

Create and Print Notes Pages in PowerPoint 2007

Using PowerPoint can greatly enhance your message. When used correctly it can help you explain your lecture in a clearer way and help your students understand and remember important points.

But a constant problem that many PowerPoint users have when creating slides is that they don't know where to put their "talking points". To get around this, they put them on their slides and read them. Unfortunately this has awful consequences for the audience. There is even a term for it: PowerPoint fatigue.

Avoid using PowerPoint as a script

- Although your visual aids are a useful aide memoir for you, you need to consider your audience's needs when you are designing them. Don't use PowerPoint as a script! This often results in slides being overloaded by text, which is too dense and too small for the audience to easily read. Ideally font size should be 24 points and above. The audience can read faster than you can speak so, if you are reading directly from your slides, they'll be ahead of you and wondering why you didn't just e-mail them a copy of your slides! As you are preparing your PowerPoint presentation think about how it relates to what you are saying and what you intend the audience to learn from each slide. As you are presenting draw their attention to the relevant information on the slide.

There is a better way – Use the "notes" feature.

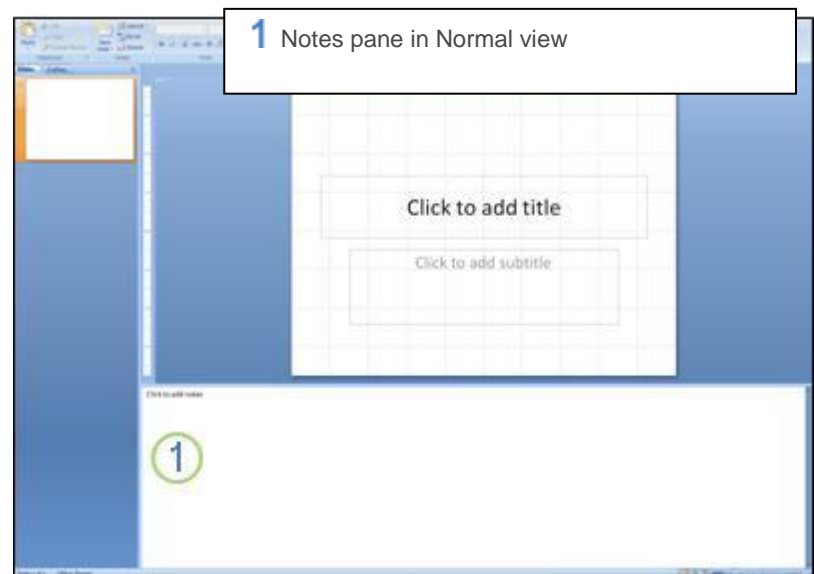
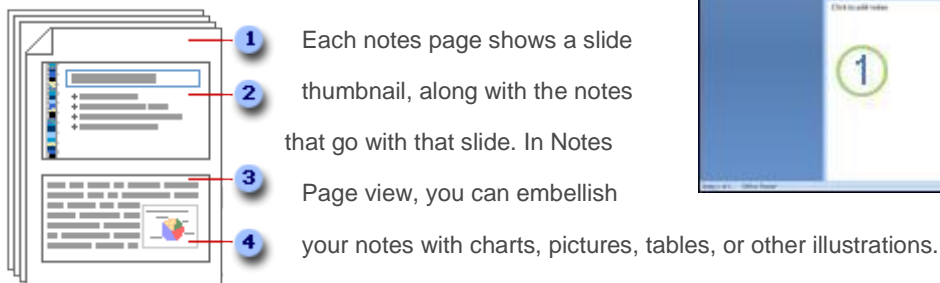
When you first open PowerPoint it will open in the "Normal View". In this setting you can create your slide for your audience and make any notes that you will need. You can also see what slides you have in your presentation.

Create notes pages

When you first open PowerPoint, it will open in "Normal View".


There will be a small area at the bottom of your screen for you to add notes about your slide.

You can make the pane larger or you can switch to the Notes Page view by going to **View Tab > Notes Page**



Print notes pages

To print the note pages to have for your lecture:

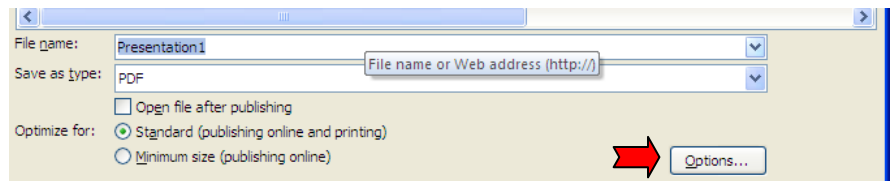
1. Open the presentation for which you want to print notes pages with slide thumbnails.
2. Click the **Microsoft Office Button**  , click the arrow next to **Print**, and then click **Print Preview**.
3. In the **Page Setup** group, click the arrow under the **Print What** box, and then click **Notes Pages**.
4. To specify the page orientation, click the arrow under **Orientation**, and then click **Portrait** or **Landscape**.
5. To set headers and footers, click **Options**, and then click **Header and Footer**.
6. Click **Print**.

Saving your notes pages in a PDF document

You can save your PowerPoint lecture as a PDF document. However, the **notes will not appear** unless you follow these steps:

1. Click the **Microsoft Office Button**  , click the arrow next to **Save As** and choose **PDF**

2. After making sure the file name is correct, **Click** on the **Options** button.



3. In the Publish options, scroll down to **Notes Pages**
4. Click OK

