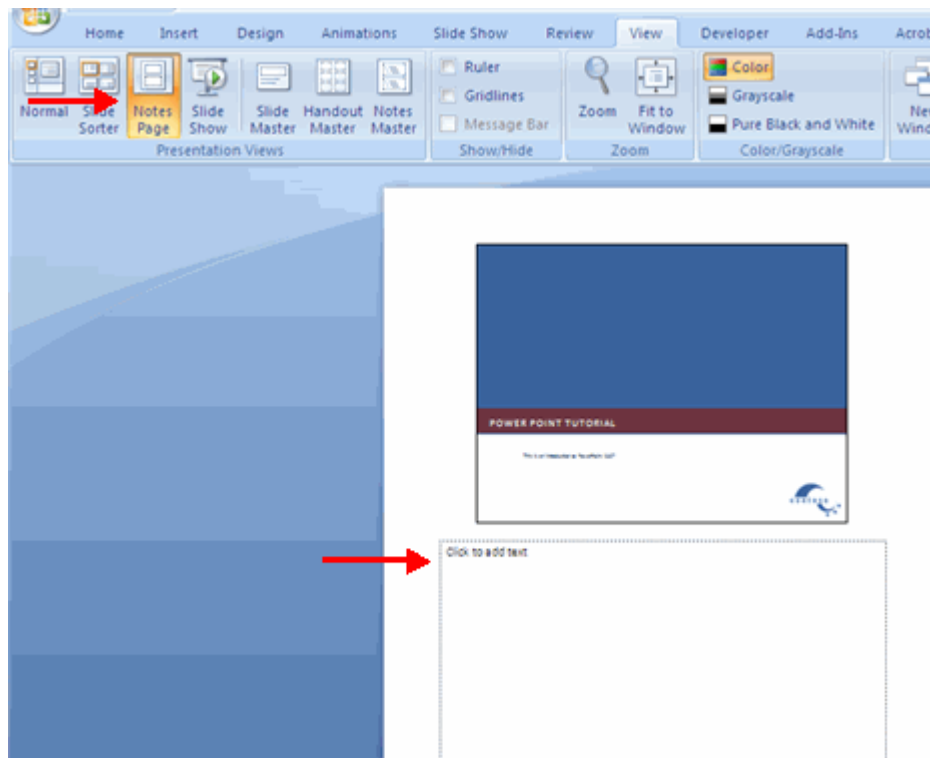


PowerPoint 2007- Create Handouts & Speaker Notes

Speaker Notes can be added to allow you to create notes for each slide. To add speaker notes:

- Select the slide
- Click **View**
- Click **Note Pages**
- Click the **Click to add Notes** section of the screen
- Type in the **Notes** for that slide



