

Other Ways to Present Power Point Presentations

If you do not have the equipment to project Power Point, here are some alternative ideas for using the presentations.

Overhead Transparencies

A note about printing overhead transparencies:

Choose a transparency that is appropriate for the printer you are using. There are transparencies specifically for inkjet printers; these have a roughened surface on one side to hold the ink.

To print overhead transparencies from a Power Point presentation:

1. Open the presentation in Power Point.
2. File--Print
3. Under "Print Range," make sure "All" is selected. (Or, if you want to print just some of the slides, select "Slides" and specify the numbers of the slides you want to print.)
4. Under "Print What" choose "Slides (without animations)"
5. If you want to print the slides in black and white (without the background designs/wallpaper), click on "Black & White." Otherwise, it will print the slide exactly as you see it in the presentation.
6. Click on "OK."

Handouts

Each presentation has an accompanying outline--the text on the slides, with no graphics. Download the outline (which is in Microsoft Word format), make changes to customize for your library, and print the outline. REMEMBER, however, that the script is your presentation, not the outline--the outline is just highlights from your presentation!