

CAPTURE NOTES IN MICROSOFT POWERPOINT

When presenting a slide show in PowerPoint, it is possible to add the drawings to a slide or to the entire presentation. It is also possible to capture the note and an image of the slide into the Notebook software. With the second option, the original slide in the presentation will be preserved.

- ✦ Display the presentation in **Slide View**.
- ✦ Press the **Start** button on the **SMART** toolbar. This is the middle button on the toolbar.
- ✦ Select from one of the following options.
 - ✦ **Insert Drawing as Image** - This option can be used to save the notes from the presentation as part of the PowerPoint file.
 - ✦ **Capture to Notebook** - When this option is chosen, the notes on a particular slide are captured to a Notebook page. The notes are not saved as part of the PowerPoint file.
 - ✦ **Settings, Save Drawing at End of Show** - With this option, all the notes that are inserted into the slides in a presentation will be saved at the end of the presentation.
- ✦ If the **first** option is selected, save the presentation as soon as **Insert Drawing as Image** is selected.
- ✦ If the **second** option is selected, it will not be necessary to save the presentation.
- ✦ If the **last** option is selected, the presentation should be saved at the completion of the slide show.

NOTE:

- ☞ Notes cannot be saved with a PowerPoint presentation that is read only.
- ☞ Permission has to be granted for you to save the file if it is read only.
- ☞ It is still possible to capture a note and the slide to a Notebook page even when you have read only authorization.