

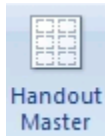
Working with Handouts

Distributing handouts during your PowerPoint presentation is a great way to help the audience follow along and take notes. Handouts can be formatted similar to the Slide or Title masters, allowing the customization of fonts, background, and placeholders. Formatting a Handout Master can be useful if you want to include, for example, a department logo or university seal on each page of your handout. Thus, the printed handouts look more polished and professional. You can also customize the headers and footers of your Handout Master.

Creating Handouts

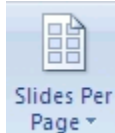
To create handouts, it is convenient to use the Handout Master. The layout options on the Handout Master Tab will help condense any presentation into a handout.

1. Open the slide show to which you would like to add a handout master
2. From the View tab, in the Presentation Views group, click HANDOUT MASTER



the window changes to Handout Master View and the Handout Master tab is displayed.

3. From the Handout Master tab, in the Page Setup group, click **SLIDES PER PAGE**



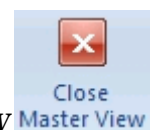
» select the desired amount of slides

(NOTE: Three slides per page is often the best choice; slides are printed large enough to be easily read, and there is space on one side of the page for your audience to take notes.)

4. OPTIONAL: Add art, text, headers and footers, date, time, or page numbers to your handouts as desired

(NOTE: For more information, refer to Customizing Handouts.)

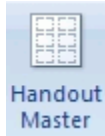
5. When finished, from the Handout Master tab, click CLOSE MASTER VIEW
6. To print handouts, refer to Printing Handouts



Adding Headers and Footers

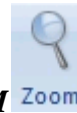
Handouts with a header and/or footer may be more useful for giving your audience certain information (e.g., date, time, title of presentation), as well as providing you with more options for customizing your printed presentation. For example, a customized footer could include a page number which refers to the page number of the handout, not the slide number. In addition, a customized header could contain the presentation title, so the title appears on every handout page rather than only the first.

1. From the **View** tab, in the **Presentation Views** group, click **HANDOUT MASTER**



the window changes to the **Handout Master** view and the **Handout Master** tab is displayed.

2. To add a header, date, footer, or page number, select the appropriate text boxes
NOTE: Information, including date or page number, can be added to whichever corner text box you desire.
3. OPTIONAL: If the view is too small,



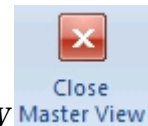
- a. From the **View** tab, in the **Zoom** group, click **ZOOM**
- b. Select a preset percentage

OR

Customize the percentage using the nudge buttons

In the header or footer text box (es), type the desired text

(NOTE: The information entered in these text boxes automatically appears on every handout page.)



When finished, from the **Handout Master** tab, click **CLOSE MASTER VIEW**

Customizing Handouts

You can add images, text, and color to your handouts through the **Handout Master** view. Like any of the master slides, the **Handout Master** can be formatted to fit your specific needs. Anything you add to your handouts appears only on the **Handout Master** and printouts; it will not show up on the individual slide views.

Customizing handouts is similar to customizing any other master slide, whether working with placeholders or inserting date, time, and slide numbers. For more information, refer to Customizing a Slide Master.

Printing Handouts

PowerPoint offers many formatting options for printing handouts (e.g., coloring, setup, formats). For more information about available printing options, refer to Printing Your Presentation.

These documents are based on and developed from information published in the LTS Online Help Collection (www.uwec.edu/help) developed by the University of Wisconsin-Eau Claire and copyrighted by the University Of Wisconsin Board Of Regents. Used by permission.