

Sample formatted Handouts (margins adjusted, blank lines removed, footer added, slides enlarged)

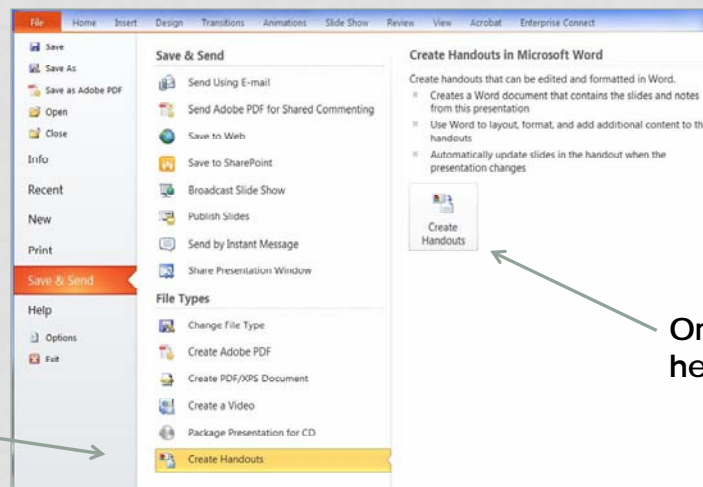


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CREATE HANDOUTS

- In PowerPoint
 - File / Save & Send / Create Handouts

Double-click here

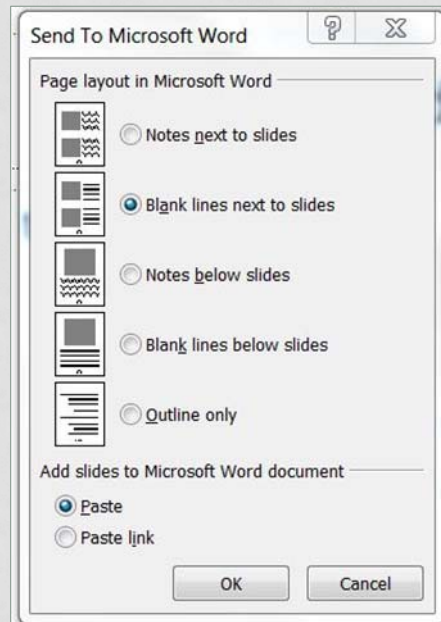


Or click here

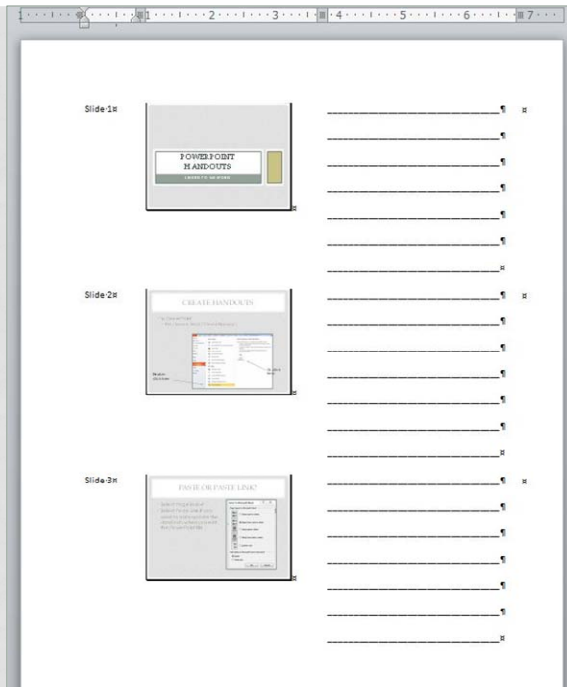
HANDOUT DECISIONS

- Select a **Page layout**
- Select **Paste** or **Paste link***
- Click OK
- Word will open to your selections

* If you know you won't need to update the Handouts because your PowerPoint file is final/finished/you won't make any more changes to it, then no need to select Paste link. If there's a chance your PowerPoint file will be edited, then save yourself the trouble of having to manually redo the Handouts to match the edits and select Paste link.

