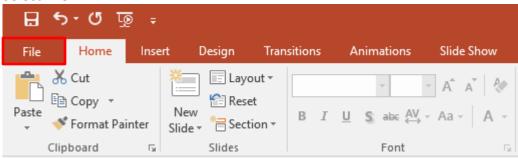
Slides with Presenter Notes

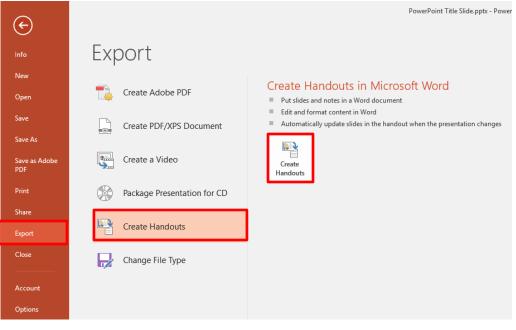
PowerPoint has an option to print the presenter notes with slides, but it will only print one slide with accompanying notes per page.

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

Select File



Select Export << Create Handouts tab << Create Handouts button



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LIBRARY AND LEARNING SERVICES STUDY GUIDE | SLIDES WITH PRESENTER NOTES www.2.eit.ac.nz/library/OnlineGuides/Slides with Presenter Notes.pdf

Click the layout option you require e.g. blank lines next to slides << Click OK

Send to Microsoft Word $$? $$ $ imes$								
Page layout in Microsoft Word								
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Add slides to Microsoft Word document –								
<u> Paste</u>								
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OK Cancel								

A word document will then open up with the slides on the page and ruled lines alongside them. This can then be printed out and used for notetaking during the presentation.

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