

2014 Director or FCCH Provider Meetings

How to Print Power Point handouts:

1. Open the presentation that you want to print.
2. On the **File** menu, click **Print**.
3. On the **Page Sizing and Handling** section choose **Multiple**.
4. On the **Pages per sheet** section, choose **4** from the drop down menu.
5. On the **Page order** section, choose **Vertical** from the drop down menu.
6. Click **Print**. (bottom right)

The instructions above are just a guide; your computer may not have the same settings.