

## Creating Speaker Notes

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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. If the presentation is saved as a Web page, notes can be displayed that appear on the screen with each slide. In this context, notes can give the audience the background and details that a speaker often provides during a live presentation.

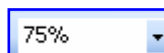
Notes and slide images can be sent to Word. Word features can then be used to enhance the appearance of the handouts or to become the starting point for a more detailed handout, such as a training manual.

### Entering Notes in Normal View

- ❖ Move to for which the notes are to be added.
- ❖ Click the **Notes Pane** to place the insertion point in it.
- ❖ Input the note(s) for the slide.
- ❖ 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.
- ❖ You can continue adding notes to all the slides in the presentation.

### Entering Notes in Notes Page View

- ❖ Move to another slide in the presentation.
- ❖ Click the **View** button on the **Menu Bar**.
- ❖ Click **Notes Page** from the list of options.
  - If **Notes Page** doesn't appear, click the arrows at the bottom of the list.
  - Each slide will display with an image of the slide at the top and a text placeholder at the bottom.
- ❖ Click the **Zoom** list arrow for a list of options (see illustration).
- ❖ Increase the **Zoom** percentage to **75%** in order to make it easier to read and input the information.
- ❖ 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 at the bottom left of the window.



## Customizing Notes Pages

Dates, numbering, and header and footer text may be added to the Notes page. If an object (placeholder) has been removed from the Notes page, it can be restored without affecting the objects or text outside the placeholders.

### Reinserting Placeholders on an Individual Slide

- ❖ Move to where the placeholder needs to be reinserted.
- ❖ Click **Format** on the **Menu Bar**.
- ❖ Click **Notes Layout** from the list of options.
- ❖ The **Notes Layout** dialog box will display (see illustration).
- ❖ Click the check box for the **Body** option to restore the **Notes** section.
- ❖ Click **OK**.

