Suggestions for printing of Lecture Notes

All of the Geology 101 Lecture Notes are presented as PowerPoint presentations similar to the presentations given in class. The major difference is that the posted lecture notes are outlines and don’t have the complete lecture “word for word”. For example, definitions are omitted in the posted lecture notes. So, for these to be effective, you should print out the posted lecture notes prior to class and bring the printed versions to class with you for that days lecture and complete the notes as the lecture progresses.

Many of the lecture presentations are over 30 slides long (in PowerPoint format). So, the question arises, “how do you print these out in a cost effective manner?” Obviously printing 30-45 individual pages will become costly. You can print these in the various computer labs on campus. Building 27 has a computer lab on the 1st floor. I suggest that when you go to print each lecture, follow this method:

1. Open PowerPoint Lecture
2. Click on Print
3. Look for the “Print What” option and click on “Handouts”
4. Next look for “Slides per Page” option and set to 2 slides per page (if you wish to save more on printing, you can set it to 3 slides per page but this will give you less room for written notes)
5. Next set the Color/Grayscale option to “Grayscale”
6. You can “Preview” your options before printing or
7. You are now ready to click on “OK”

You can play around with the different options and figure out what works best for you. You can be selective as to which specific pages you wish to print (note the “All” vs. “Slides” options). The key will be to have all the pages of written notes ready and available for lecture so you can fill in all the information during lecture. Waiting until after the lecture is NOT an effective method.