.

Publishing your slides to Word

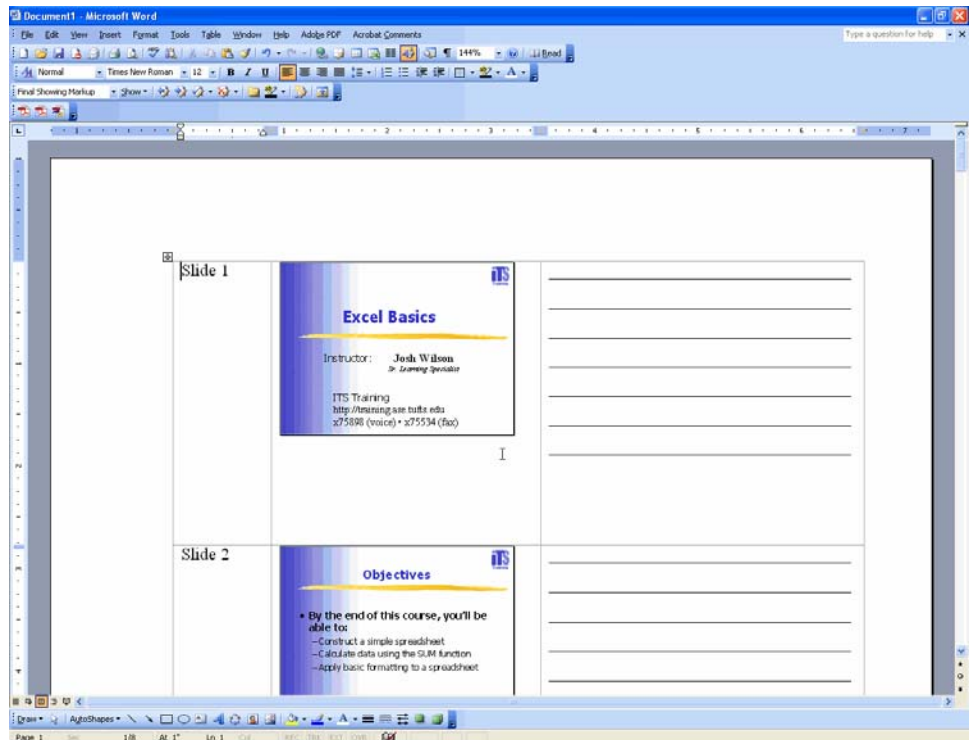
- Open up your PowerPoint presentation.
- From the **File** menu, select the **Send To** submenu.
- From the **Send To** submenu, select **Microsoft Office Word**.



- The **Send to Microsoft Office Word** window will appear.
- Click on the option button labeled **Blank lines next to slides**.
- Click on the button labeled **OK**.



- PowerPoint will create a new Word document, placing each of your slides (3 to a page) next to a series of blank lines to enable easy note-taking.



- From the **File** menu, select **Print** to print your document.