

Tip - PowerPoint Handout Printing, File Saving and Opening Tips

PowerPoint has many features in it. Below are some helpful tips for printing handouts with a notes section, reducing the size of PowerPoint files to save to a disk or send via email, and starting your presentation automatically in Slide Show mode.

Print PowerPoint Handouts

1. From the File menu, select Print and make changes in 2 sections:
 - a. Print What - Change to Handouts.
 - b. Handouts - Change to number of slides needed per page, e.g. 3.
 - c. Click OK.

The slides in your presentation will print a handout with a notes section next to them.

Two Ways to Reduce the Size of PowerPoint Files

1. Turn Off Allow Fast Saves:
 - a. From the Tools menu, select Options.
 - b. On the Save tab, uncheck Allow Fast Saves.
 - c. Click OK.

This will reduce the file size to ease saving to disk or sending via email.

2. Turn Off Preview Image:
 - a. When in a presentation, go to the File Menu and select Properties.
 - b. On the Summary tab, uncheck Save Preview Picture.

This will reduce the file size and will also speed up opening and saving the file.

Automatically Start a Presentation in Screen Show View

When doing a presentation in front of an audience, open the file by automatically launching the file in Slide View mode.

1. Open your presentation.
2. From the File menu, select Save As to bring up a dialog box:
 - a. In the Save as type: drop-down list, scroll to select PowerPoint Show (*.pps).
 - b. Click Save.

PowerPoint will save your presentation as a PowerPoint Show (PPS) file.

Note: There will be 2 versions of the presentation, a .pps and a .ppt file.

When you double-click a PowerPoint Show file (PPS), PowerPoint launches it directly into Screen Show mode without even a hint that you're running PowerPoint at all.

Whenever you need help with any computer issue, please check our Support Services website as information is constantly added and updated:

http://www.uis.harvard.edu/support_services/

or please contact the Help Desk via phone at 617-495-8411, or via email to dls@harvard.edu.