Printing Slideshow Notes in Powerpoint

Print notes pages with slide thumbnails
You can print your notes pages with a slide thumbnail to hand out to your audience or to help you prepare for your presentation.

Note: You can print only one slide thumbnail with notes per page when printing Notes Pages.

1. Open the presentation for which you want to print notes pages with slide thumbnails.
2. Click the Microsoft Office Button , click the arrow next to Print, and then click Print Preview.
3. In the Page Setup group, click the arrow under the Print What box, and then click Notes Pages.
4. To specify the page orientation, click the arrow under Orientation, and then click Portrait or Landscape.
5. To set headers and footers, click Options, and then click Header and Footer.
6. Click Print.

Note: If you want to print your notes and slide thumbnails in color, select a color printer. Click the Microsoft Office Button , click the arrow next to Print, and then click Print Preview. Under Print, click Options, point to Color/Grayscale, and then click Color.

Print notes pages without slide thumbnails

1. Open the presentation for which you want to print notes pages without slide thumbnails.
2. Open up each slide in Notes Page view.
3. Delete the slide thumbnail from each of the notes pages.
4. Click the Microsoft Office Button , click the arrow next to Print, and then click Print Preview.
5. In the Page Setup group, click the arrow under the Print What box, and then click Notes Pages.
6. To specify the page orientation, click the arrow under Orientation, and then click Portrait or Landscape.
7. To set headers and footers, click Options, and then click Header and Footer.
8. Click Print.

Print slides with or without speaker notes
It’s actually simpler to print slides without speaker notes than with them – in fact, there is only one way to print speaker notes with slides.

1. Click the File > Print.
2. Under Settings, click the second box (which defaults to say Full Page Slides), then under Print Layout, click Notes Pages.

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**Notes Pages** prints one slide per page, with speaker notes below. The Preview Pane shows you what each layout option looks like.

3. Put in the other settings, such as which slides you want, how many copies, and so on.
4. Click **Print**.

The other options under **Print Layout**, and all of the options under **Handouts**, print only slides or slide content, not speaker notes.

To learn more about printing PowerPoint slides, see [Print a presentation in black and white or grayscale](#), or [Create and print handouts](#).