

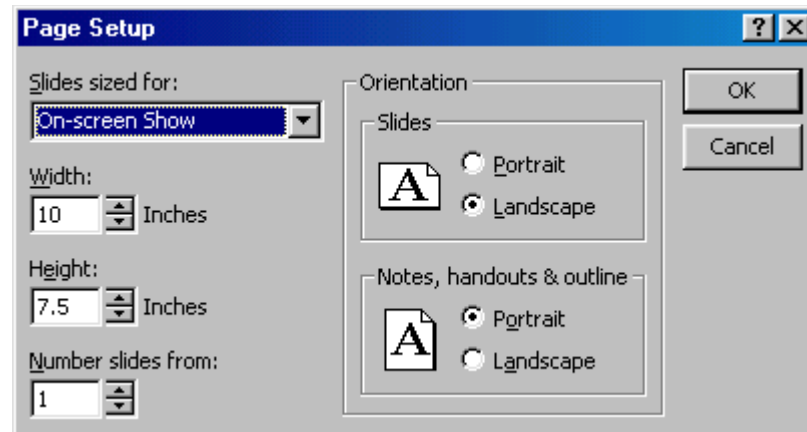
Saving and Printing

Save as Web Page

Presentations can be saved by selecting **FileSave** from the menu bar. However, if you want to post Power Point presentations on the Internet, you may want to save them as web pages so students and other visitors to your web site can view the presentation even if they do not have Power Point installed on their computers. Select **FileSave As Web Page** from the menu bar. Choose your web page directory on the network from the **Look in:** drop-down menu and name the file in the **File name:** box. Click **Save** to save the presentation in web format.

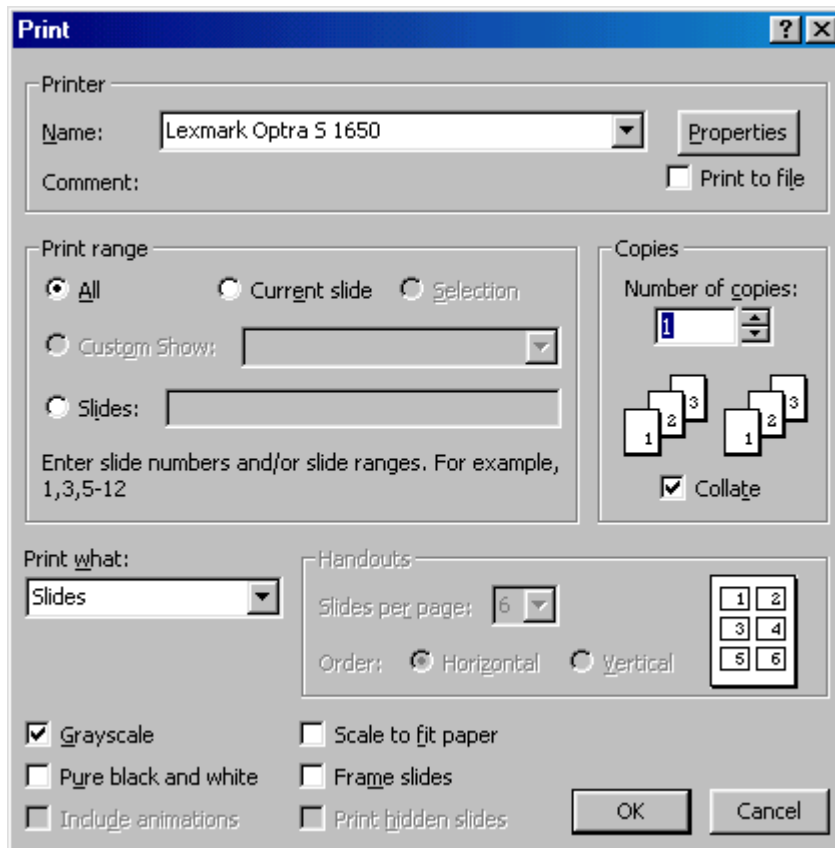
Page Setup

Select **FilePage Setup** from the menu bar to access options for printing the presentation slides. Select the format the printed slides will be used for from the **Slides sized for** drop-down menu or enter a specific print size using the **Width** and **Height** boxes. Select the page orientation for the slides and for other print material from the presentation in the **Orientation** section.



Print

Select **File>Print** from the menu bar to print the presentation.



Print range - Select **All** to print all the slides in the presentation, **Current slide** to print only the current slide, or enter slide numbers in the **Slides** field to print only certain slides.

Copies - Enter the number of copies of each slide specified in Print range and check the **Collate** box if necessary.

Print What -


- **Slides** prints a full-page slide on each page.
- **Handouts** prints as many slides as you designate on each page.
- **Notes Page** prints one slide with that slide's notes on each page
- **Outline view** prints the outline of the presentation

Click **OK** to print.

Design Tips

- Use contrasting colors for the text and the background so the text will be easy to read.
- Use font size large enough to be seen from the back of the room where the presentation will be held. A font size of 24-point or larger is recommended.
- Use short phrases and sentences to convey your message.
- Use simple slide transitions. Too many different transitions will distract your audience from the subject of the presentation.
- Avoid cluttering the slides with too much text or graphics. Your audience should hear what you have to say and not be distracted by a busy screen.
- Keep text simple and easy to read by not using many different text effects such as **bold**, *italics*, underlining, **larger font size** for emphasis within a sentence, or a different font all on the same slide.

Presentation Basics

- Begin the slide show by clicking the Slide Show button on the bottom of the screen. 
- Move to the next slide by pressing the **SPACE BAR**, **ENTER**, **PAGE DOWN**, or right arrow keys or by clicking the left mouse button.
- Go back to the previous slide by pressing **BACKSPACE**, **PAGE UP**, or the left arrow key.
- To end the slideshow before it is complete press **ESC** on the keyboard.
- A pen tool is available for drawing on the screen with the mouse. Press **CTRL+P** or click the right mouse button at any time and a popup window will appear. Choose **Pen** and the pointer will change to a pen that allows you to draw freehand on the screen using the mouse. Press the **E** key to erase all pen strokes. Press **CTRL+A** to disable the pen feature and revert the pen back to a pointer arrow.
- If you would like to use the pen to draw on a blank screen during a presentation, press the **B** or **W** keys, or select **Screen/Black Screen** from the popup menu and the screen will turn black. Press **B** or **W** again or choose **Next** from the popup menu to return to the presentation when you are finished drawing.
- To hide the pointer and button from the screen press the **A** key.
- Be sure to preview the slide show using a projector if one will be used during the presentation. Words or graphics that are close to the edge of the screen may be cut off by the projector.