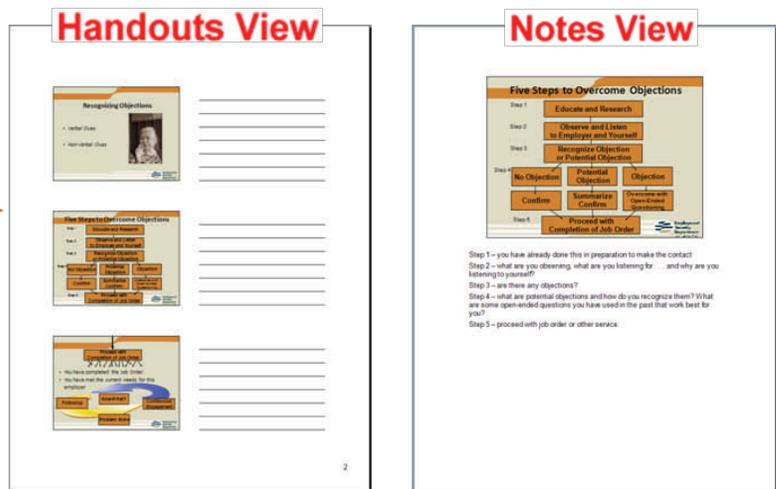


Printing Multiple Slides with Notes

This Quick Guide shows you a easy way to print out multiple PPT slides on a single page *with notes attached*. This is useful for trainers who have developed a PPT and wish to share with other trainers not only their slides, but those notes they've attached to them to help with the presentation...or who just want class members to have the notes along with the slide material. It combines the conventional PowerPoint print techniques of multi-slide handouts and note page prints.

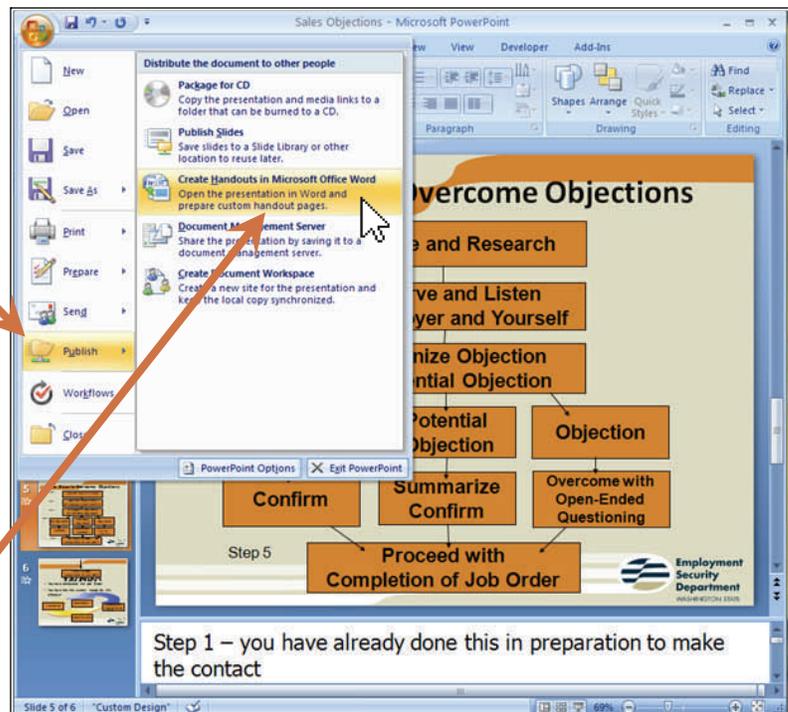
1.) PowerPoint has printing options for a Handouts view and a Notes Page view, both accessible from the regular printing pathways — see samples here:



If I want to both (a) combine slides *and* notes, and (b) print *more than one slide* on each page, I can still do it...but I need to use a little more involved process, including transfer to a Word document for printing.

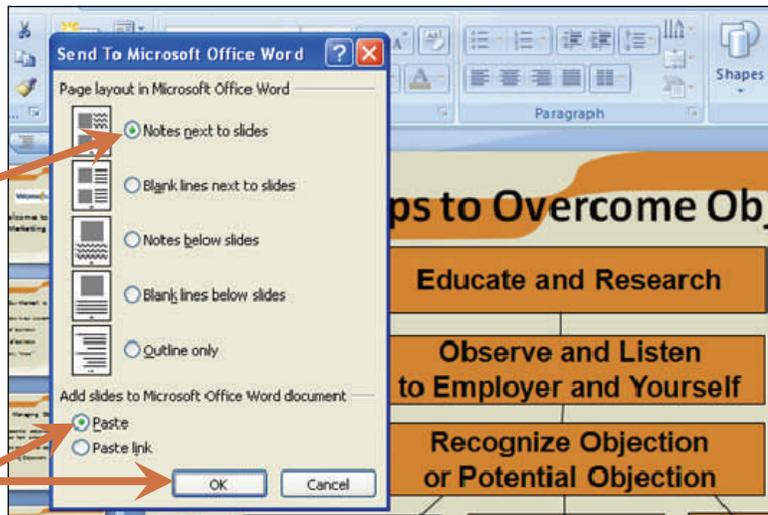
2.) My first step is to open up the PowerPoint presentation I want to print from. Then I click on the **Office Button**, select **Publish** from the menu items displayed, and left-click on it.

The **Button** dialog box changes, to display a sub-menu under the **Publish** option. I now select the middle choice, which says “**Create Handouts in Microsoft Office Word,**” and left-click that choice.

