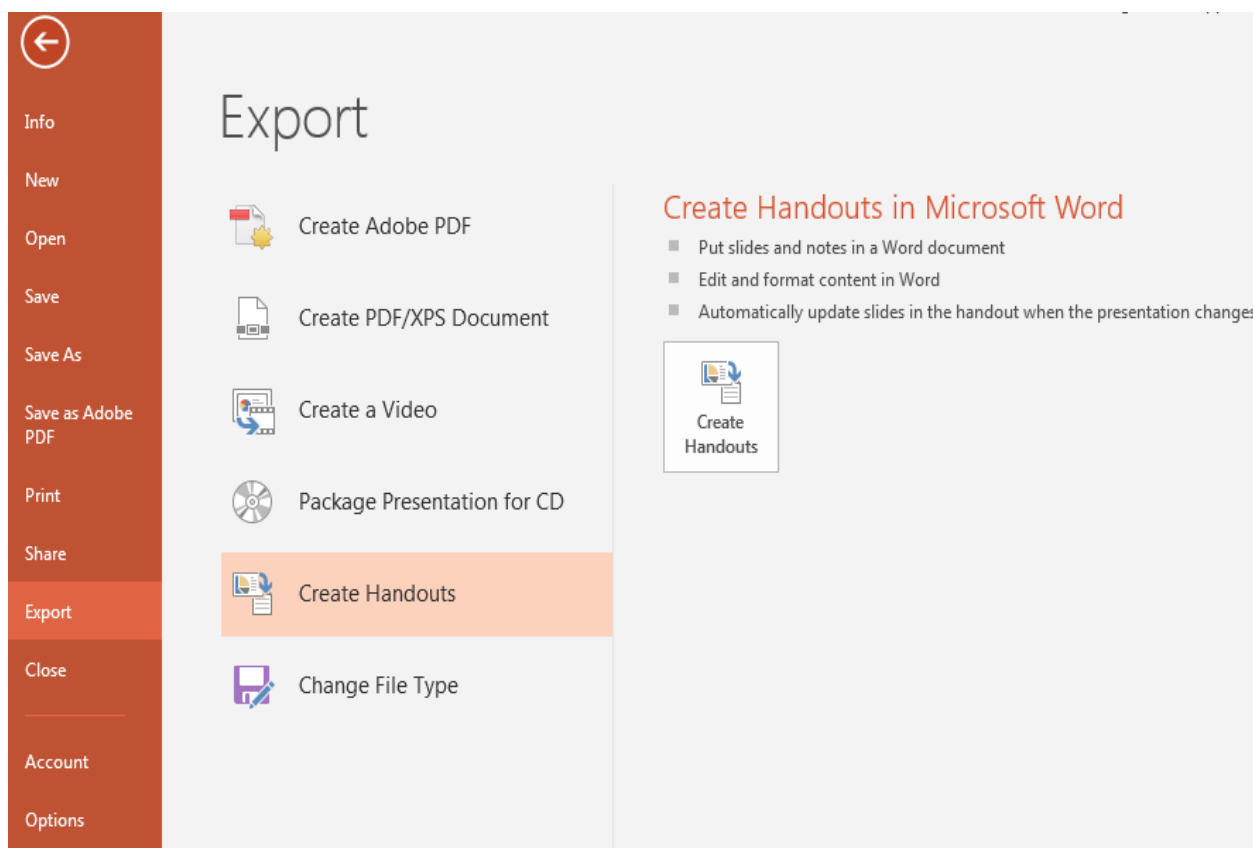


Microsoft PowerPoint 2013 and 2010: Printing PowerPoint slides with presenter notes

PowerPoint has an option to print the presenter notes with slides, but it will only print one slide with accompanying notes per page.

Follow the below instructions to create a Word document with 3 slides per page with accompanying presenter notes.

