


PRINTING TIPS



Word 2007 Documents

TO PRINT ALL OR PART OF A DOCUMENT

1. Click the **Microsoft Office Button**  located in the upper-left corner of the Word window.
2. Double click **Print** to bring up the Print window
 - a. To print the WHOLE document, click **ALL button**
 - b. To print only the CURRENTLY DISPLAYED PAGE, click **CURRENT PAGE button**
 - c. To print SPECIFIC PAGES OR SECTIONS OF A DOCUMENT, click **PAGES button**, then follow directions below the button for choosing specific pages




PowerPoint 2007 SLIDES

Go Green! Conserve Paper when Printing PowerPoint Files

An important part of keeping tuition costs down is saving paper on campus. When printing out your PowerPoint slides, print them as handouts rather than one slide per page. There are several ways to do this. **Here's how:**

TO PRINT MULTIPLE SLIDES ON A SINGLE PAGE

- 1.) Open the PowerPoint document
- 2.) Click the **Microsoft Office Button**  located in the upper-left corner
- 3.) Double click **Print** to bring up the Print window.

In the "Print Range" section of the print window select

 - a. To print ALL the slides, click **ALL button OR**
 - b. To print only the CURRENTLY DISPLAYED SLIDE, click **CURRENT SLIDE button OR**
 - c. To print SPECIFIC SLIDES, click **SLIDES button**, then follow directions below the button for choosing specific slides

In the "Print What" section of the print window

- 4.) Click the drop down arrow next to SLIDES and **choose HANDOUTS**
This activates the "Handouts" section.
- 5.) Click the number of "**Slides per page**"
- 6.) To review the page before printing, Click **PREVIEW**
- 7.) Click **OK**

BLACKBOARD PRINTING TIPS



PRINTING POWERPOINT SLIDES

Go Green! Conserve Paper when Printing PowerPoint Files

An important part of keeping tuition costs down is saving paper on campus. When printing out your PowerPoint slides, print them as handouts rather than one slide per page. There are several ways to do this. **Here's how:**


Option A: Download or Save to Desktop

1. Click on the **PowerPoint file** in BlackBoard, the **"FILE DOWNLOAD" dialog box** will appear,
2. Click on **Open**. **The file should open in PowerPoint.**

If PowerPoint does not open:

- 2a. Begin with step one and Click **Save**, the "SAVE AS" dialog box will appear,
Click **Save**
Click the **Desktop icon** on the left side of page
Click **Save** the file to the Desktop, the "DOWNLOAD COMPLETE" dialog box will appear,
Click **Open**. **The file should open in PowerPoint**

When the PowerPoint file is open:

3. Click the **Microsoft Office Button**  located in the upper-left corner
4. Double click **Print** to bring up the Print window.
5. In the **"Print Range" section of the print window select**
 - a. To print **ALL the slides**, click **ALL button OR**
 - b. To print only the **CURRENTLY DISPLAYED SLIDE**, click **CURRENT SLIDE button OR**
 - c. To print **SPECIFIC SLIDES**, click **SLIDES button**, then
follow directions below the button for choosing specific slides

In the **"Print What" section of the print window**

6. Click the **drop down arrow** next to SLIDES and **choose HANDOUTS**, this activates the "Handouts" section
7. Click the number of **"Slides per page"**
8. To review the page before printing, Click **PREVIEW**
9. Click **OK** button to print the PowerPoint presentation.

Option B: Right-Click

1. **Right-click** on the **PowerPoint file**.
2. Click **Save Target As**
3. Click **Save**
4. Click the **Desktop icon** on the left side of page
5. Click **Save**
6. Click **Open**. **The file should open in PowerPoint.** To print, follow steps 3 – 9 above.