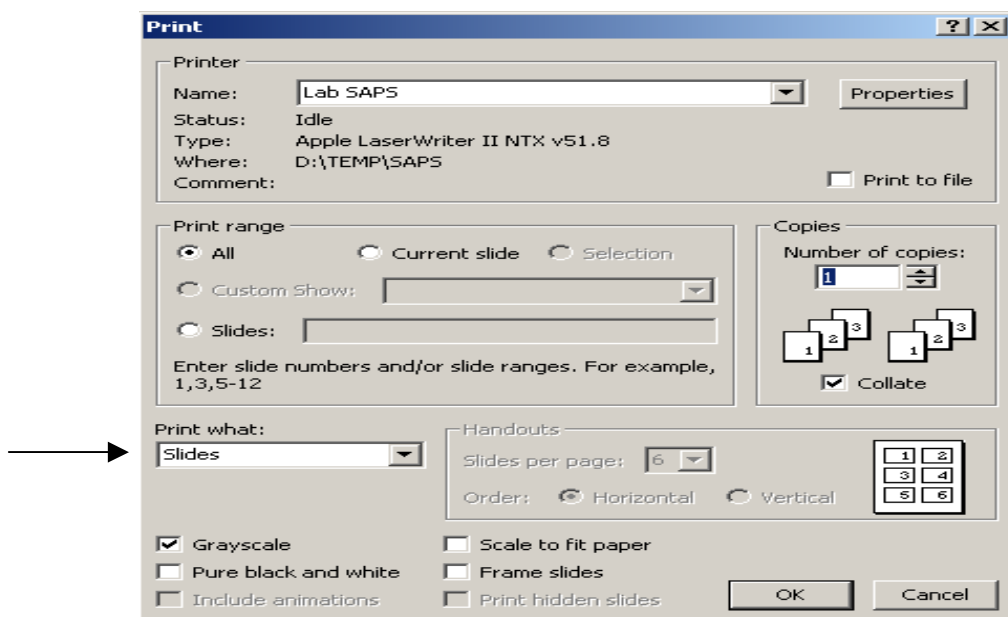


## Printing Lecture Notes Six Slides to a Page

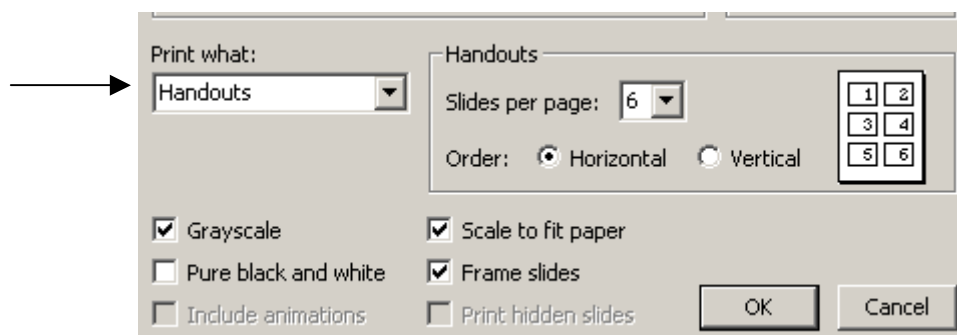
A common question asked by students is how do I print my lecture notes from Powerpoint, six slides to the page. Follow the instructions below and you should have no difficulty.

1. Select print from **File** menu

The following screen should appear.....



2. You will notice in the lower left of the print window it says **Print What**. From the drop down list select **Handouts**



Check the **Scale to fit paper** checkbox as well, press **OK** and you should then follow printing instructions for **PUPS** as normal, entering your username and password when requested.