Making your Presentation “Print Ready”

Color PPT presentations **DO NOT** make readable black & white printed handouts – especially since they are being printed 2 slides per page. To make your PPT “print ready”, certain edits must be done using “Grayscale View”

1. Remove all movie clips
2. Update all graphs, figures, pictures, and charts so they are still readable
3. Remove phantom borders, shapes, and other objects
4. Update all text so it is still readable
5. Remove slide page numbers and unnecessary header/footer information
6. If your slide is too busy, consider providing a note page instead
Viewing your Slides in Grayscale

At the top of the PowerPoint window, on the Ribbon, click the Grayscale tab.

OR

On the View tab, in the Color/Grayscale group, click Grayscale.
Are your Graphs Understandable?

Using only color for your graph can lead to confusion when the graph is printed in B&W / Grayscale.

Use symbols and different line types to ensure your graph is understandable in B&W/Grayscale.
Checking and Updating Phantom Shapes and Text

Everything may look just fine on your computer screen...

$$\eta_{agg} = \frac{e}{(\pi D_{qe} k T)^{1/2}} \exp\left(\frac{-q^2 e^2}{D_{qe} k T}\right)$$

$$cf_N = \frac{n_{agg}}{n_{sph}} = \frac{\eta_{sph}}{\eta_{agg}}$$

But it may be look and print very differently when printed or viewed in grayscale.

$$\eta_{agg} = \frac{e}{(\pi D_{qe} k T)^{1/2}} \exp\left(\frac{-q^2 e^2}{D_{qe} k T}\right)$$

$$cf_N = \frac{n_{agg}}{n_{sph}} = \frac{\eta_{sph}}{\eta_{agg}}$$
Applying Grayscale Settings on a Slide

**Common Problem:** Text is too dark to read

**Solution:** While in Grayscale view, choose the text you wish to change, then the appropriate color, such as “White”.

\[ \eta_{agg} = \frac{e}{(\pi D_{eq} k T)^{1/2}} \exp\left(\frac{-q^2 e^2}{D_{eq} k T}\right) \]

\[ cf_N = \frac{n_{agg}}{n_{cpcp}} = \frac{n_{cpcp}}{n_{agg}} \]
Applying Settings cont.

**Common Problem:** Unwanted shapes /outlines

\[
\frac{c_f}{N} = \frac{n_{agg}}{n_{sph}} = \frac{\eta_{sph}}{\eta_{agg}}
\]

**Solution:** While in Grayscale view, choose the unwanted box and select “Don’t Show”. If that doesn’t work, try right clicking on the object and use “Format Picture” to show “No Outline”.

\[
\eta_{agg} = \frac{e}{(\pi D_{qe} kT)^{\frac{3}{2}}} \exp \left(\frac{-q^2 e^2}{D_{qe} kT}\right)
\]

\[
\frac{c_f}{N} = \frac{n_{agg}}{n_{sph}} = \frac{\eta_{sph}}{\eta_{agg}}
\]
Removing Page Numbers & More

This can be tricky depending on how set up. You most likely just have to remove the page number from the Slide Master. While you’re there, you should rethink your headers and footers. After all do you really need your name and the presentation name on every slide?

Choose Slide Master under View Tab

Highlight the page number symbol in the footer and delete. You can do the same with any other unnecessary information.

Click to edit Master title style

- Click to edit Master text styles
  - Second level
    - Third level
      - Fourth level
        - Fifth level
Questions?

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