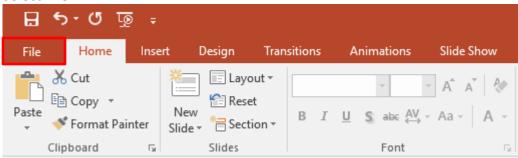
## **Slides with Presenter Notes**

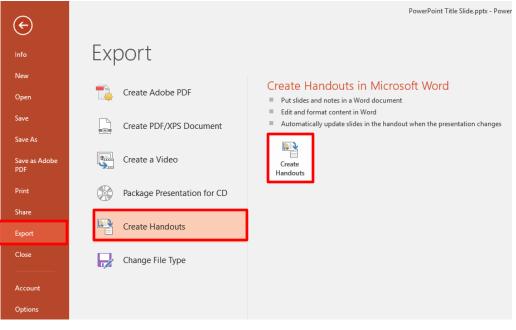
PowerPoint has an option to print the presenter notes with slides, but it will only print one slide with accompanying notes per page.

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								
Notes <u>n</u> ext to slides								
Blank lines next to slides								
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Add slides to Microsoft Word document –								
<u> Paste</u>								
O Paste l <u>i</u> nk								
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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