

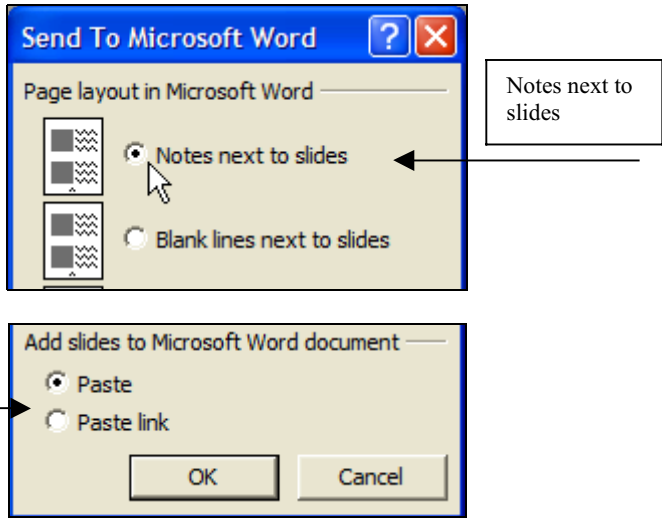
How to Create Handouts Including Speaker Notes

Overview

You can use PowerPoint’s **Send To, Microsoft Word** feature to create handouts that include your speaker notes. Your notes may display below a single slide or next to multiple slides on a single page.

Procedures

To create handouts including speaker notes, complete the following steps.

Step	Action
1	<p>From the File menu, choose Send To _ and then choose Microsoft Word.... <i>The Send To Microsoft Word dialog box appears.</i></p>
2	<p>Select the Notes next to slides option if it is not already selected. <i>The first option in the list is selected.</i></p> 
3	<p>Click OK. <i>The Send to Microsoft Word dialog box disappears; Word opens and displays your slides in a table. The slides are numbered and speaker notes appear to the right of each slide.</i></p>

Notes:	<ul style="list-style-type: none"> • The Paste option is selected by default. The Paste link option links the Word document to the source PowerPoint slide. When selecting this option, changes made to the source slide will appear in the Word document the next time it is opened. • Once slides are successfully sent to Word, you can use Word’s table, editing and formatting features to enhance your handouts.
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