

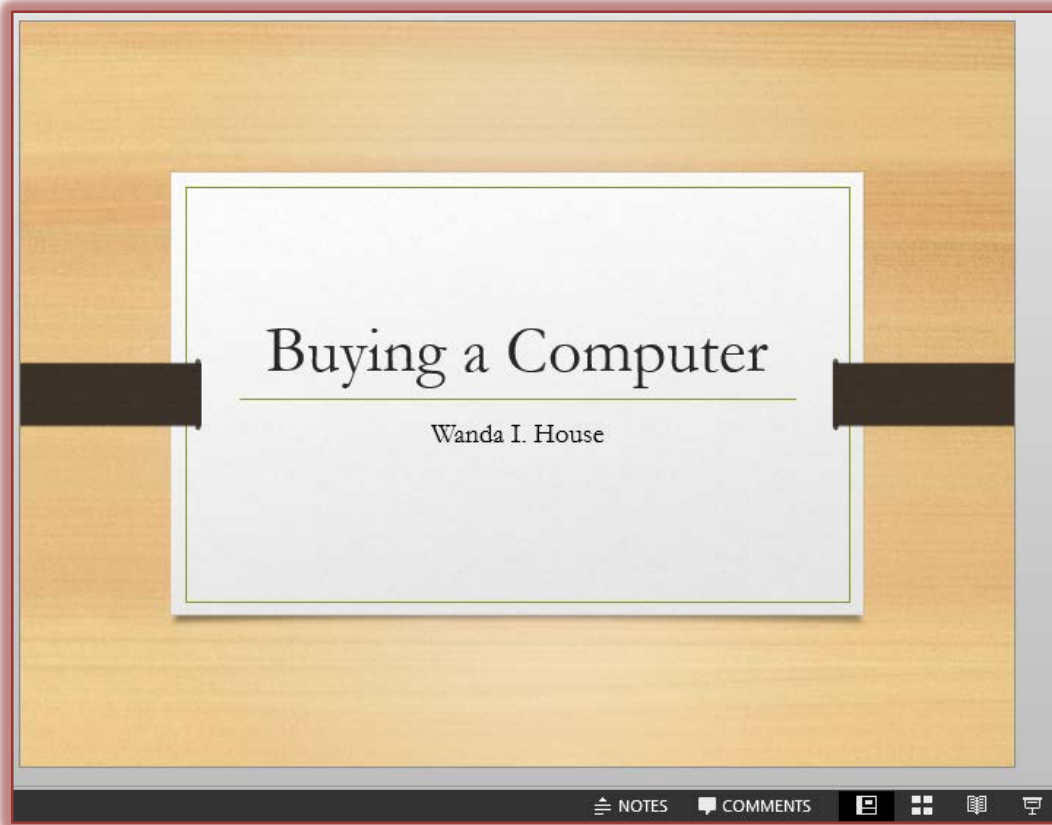
SPEAKER NOTES

Each slide can have corresponding notes. Notes can be created for the speaker who is doing the presentation as well as for the audience. These notes can be used to help remember key points during a presentation. Notes can be printed for each slide, along with a smaller version of the slide.

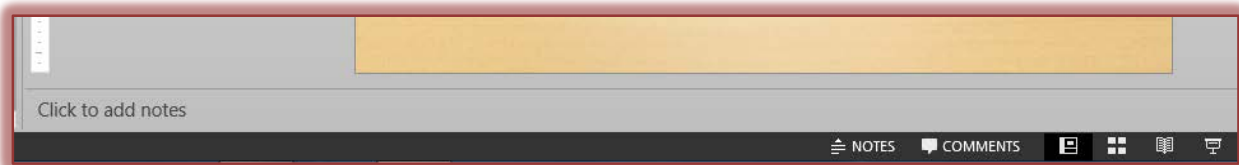
Notes and slide images can be sent to Word. Word features can then be used to enhance the appearance of the handouts or to become the starting point for a more detailed handout, such as a training manual. Notes can also be displayed on a screen during a presentation.

Enter Notes in Normal View

- ✦ Move to the **Slide** in the presentation where the notes are to be added.
- ✦ Click in the **Notes** button at the bottom of the **Slide Pane** (see illustration below).



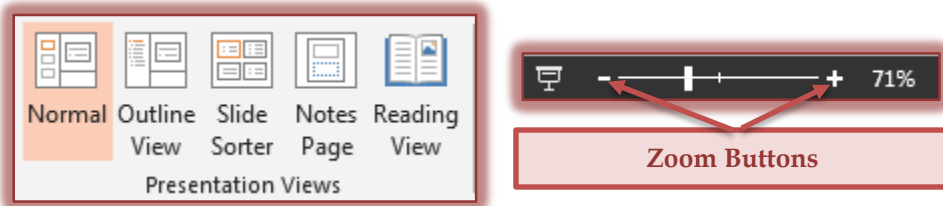
- ✦ Input the **Note** for the slide in the **Click to add notes** area.



