Directions: How to print PowerPoint Note Slides

1. Go to classroom website: mrsellisscience.weebly.com
2. Download File from AP Chemistry tab
3. Open file in PowerPoint

go here to download viewer for free: <http://www.microsoft.com/enus/download/details.aspx?id=13>

1. Click Print
2. Above the preview button at the bottom of the print window, you will see two options.
3. Under Print what: use the dropdown list to select handouts.
4. After you click handouts, you should see slides per page to the right of the box. Pick which option looks best to you.
5. Under color/grayscale: Select grayscale to save ink
6. At the top of the box, hit properties
7. Click on the paper/quality tab and find print quality. Change this two Fast Normal.
8. Click on the finishing tab and check the box that says print on both sides.
9. Click Ok
10. Click Ok again to print.
11. Voila! Bring these notes to class! ☺