

Hints to speed up printing of Power Point files - Power Point 2007

1. Save the file onto the computer - do not print from within Blackboard
2. If the Power Point has a template, the design and color will add to the size of the file - and slow down the printing,
 - a. Two ways to decrease the size of the file to print
 - i. **CONVERT TO AN OUTLINE**
 - ii. With the PowerPoint file open on the computer (not in Blackboard),
 1. Click on the **Office button**
 2. Select **Save As**
 3. Click on **Other Formats**
 4. Click on the down arrow by the **Save as type:** box,
 5. Click on **Outline / RTF**
 6. To change the font to a smaller size:
 - a. Click on the **Home** tab, in the **Editing** group, select **Select All**
 - b. Click on the **down arrow** beside the font size box in the **Font** group
 - c. Click on **12**
 7. Click on the **Office button**
 8. Select **Print**, then click on **Print**
 9. Click on **OK**
 - iii. **REMOVE TEMPLATE**
 1. Open Power Point file on the computer (not in Blackboard)
 2. Click on the **Design** tab
 3. Right click on the **Office theme** (generally the 2nd from left in the **Themes** group)
 4. Click on **Apply to All Slides**
 5. Click on the **Office button**
 6. Select **Print**, then click on **Print**
 7. In the **Print What** box, select **Handouts**
 8. In the **Handouts section**, select the desired # of slides per page
 9. Click on **OK**

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