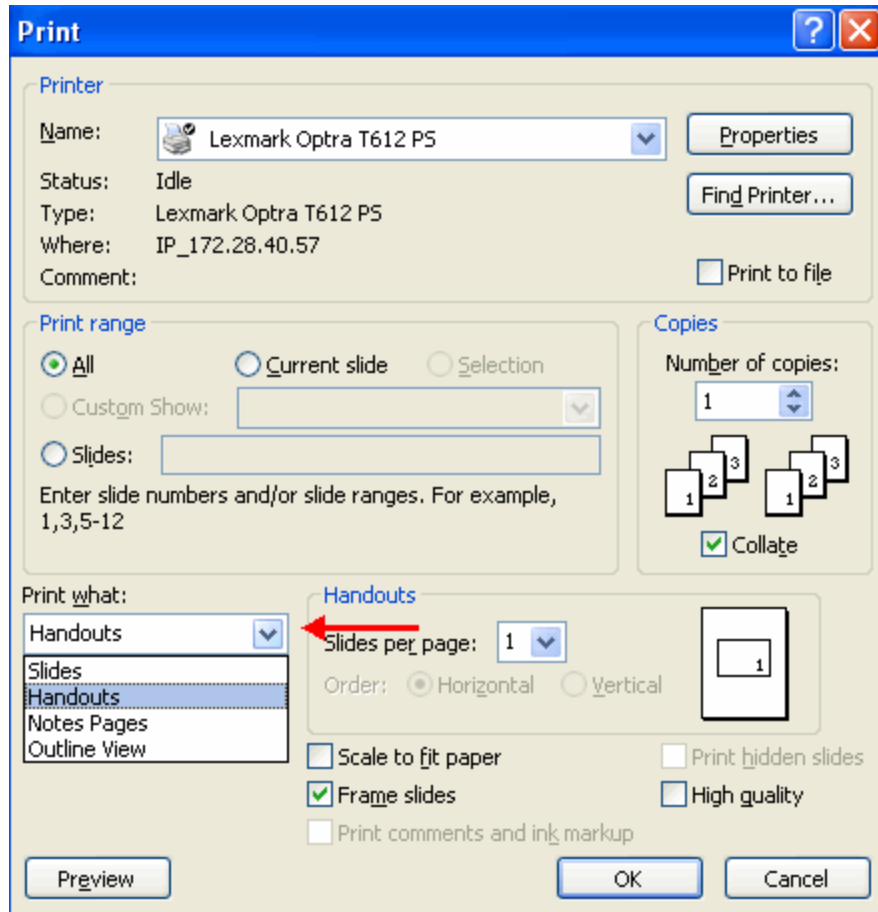
Print a Presentation

There are many options for printing a presentation. They are:

- **Slides:** These are slides that you would see if you were showing the presentation, one slide per page
- **Handouts:** 1, 2, 3, 4, 6 or 9 per page, this option allows for more slides per page
- **Notes Page:** This includes the slides and the speaker notes
- **Outline View:** This will print the outline of the presentation

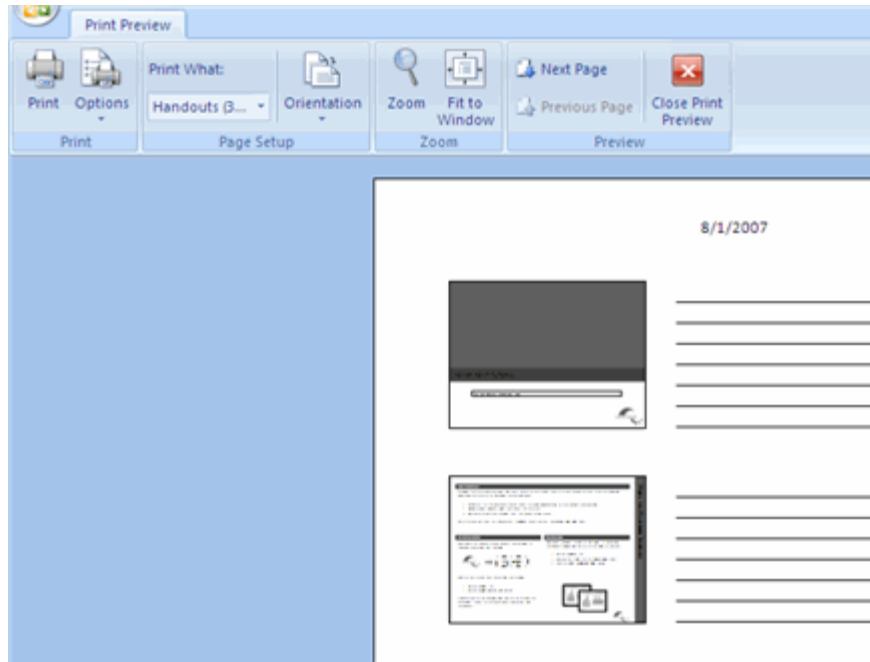
To access the print options:

- Click the **Microsoft Office Button**
- Click **Print**
- In the Print Dialog Box, click the **arrow** next to **Print what**
- Choose the format and click **OK** to print



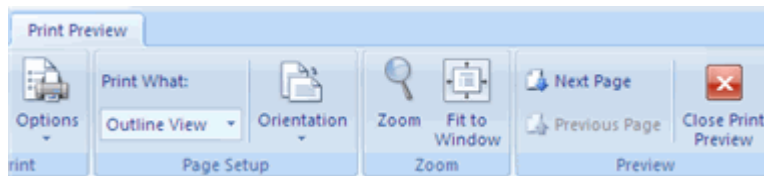
To print preview:

- Click the **Microsoft Office Button**
- Place the cursor over **Print**
- Click **Print Preview**
- Click the arrow next to **Print What** to change print options
- To print from Print Preview, click **Print**



To Exit Print Preview:

- Click the **Close Print Preview** button



Package a Presentation

There are times when you want to package a presentation with all of the additional files attached as well. To package a presentation for CD:

- Click the **Microsoft Office Button**
- Click **Publish**
- Click **Package for CD**
- Type a name for the CD
- Click **Copy to CD** or **Copy to Folder**

