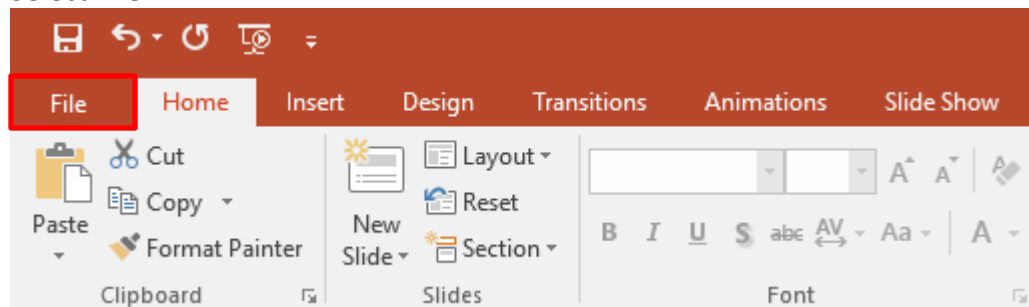


Slides with Presenter Notes

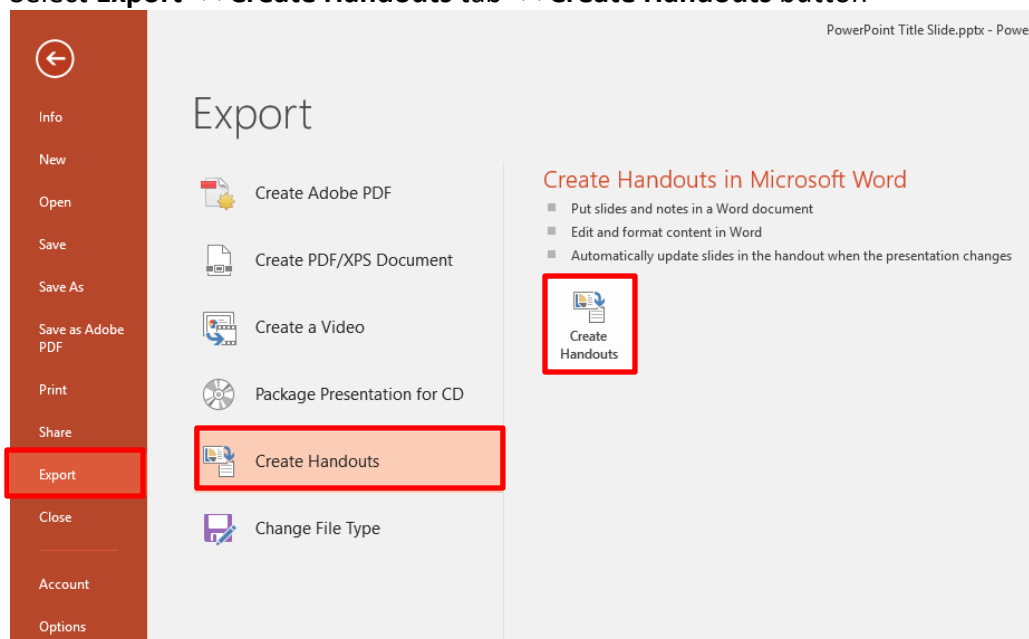
PowerPoint has an option to print the presenter notes with slides, but it will only print one slide with accompanying notes per page.

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

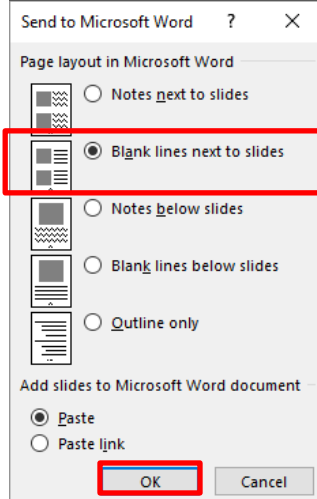
Select **File**



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



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



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.

