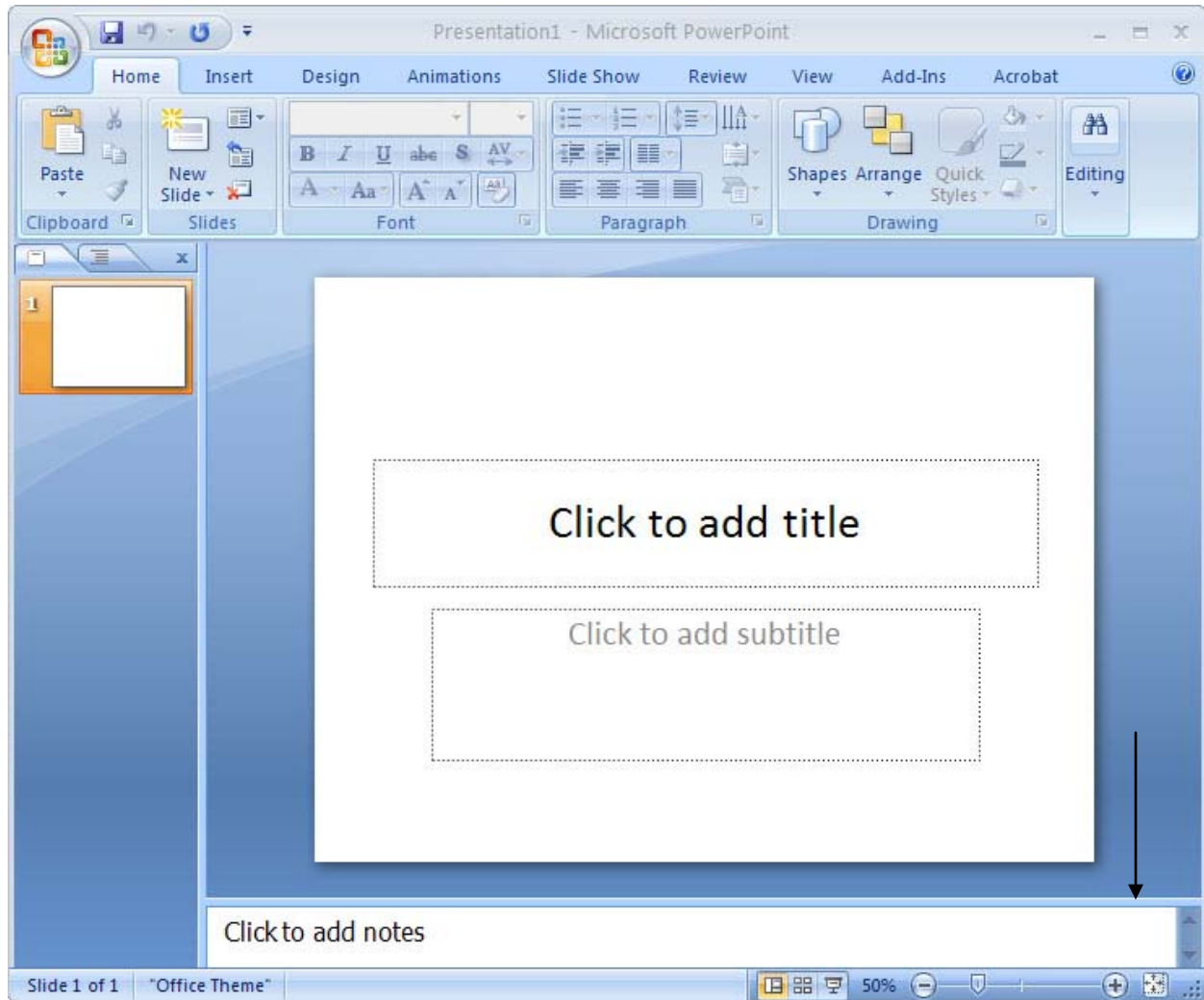


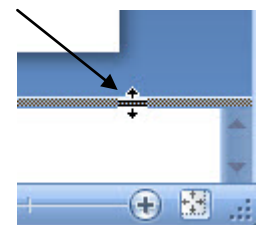
Tech Tip – PowerPoint the Notes View

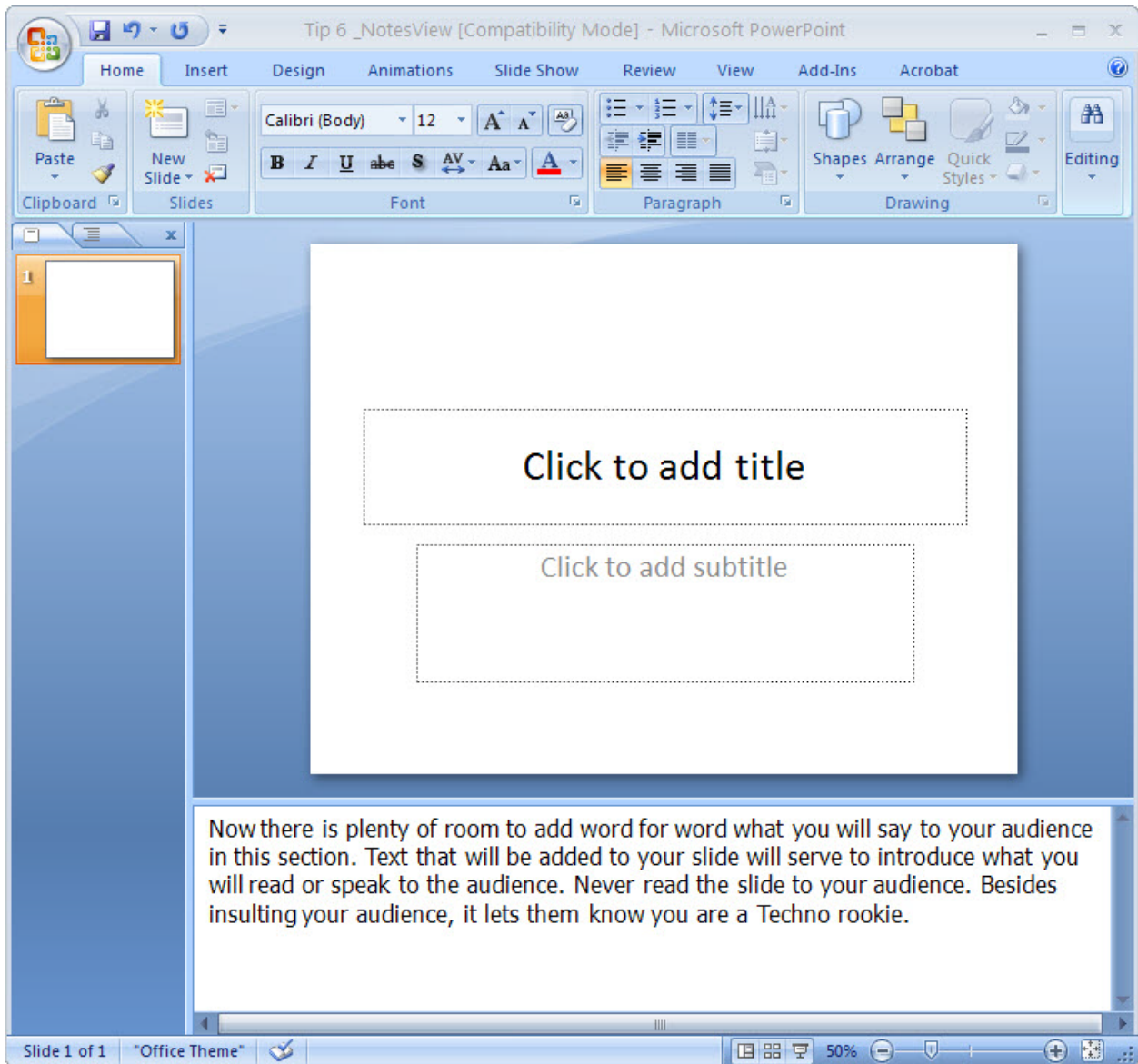
Most presentations are created backwards. What is going to be presented to the audience should be typed word for word in the “Click to add notes” section (if PowerPoint is used). The introduction to the talking points will be located on the upper half of the slide, the part the audience will see.

When you first open PowerPoint, this is what you will see:




Notice that the Click to add notes section is too small to write your script. Put your cursor on the blue line and hold your left mouse button down. Notice that the cursor turns into a double line with an up-and-down arrow. Pull the blue line up to make more room for your notes.





As you begin your presentation, always start each slide by writing your script. The creative process needed for the top part of the slide, the part the audience will see, will come to you more easily when you have the exact message you wish to convey.

You can print the above view so that you can use your notes as you present.  Go to the Office button and pull down to print.

In the **Print what:** rectangle, select Notes Pages.

Click the OK button to print.

