

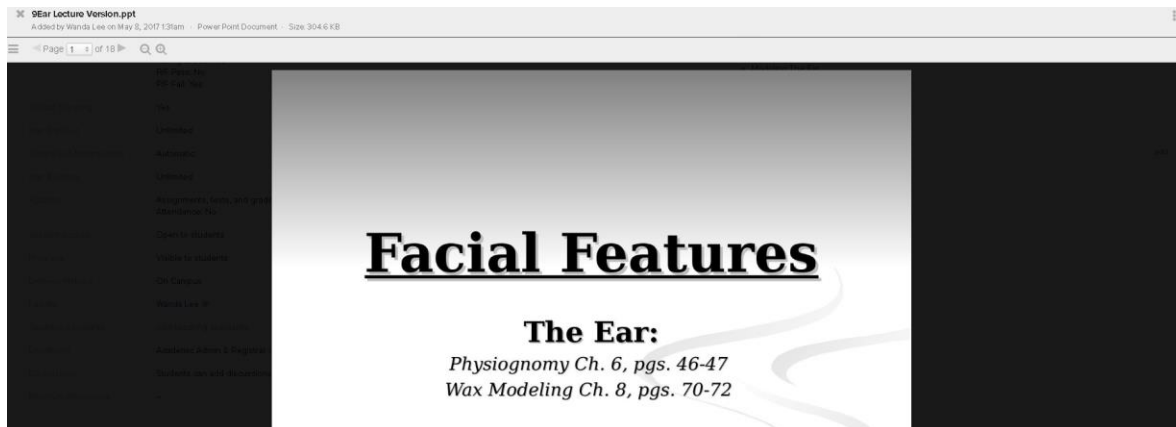
Printing PowerPoints from Populi

1. Within a course, open a PPT from the list of files.

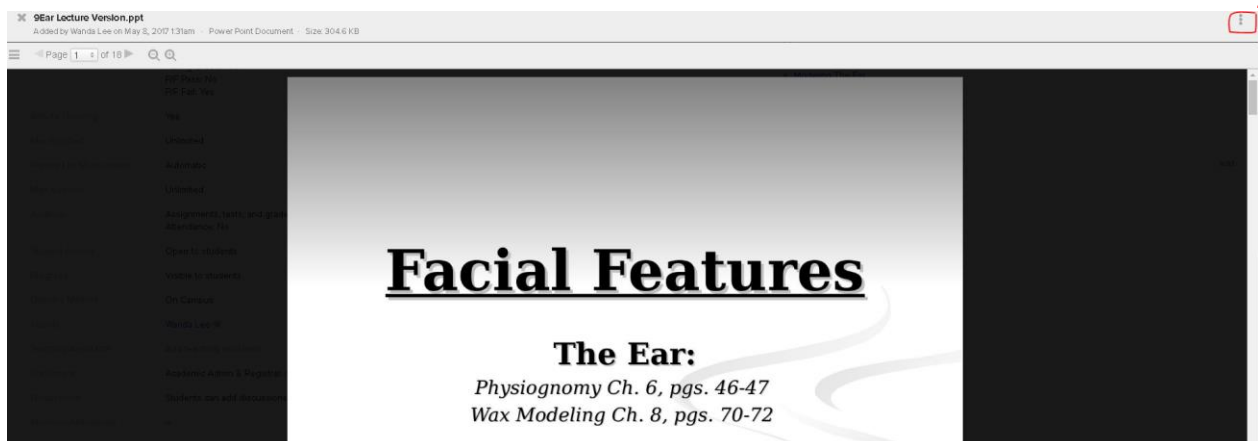
Files

- 10Facial Proportions Lecture Versio...
- 11Facial Profiles Lecture Version.ppt
- 12Head Shapes Lecture Version.ppt
- 13Facial Markings Lecture Version.ppt
- 1History and Intro.ppt
- 2a Bones Study Guide & Labeling...
- 3Bones 2 Facial Lecture Version.ppt
- 4muscles 1 Lecture Version.ppt
- 5Muscles 2 Lecture Version.ppt
- 6Nose Lecture Version.ppt
- 7Mouth Lecture Version.ppt
- 8Eye Lecture Version.ppt
- 9Ear Lecture Version.ppt

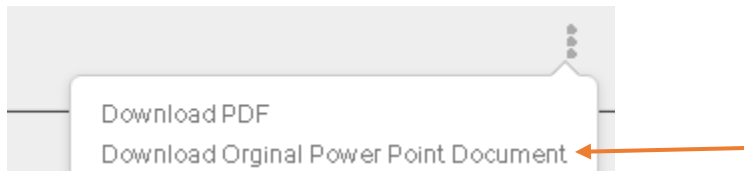
2. The PPT opens as a PDF.



3. You'll need to convert the document back to a PPT so that we have more options when printing. To do this, click the settings button in the upper right corner of the screen:

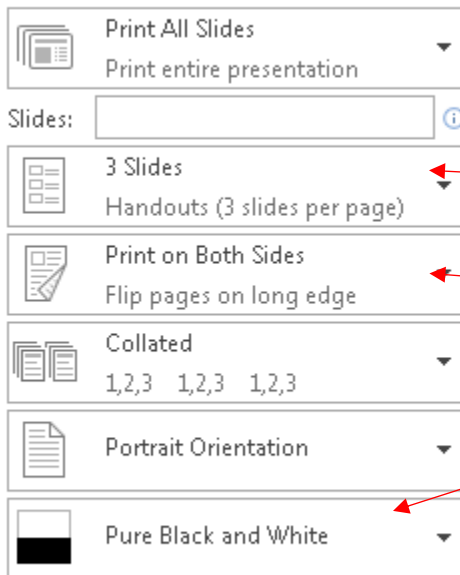


- From the menu, choose "Download original Power Point document."



- The document will now open as a PPT.
- Click File > Print to open the print menu.
- In the print menu, there are several things we need to tweak:

Settings



Select 2 or 3 slides per page to save paper

Select *Print on Both Sides* to save paper

Select *Pure Black and White* since the PPTs usually have a dark background

- Once you have changed these 3 settings, click the Print button. Viola!