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**.
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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**.

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.