

PowerPoint 2007

Working with Speaker's Notes



Speaker's Notes

Speaker's Notes are user-defined text that accompanies individual slides in a presentation. They are not visible on the screen during the slide show but are visible below the PowerPoint slide when viewed in Normal View. They are typically printed out and used as a guide by the speaker when giving a presentation.

Process Summary

- Speaker's Notes
- Create Speaker's Notes
- Format Speaker's Notes
- Print Speaker's Notes

Speaker's Notes, when printed, display a smaller version of the associated slide (Figure 1, 1), with the notes appearing directly below the slide image (Figure 1, 2).

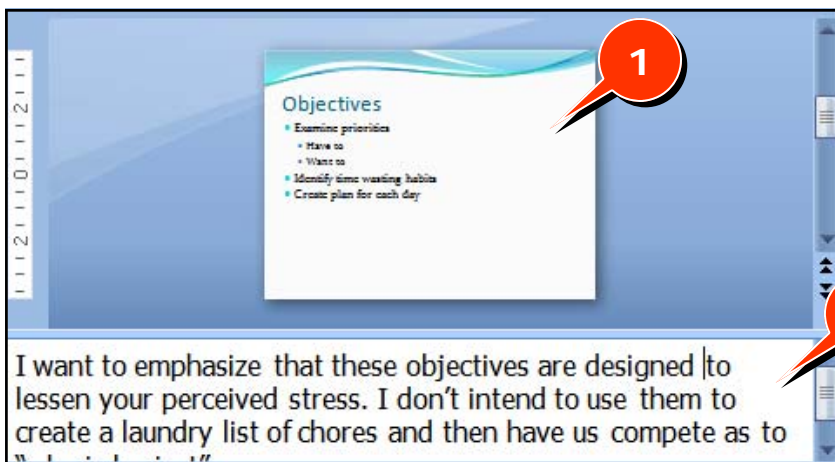


Figure 1

To create Speaker's Notes:

1. Display your presentation in **Normal View** by clicking **Normal** on the **View** tab. *Alternatively, you may click Notes Page on the View tab.*
2. Display the desired slide to which you will add notes.
3. Left-click in the pane below the slide (Figure 1, 2).
4. Type your notes.
5. Repeat this procedure for each slide you wish to include speaker's notes.



The Notes Pane can be resized by dragging the horizontal bar at its top either up or down.

Format Speaker's Notes:

1. Display your presentation in **Notes Page View** by clicking **Notes Page** on the **View** tab.
2. Click the text placeholder below the slide image.
3. Select the desired font size and style from the **Home** tab. *The default text size of 12 points may not be large enough for you to read comfortably when giving a presentation.*

Print Speaker's Notes:

1. Click the **Office Button** and select **Print > Print**.
2. In the **Print what:** dropdown list, select **Notes Pages** (Figure 2,1).
3. Click **OK**. *Your presentation will print on individual pages with a small image of each slide appearing at the top of each page and your speaker's notes appearing below the slide* (Figure 3).

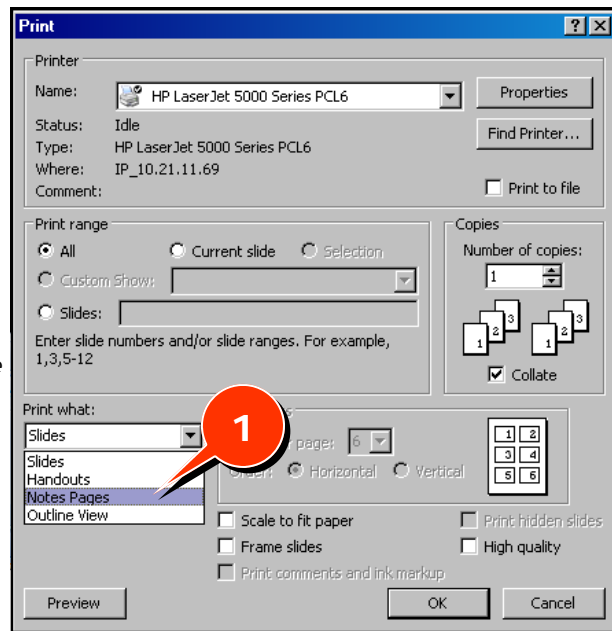


Figure 2

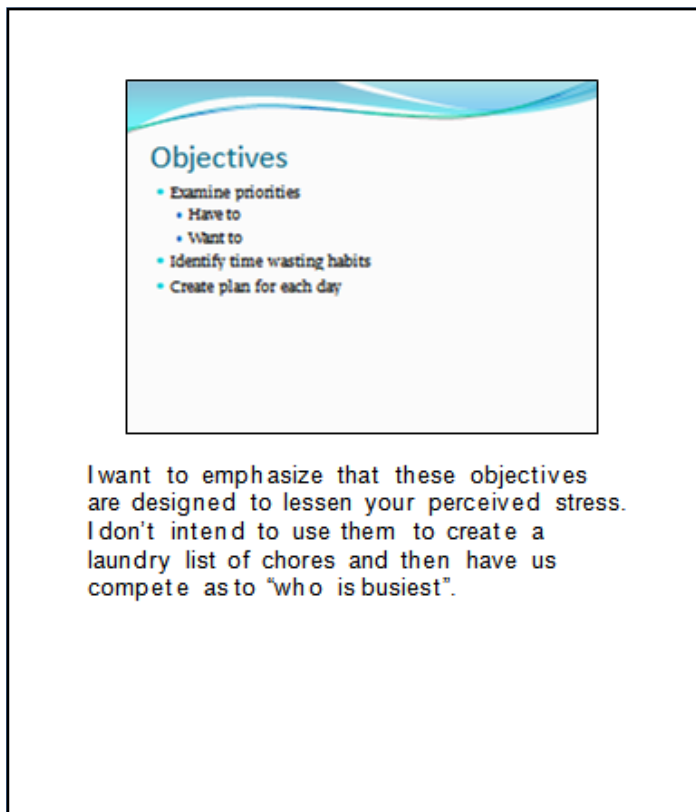


Figure 3