

Application: PowerPoint – Creating Handouts

Handouts are an essential element of a presentation. They offer a means of sending your audience away with a reminder of you and your message. In PowerPoint you can easily produce handouts as a by-product of creating the presentation itself.

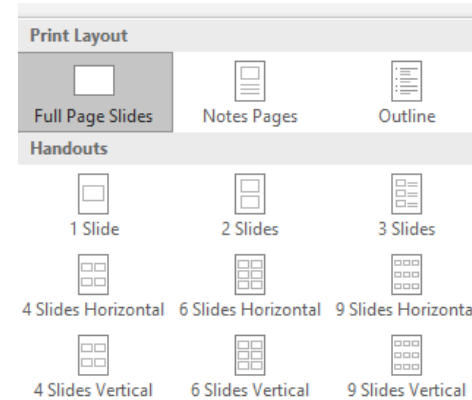
Before you start

- There is a long-running debate: "Before...or After?" Should handouts be distributed before the presentation or after it? If you distribute your handout *before*, the audience members have an opportunity to make notes against the slide illustration *during* your presentation... but then perhaps they aren't paying proper attention! Think about the objective of the presentation and the detail of your handouts before you decide.
- There are different layouts of handouts that suit different types of presentations.
- Consider creating slides with supplementary information or containing more detail which you **Hide** for the purposes of the presentation itself but include in your Handout.

1. Select **File > Print**.
2. Specify the slides you want to print in the normal way.

Tip: If you select to print the current slide, the currently selected slides or a custom range, only handouts for the selected option will be printed.

3. Select the style of Handout you wish to print from the **Print Layout** dropdown.



Tip: The 3-slide layout is popular as it offers a space on the right for making notes.