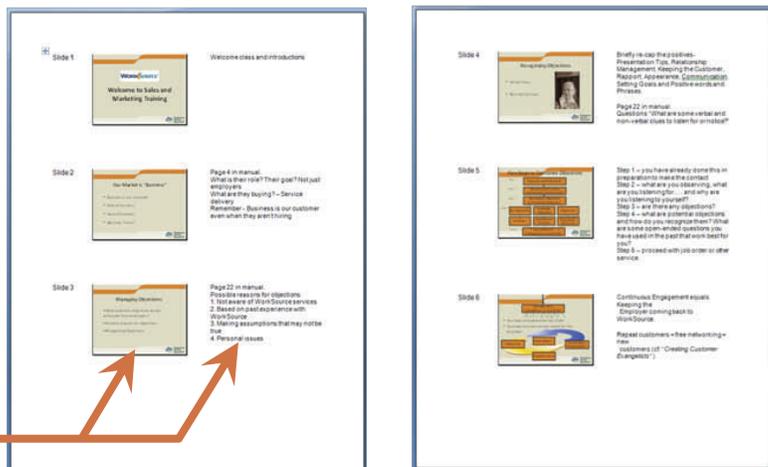


3.) A dialog box opens, inviting me to “Send to Microsoft Office Word,” as promised. For a page layout, I’m picking the default, “Notes next to slides.”

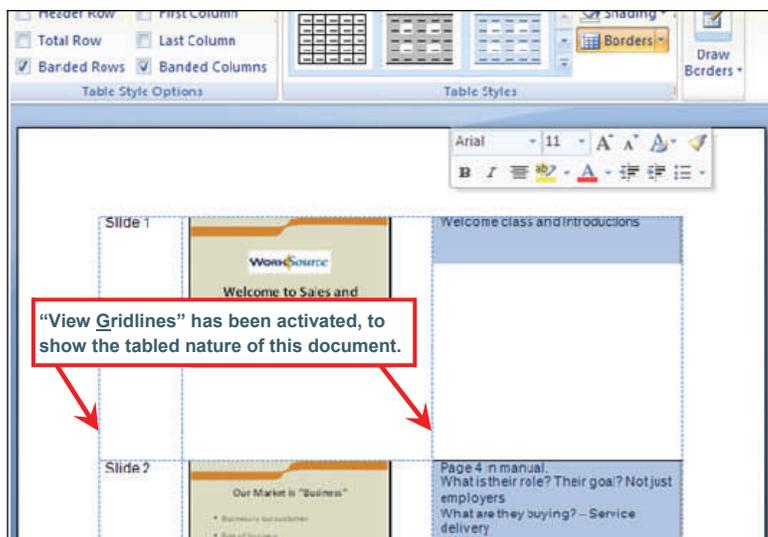
My last step is to “Add slides to Microsoft Office Word document.” Here I’m choosing to “Paste” the slides, meaning embed them in the document, and then clicking **OK**. (We’ll look at the “Paste link” option later.)



4.) Microsoft Word opens up automatically and begins converting the PowerPoint information — it may take a minute or two to completely convert the document, depending on the number and resolution of my slides. When finished, I now have a Word document with all of the PPT information, both slides and notes.



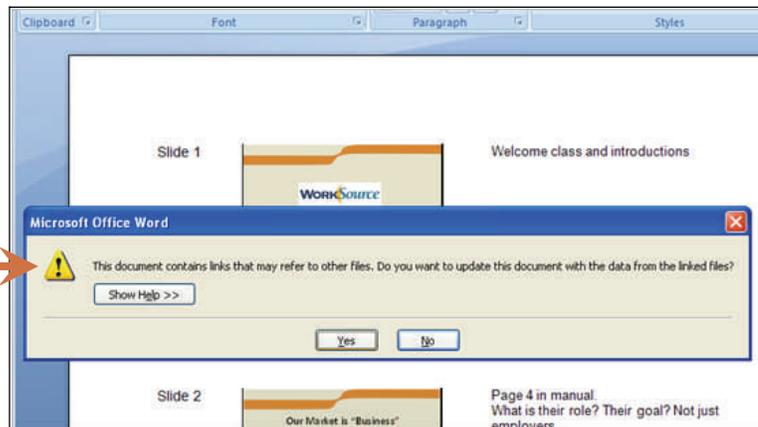
5.) This process will normally result in a 3x3 tabled format for legibility, with three slides – and accompanying notes – on each page. However, this layout may be changed by adjusting margins, type font, or row and/or column size, to produce a document with more or fewer slides per page. Additional training facilitator’s notes can also be added under the slide numbers.



6.) In step 3, in the “**Send to Microsoft Office Word**” dialog box, I chose the “**Paste**” option of “Add[ing] slides to Microsoft Office Word document”. This resulted in the static version of the handout described above. If I instead choose “**Paste link**”, the slide images will still be embedded into the Word document -- *though at a lower resolution* -- but will also *be linked* to the corresponding images in my PowerPoint “source document.”



7.) Whenever someone opens the resulting Word document, they’ll see a screen advising it “**...contains links that may refer to other files**” and asking if “**...you want to update this document with the data from the linked files?**”



This means those to whom I send a copy of this file will have an opportunity to update their version according to any changes I’ve made in the slides of my “Master copy”....so long as the links aren’t compromised. That is,

- I’ve maintained my amended copy in the same file location, and
- It’s one which can be reached online by those to whom I’ve given the “slides + notes” handouts.