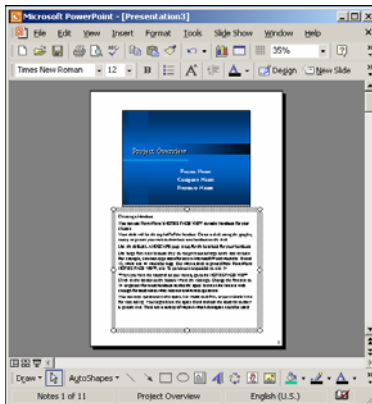


## PowerPoint: Class Handouts

### Creating Handouts

You can use PowerPoint's **NOTES PAGE VIEW** to create handouts for your classes. Your slide will be the top half of the handout. Create a slide using the graphic, notes, or picture you want to distribute as a handout on the slide.

- Use the default **LANDSCAPE** page setup for the best look for your handouts.
- Use large font sizes because they do not print out as large as the size denotes. For example, common type sizes for text in Microsoft Word would be 10 and 12, while size 44 would be huge. But when a slide is printed from PowerPoint **NOTES PAGE VIEW**, size 32 prints out comparable to size 14.



When you have the material as you want it, go to the **NOTES PAGE VIEW**. Click on the section at the bottom where the notes go. Change the font size to 14 or greater for most handouts so that the space between the lines is wide enough for students to write notes or answers to questions. You can type questions in this space, list words to define, or put in blank lines for note taking. You might leave the space blank and ask the students to draw a picture in it. There are a variety of ways in which this space could be used.

### Printing Handouts

When you have the slide as you want it, save your file if you have not already done so. Then select **FILE > PRINT**. The print options dialog box will come up. Select **NOTES PAGES** from the **PRINT WHAT** option.