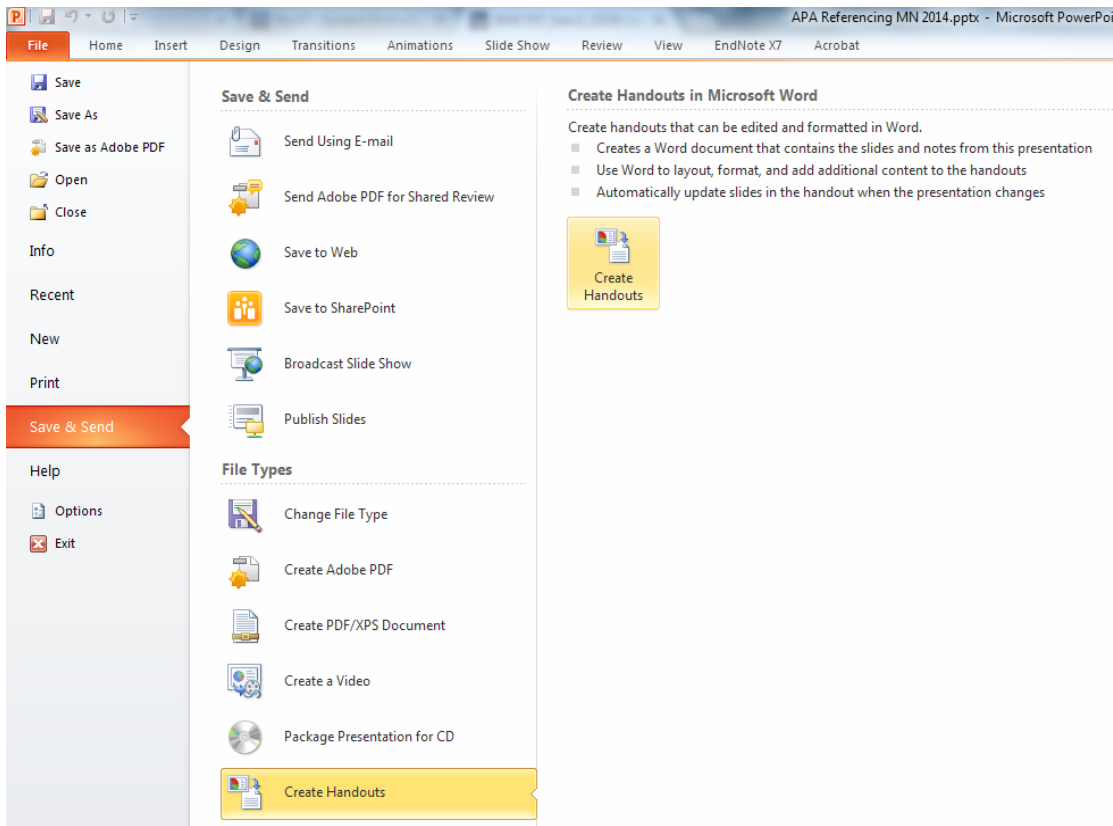
Select **File, Export** then **Create Handouts**.



Want more information?
974 8000 ext 6045
twist@eit.ac.nz

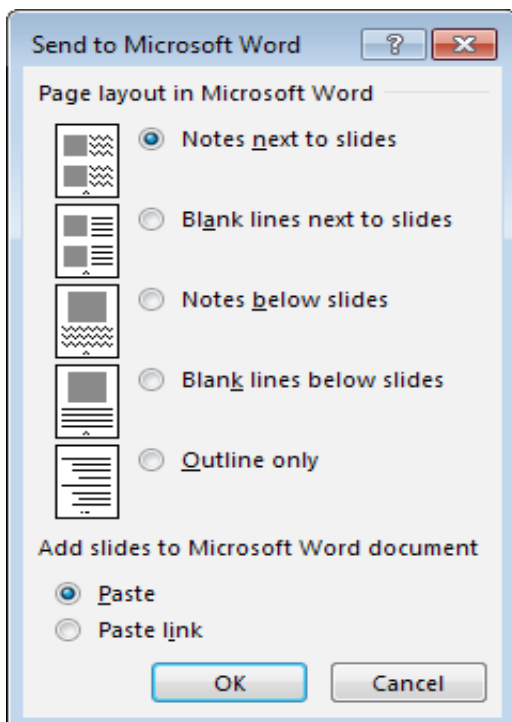
For PowerPoint 2010

Select **File, Save, & Send**, then **Create Handouts**.



When the below pop-up menu appears, select **Notes next to slides**.

Selecting **Paste link** will cause any later changes made to the original PowerPoint presentation to be carried across to the Word document (once saved). Note that this only applies to changes made to pre-existing slides and not the presenter notes or newly added slides.



This will then create a Word document with slides and accompanying presenter notes.

The screenshot shows the Microsoft Word interface with the ribbon set to 'Design'. The document contains two slides and their corresponding presenter notes.

Slide 4:

Plagiarism

Using other people's ideas and words without clearly acknowledging the source of that information

Can't pretend (even inadvertently) that it is your ideas or work. You'll notice that marking schedules for assignments include marks for referencing.

Slide 5:

How does APA work?

APA Referencing

- 1. Reference List
- 2. In Text
 - Quoting
 - Paraphrasing

Accurate referencing must have both in text and reference list or bibliography. Rest of this presentation follows this outline.