- ✦ To see more of the **Notes Pane**:
 - ✦ Point to the top border of the pane until the pointer turns to a double-headed arrow.
 - ✦ Drag the border up until the pane is the desired size.
 - ✦ The Slide Pane will decrease in size.
- ✦ You can continue adding notes to all the slides in the presentation.

Enter Notes in Notes Page View

- ✦ Move to the **Slide** in the presentation where the note is to be added.
- ✦ Click the **View Tab**.
- ✦ In the **Presentation Views Group**, click the **Notes Page** button (see illustration below).

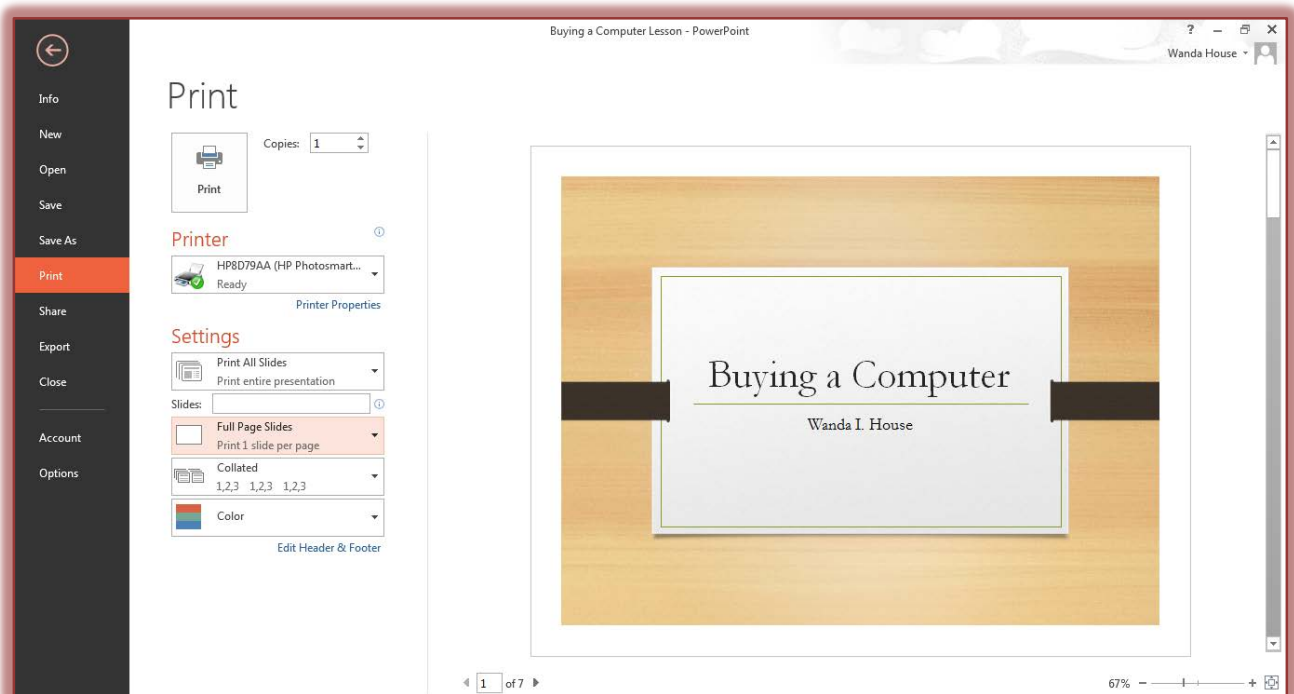


- ✦ Click the **Zoom** buttons in the bottom right corner of the screen until the **Zoom percentage** is the desired size (see illustration above right).
- ✦ Click the **Text Placeholder** at the bottom of the window.
- ✦ Input some **Notes** for the slide.
- ✦ Change back to **Normal** view when finished by clicking the **Normal View** button on the **View Toolbar**.

Print Speaker Notes

When printing speaker notes, each slide will appear on a separate sheet of paper with the slide at the top and the notes at the bottom.

- ✦ Click the **File Tab**.
- ✦ Click the **Print** button on the left side of the window.
- ✦ **Print Backstage View** will display (see illustration below).



- ✦ In the **Full Page Slides** list click **Notes Pages**.
- ✦ A preview of the **Print Layout** will appear on the right side of the window.
- ✦ Select any of the other print options, and then click the **OK** button.