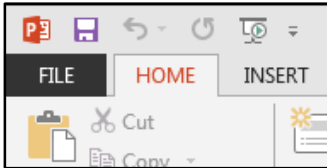


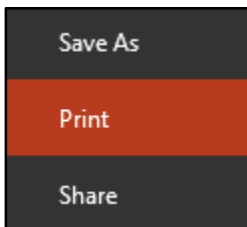
Printing Slides

In PowerPoint 2016 you can print the presentation as slides, an outline, notes or handouts.

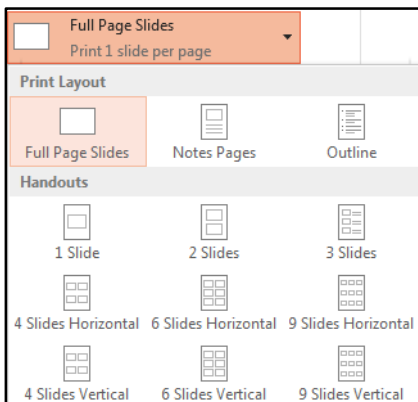
1. Select the **File** tab.



2. Select **Print**.



3. Select page layout drop-down to choose: Full Page Slides, Notes Pages, Outline, or Handouts.



4. Select **Edit Header & Footer** to add dates and page numbers to the printout.



5. Select the printer and the number of copies to print.
6. Select **Print**.