

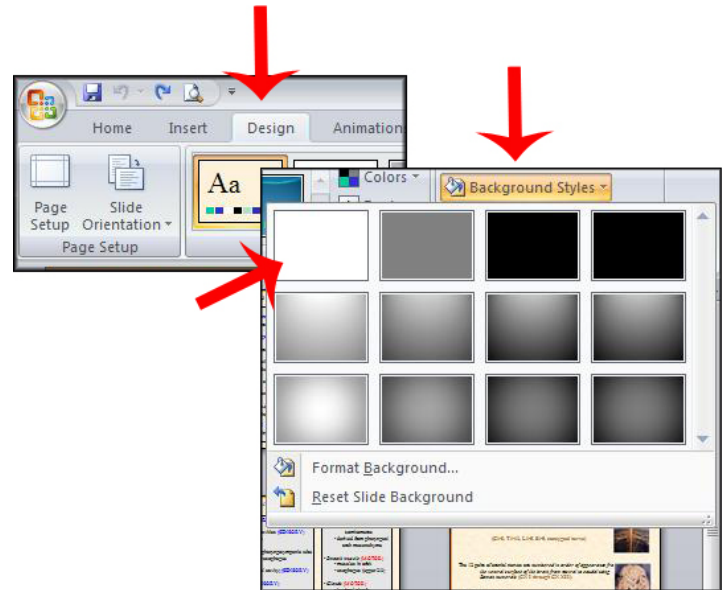
## Formatting and Printing PowerPoint Slides with PowerPoint 2007

Some PowerPoint Files are formatted with a dark-colored background with white or light colored text. When these slides are printed as handouts with 3, 4 or 6 slides to a page the result is small black boxes with text that cannot be read. You can change the format of the slides to a white background with black text, and then the presentation will print so that the words can be read when they are shrunk down to 3, 4 or 6 slides per page.

It is important to remember that in order to do this whether it is an attachment in your email or in WebCT, you will need to **SAVE** (Not Open) your presentation either on the Desktop, My Document, or on a USB flashdrive.

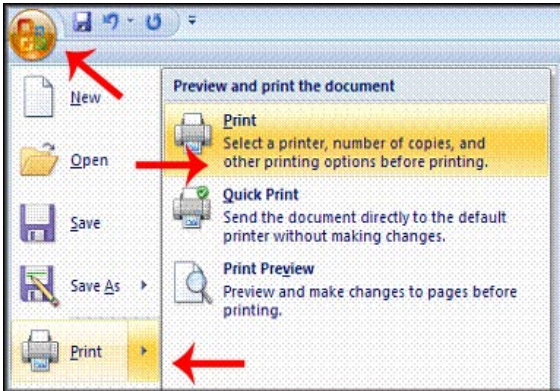
To **force** the slides to print with black text on white background you must change the slide design.

1. 2. Open the document up in PowerPoint 2007.
3. From the **Design** Ribbon/Tab click on **Background Styles** (on the right).
4. From the choices on the right choose the one on the top left – the white background. All the slides will change to this design.



Now you can print your slides:

1. Click on the yellow Office button on the top left and scroll down to Print and then select Print (NOT Quick Print) from the choices on the right.



2. In the dialogue box that pops up change “**Print What**” from Slides to **Handouts**.
3. Change the color/grayscale setting to **Pure Black and White**. This will force all of the text to print as black text.
4. Choose how many slides per page you want. Three slides per page will print as three slides down the left lines to write in notes beside each slide. Six slides per page will print six small slides on each piece of paper.
5. Next Click OK and your document will be sent to the printer.

