

How to add and print notes in PowerPoint slides

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Notes in PowerPoint can help presenters to master an important presentation at school or work. List all the points you want to include and you will never miss any important details. In case you cannot see the screen during the presentation, print these notes out for easy reference.

Today's article will show you how to add PowerPoint presentation notes, how to view them in presentations and print notes out of paper.

How to add and print PowerPoint slides with notes

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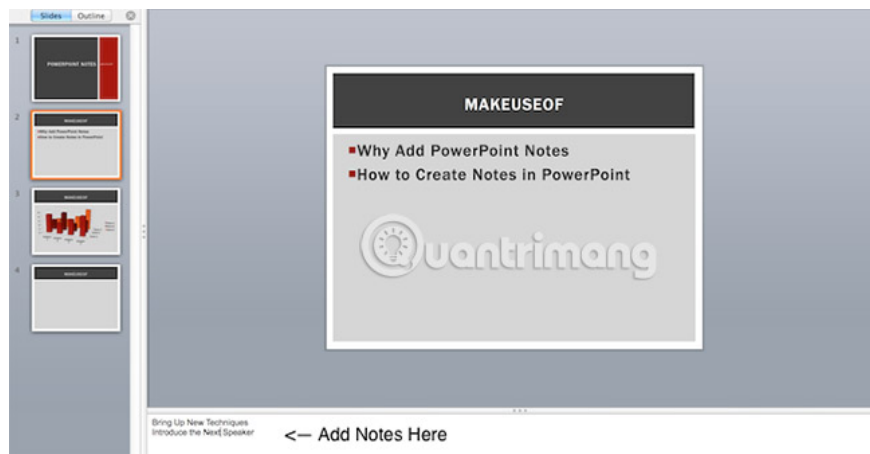
Why add a speaker note to PowerPoint

The confidence to present the presentation is not an easy task. If you're afraid you might forget an important detail in your presentation or simply want to create a reminder, that might be the way to reassure you.

You can refer to your notes while projecting slides to the audience. During the presentation, notes will only appear on your screen. The audience below will not see them. Adding notes is also a great way to save additional information you want to share with the audience in a presentation but don't want to get rid of the slides.

How to add notes in PowerPoint

To add a speaker note, start typing your comment in the box that appears below each slide. If for some reason the **Notes** panel doesn't appear, make it appear by clicking the **Notes** option on the taskbar at the bottom of the PowerPoint window.



You can zoom in to **Notes** if your notes exceed the default length. Use the vertical scroll bar on the right or drag the top border of the panel upward (this feature is not available in PowerPoint Online).

When you start the presentation and go to **Presenter View**, you will have access to the note, and the projector screen for the audience will only have slides that appear.

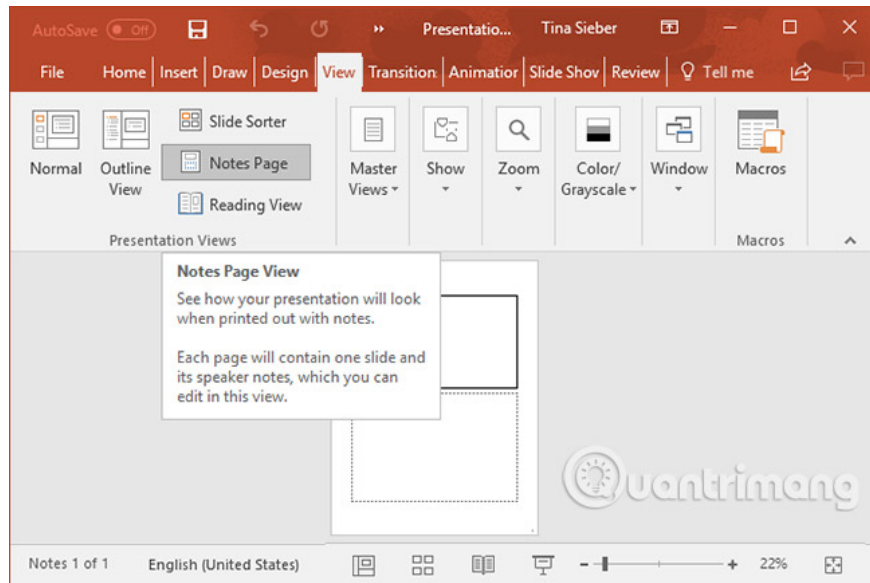


Changing the size of the text in the **Notes** box makes reading easier when presenting.

How to format notes page

You can view your notes in **Presenter View** or print them out and put them in front of you. However, before printing, you can see how your notes will look on a page.

