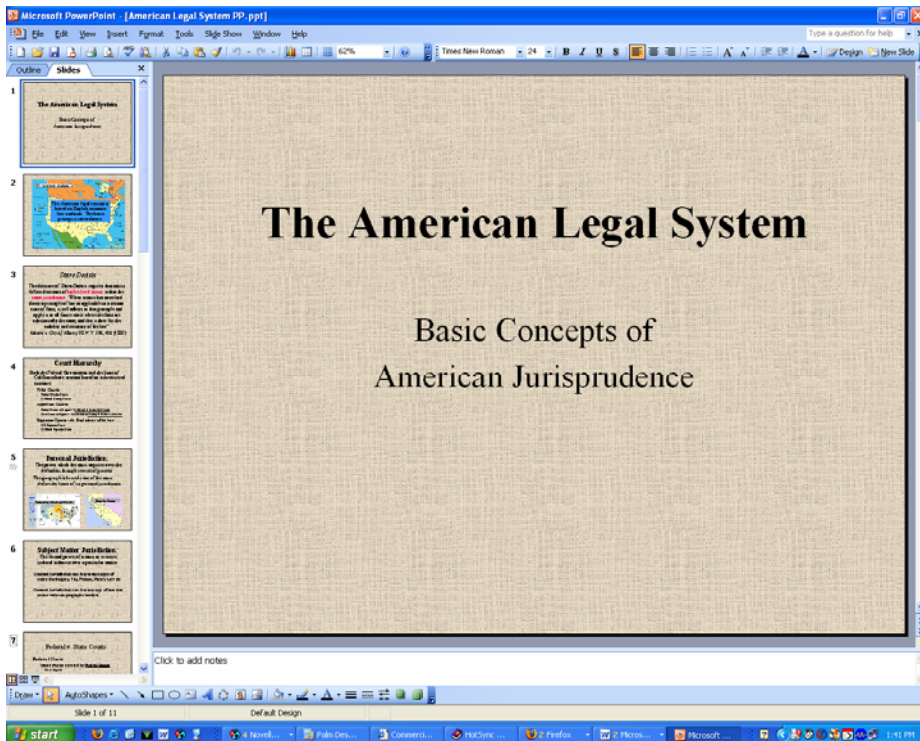
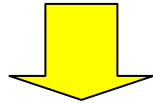


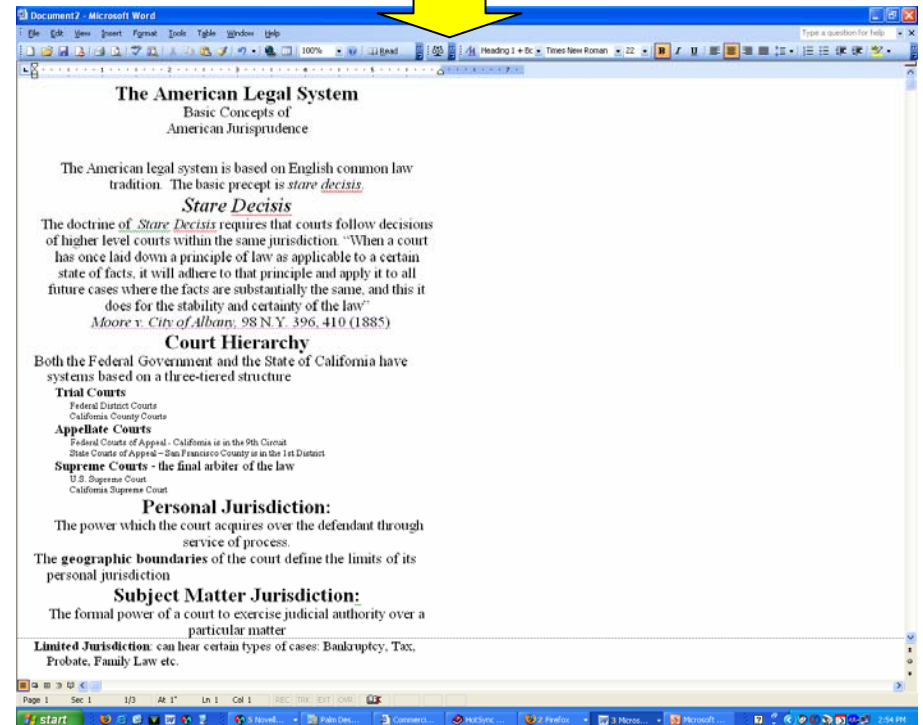
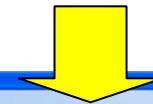
## Stop the Insanity – *the green way to print PowerPoint slides*

Many of you diligently post the Power Point slides that you use during class on your TWEN site or other course sites. Most of these printouts consist of multiple pages of bulleted talking points on dark backgrounds that make for easy viewing in class. Printing these, however, uses an incredible amount of toner and paper.

We offer the following solution: it is easy to change Power Slides that look like this . . .



into an outline to print that looks like this. This 10 slide Power Point show became a 3 page outline !!! Post the WORD outline – not the Power Point slides.



**Method: While viewing a Power Point Presentation in Normal View:  
go to FILE > choose SEND TO > select MICROSOFT WORD > choose OUTLINE ONLY and click on OK.**