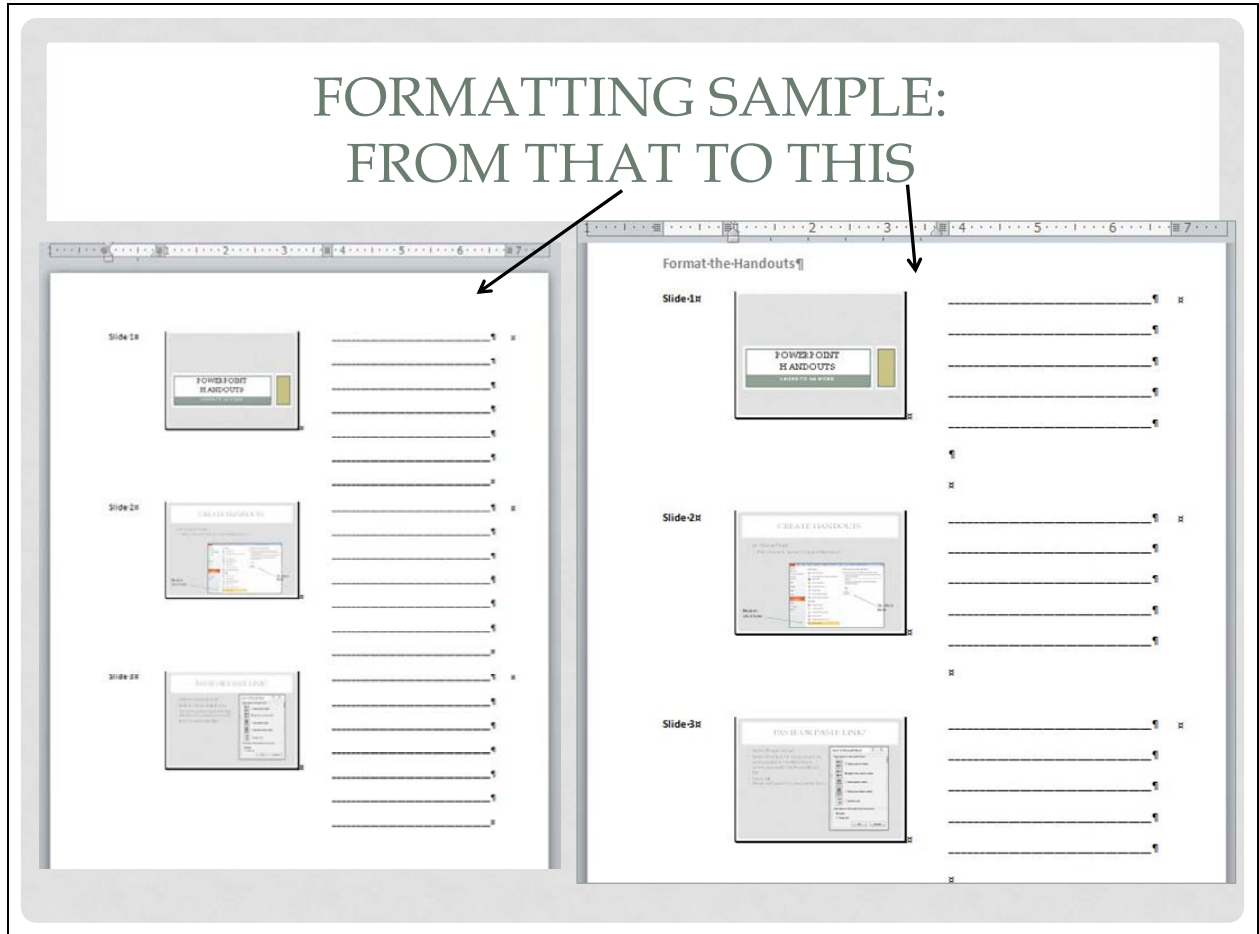


FORMAT WORD DOCUMENT



- If you don't like how the Handouts are formatted, change it as you would any Word document (header, footer, delete slide number text, delete extra lines, change margins, resize the objects, etc.)

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THE HANDOUTS

- Save the Word document
- If PowerPoint file is updated, updating Handouts is easy
 - Open the Handouts file
 - Ctrl+A to select all
 - F9 to update
 - Or, select each individual slide in the Handouts and press F9 (or right-click and select Update Link)
- Convert Handouts to PDF