

Hints to speed up printing of Power Point files

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 **File**
 2. Move the cursor to highlight **Send to**
 3. Move the cursor to highlight **Microsoft Word** and click
 4. Click in the o by **Outline only**
 5. Click **OK**
 6. To change the font to a smaller size:
 - a. Click on **Edit**
 - b. Click on **Select All**
 - c. Click on the **down arrow** beside the font size box
 - d. Click on **12**
 7. Click on **File**
 8. Click on **Print**
 9. Click on **OK**
 - iii. **REMOVE TEMPLATE**
 1. Open Power Point file on the computer (not in Blackboard)
 2. Click on **Format**
 3. Click on **Slide Design**
 4. On the right side of the screen
 - a. in the **Task Pane**
 - b. in the **Available for Use** section
 - c. the top left template is the **Default design ppt** - which is white with black text
 - d. move the mouse over the Default design ppt - a bar with an arrow will appear on the right side
 - i. click once on the bar
 - ii. click on **Apply to All Slides**
 5. Click on **File**
 6. 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**