

## 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.

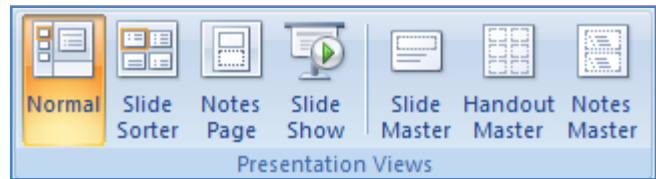
Notes and slide images can be sent to Word. Word features can then be used to enhance the appearance of the handouts or to become the starting point for a more detailed handout, such as a training manual.

### Entering Notes in Normal View

- ✦ Move to the slide in the presentation where the note is to be inserted.
- ✦ Click in the area at the bottom of the Slide Pane that says, **Click to add notes**.
- ✦ Input the note for that 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.
  - ✦ The Slide Pane will decrease in 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 Tab**.
- ✦ In the **Presentation Views Group**, click the **Notes Page** button (see illustration at right).
- ✦ Click the **Zoom** buttons until the Zoom percentage is 90%..
  - ✦ These buttons are located in the bottom right corner of the screen
  - ✦ The Zoom buttons are the plus (+) and minus (-) signs.
- ✦ 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**.



### Printing 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 **Office Button**.
- ✦ Move the mouse pointer over the **Print** option.
- ✦ In the list on the right, click **Print**.
- ✦ The **Print** dialog box will display.
- ✦ In the **Print What** area, click the list arrow.
- ✦ Select **Notes Pages** from the list.
- ✦ Select any of the other print options, and then click the **OK** button.