

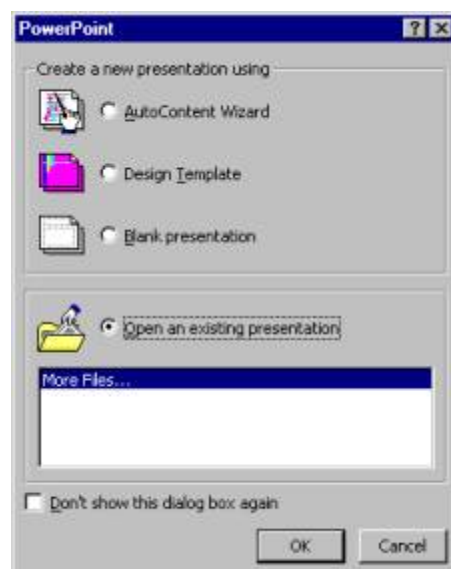
Lecture notes for some subjects are stored as PowerPoint presentations, check with your Lecturer for the subject if there are lecture notes stored. The following are instructions on how to view and print the lecture notes.

### To Open Lecture Notes

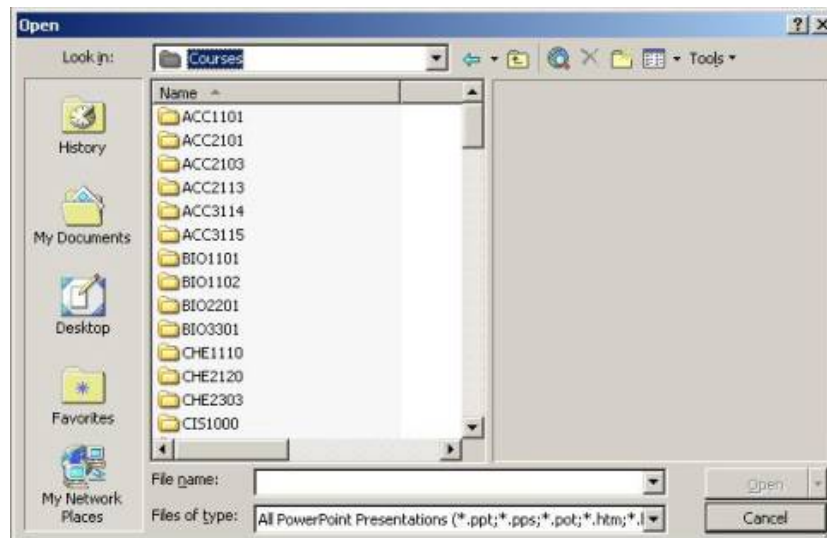
1. Log on to Workstation
2. Click Start, Programs, Microsoft Office XP, Microsoft PowerPoint



3. Highlight "Open an existing presentation", then click OK

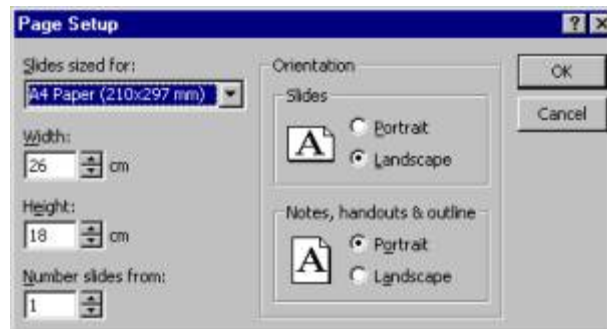


4. Choose P drive (P:) from the drop down menu
5. Double click on the Courses directory
6. Double click on the relevant "Unit Number" directory and then double click the desired Lecture slide

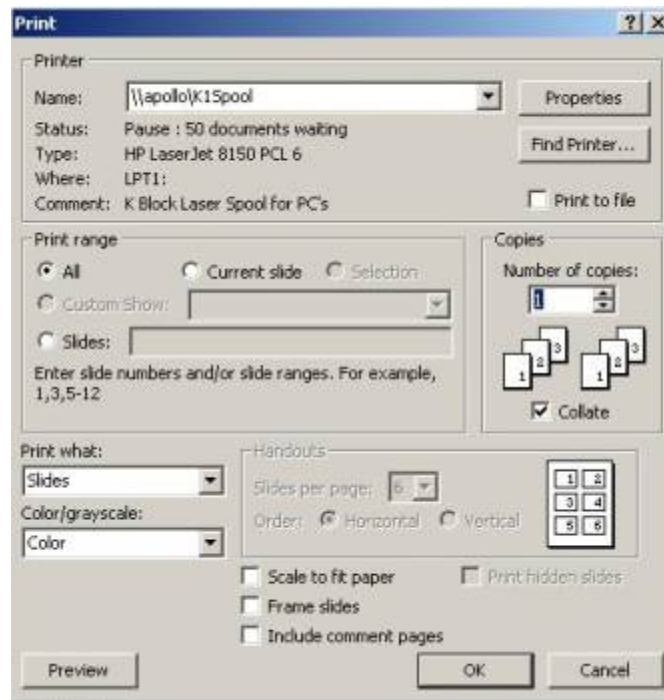


### To print Lecture Notes

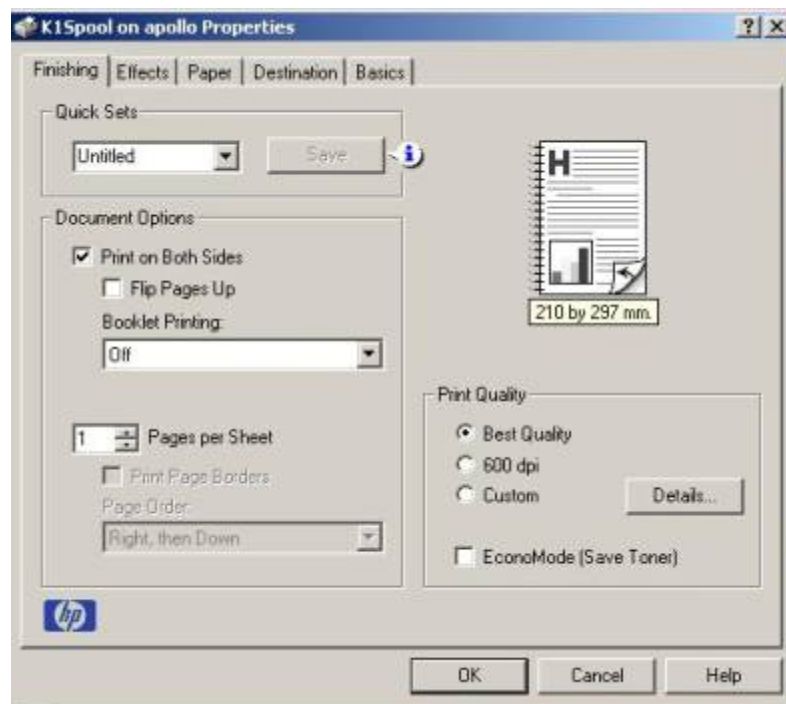
1. Ensure you have the relevant Lecture Notes document open.
2. Click File and Page Setup. Check that the Paper size is A4. If not then change it to A4. Click OK



3. Click File and Print, then click on the *Print What* drop down box and select *Handouts*. This option then allows you to select the number of slides that you can put on a page e.g. 2, 3, 4, 6 or 9 slides per page. 6 slides per page is the most common selection.
4. Make sure that the Pure Black and White option is selected.



5. Click the Properties button to check paper size and also to select Duplex Printing (Double sided).



6. Click OK twice
7. Log into Uniprint (Pharos) and send the job to the printer.