

Instructions for PowerPoint Viewing and Printing

Note to presenters:

The PowerPoint document includes talking points on the “notes pages.” Instructions are included here to help you access those talking points.

To save the PowerPoint document to your computer:

- Go to “File”
- Select “Save As”
- Name document
- Select directory where you want to store the document on your computer

Please ensure that you have closed the original PowerPoint file from the web site.

To view slide show:

- Go to “View”
- Select “Slide Show”
- Use Icon on bottom right of screen to advance slides or use rolling ball on mouse

To view talking points and slides on the same page:

- Go to “View”
- Select “Notes Pages”
- The Talking Points are listed below each slide

To view talking points and slides to edit copy (to input your name and contact information of the first and last slide):

- Go to “View”
- Select “Normal”
- Click mouse of text you want to change within the large slide box or within the talking points shown below slides

To print slide show and talking points on the same page:

- Go to “File”
- Select “Print”
- Select “Notes Pages” in pull-down menu under “Print What” (bottom right of dialog box)

To print slides only (as handout):

- Go to “File”
- Select “Print”
- Select “Slides” in pull-down menu under “Print What” (at bottom right of dialog box)