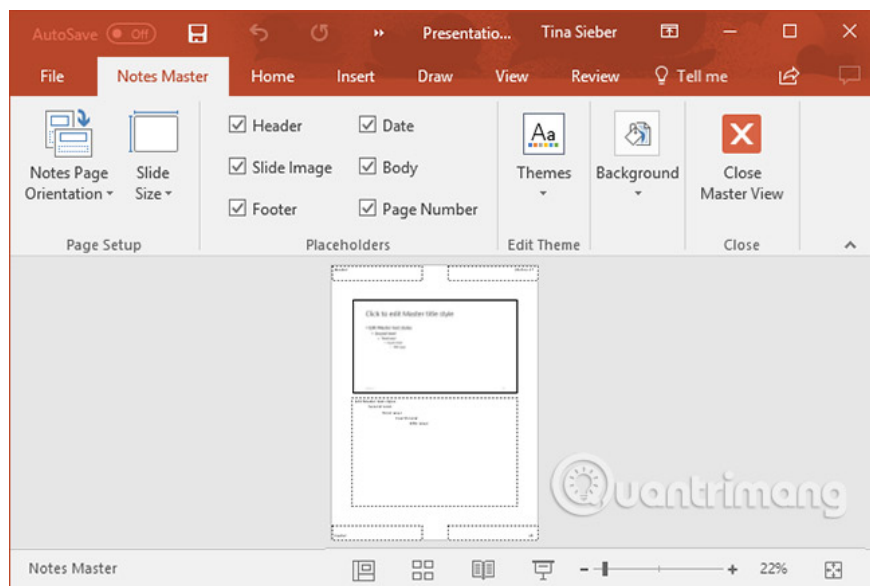
To see how the notes are printed as well as view the full effect of any text format to apply (for example, font color, header changes and footer), you'll need to switch to **Notes Page** view mode . . . Go to the **View** tab and click on **Notes Page**.



In **Notes Page** view mode , you will find your notes below each slide in the presentation, all on separate pages. In this mode, you can add data, such as charts, tables or other illustrations to your notes. Here you can also zoom in, reposition or slide the slide or note area.

When you create a note, keep in mind that all the objects and photos you add in the **Notes Page** view will appear on your printed note page, but will be hidden on the screen when you switch to view **Th??ng**. This does not apply to text editing (these content will be displayed in both **Notes Page** and **Normal** view modes).

For more formatting options, such as changing the font style for all notes, change to **Notes Master** . In the **View** tab , select **Master**, then press **Notes Master**.



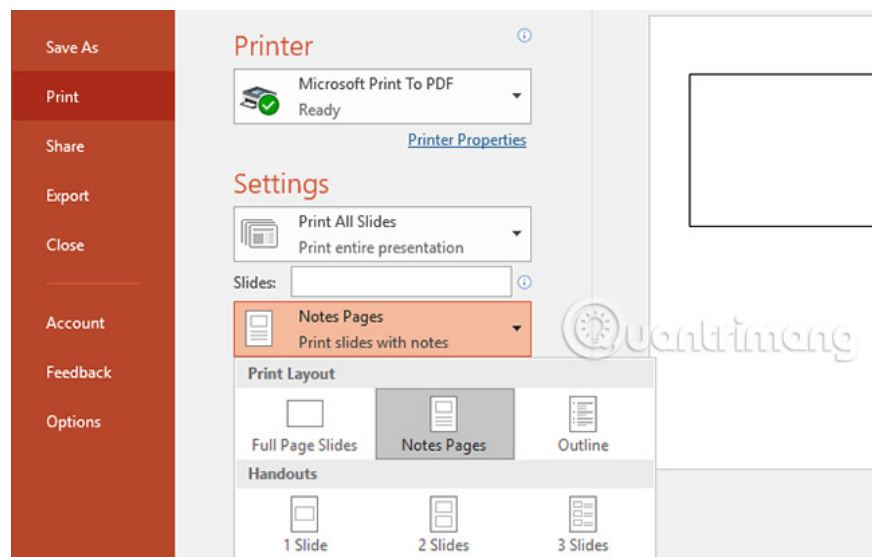
With **Notes Master**, you can place logos on note pages, images, as well as change the look and position of the slide area, make notes, edit headers, footers, page numbers and dates.

How to print PowerPoint slides with notes

If viewing notes in **Presenter View** during the presentation is not enough to meet your needs, you can print them out. Print these notes in PowerPoint without the thumbnail of the slide or include them in the handout for the audience or to prepare yourself for the presentation.

How to print PowerPoint notes with slide thumbnails

1. Go to the **File** tab and click **Print**.
2. In **Settings**, change the **Full Page Slides** to the default **Notes Pages**.
3. Click **Print**.



If you want to change the page orientation (for slides, or notes, or both), go to **Page Setup** to see more options.

How to print PowerPoint notes without slide thumbnails

1. In your presentation, switch to **Notes Page** view (in the **View** menu click on **Notes Page**).
2. Delete each thumbnail for each note page.
3. Go to the **File** tab and click **Print**.
4. In **Settings**, select **Notes Page**.
5. Click **Print**.

Note that you can only print one page of notes on each printed page, even if you choose to print them without thumbnails.

Other presentation options

Present on multiple screens

View the PowerPoint presenter's notes privately when presenting with two screens. An option to print notes is to use **Presenter View**. There are presentations with notes on the laptop, while the audience sees the slides of the presentation on another screen.

Using smart phones

You can use your smartphone as a remote control to run presentations and see notes.

To activate that mode, open the presentation in **Presenter View** on the smartphone. Move through slides with one touch and use the laser pointer to draw the audience's attention to the most important parts of the presentation.

You are ready for the presentation with support notes. All you need to do to make sure everything goes smoothly is to practice first and see how long the presentation will take, avoid common PowerPoint errors and your presentation will definitely impress the audience. .

Have you ever felt like you missed any important notes in the presentation? Do you find notes in PowerPoint useful, or do they distract you when interacting with your audience? Please share your comments in the comment section below!

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