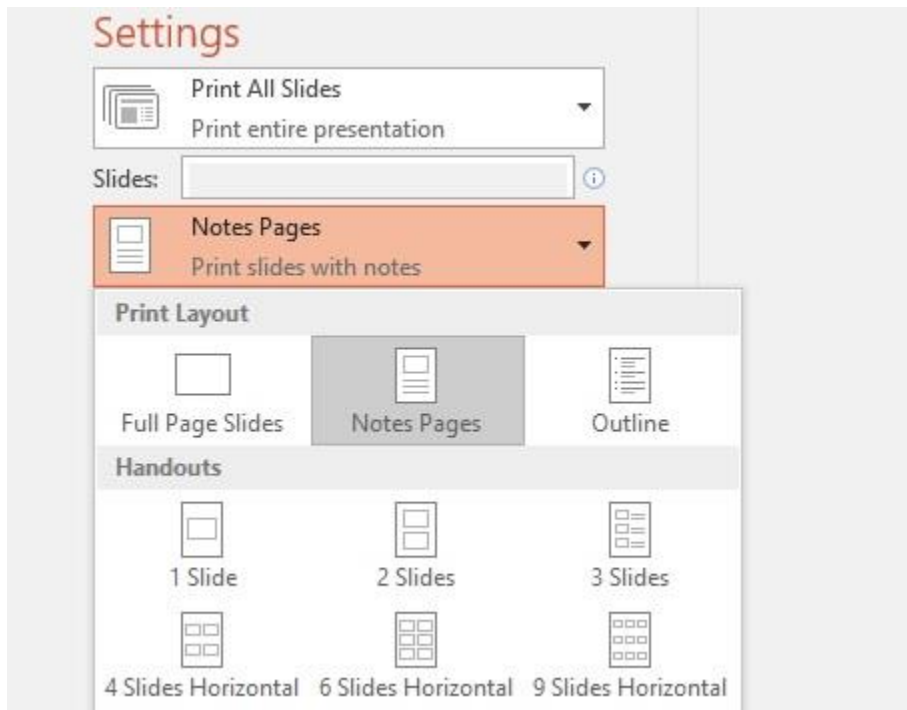## Print and Present

Print slides with or without speaker notes

It's actually simpler to print slides without speaker notes than with them—in fact, there is only one way to print speaker notes with slides.

1. Click **File** > **Print**.
2. Under **Settings**, click the second box (which defaults to say **Full Page Slides**), then under **Print Layout**, click **Notes Pages**.

Notes Pages prints one slide per page, with speaker notes below. The Preview Pane shows you what each layout option looks like.

3. Put in the other settings, such as which slides you want, how many copies, and so on.
4. Click **Print**.

The other options under **Print Layout**, and all of the options under **Handouts**, print only slides or slide content, not speaker notes.

Print and Present

Print your PowerPoint slides, handouts, or notes

Print your presentation

1. Select **File** > **Print**.
2. For **Printer**, select the printer you want to print to.
3. For **Settings**, select the options you want:
   - **Slides**: From the drop-down, choose to print all slides, selected slides, or the current slide. Or, in the **Slides** box, type which slide numbers to print, separated by a comma.
   - **Print Layout**: Choose to print just the slides, just the speaker notes, an outline, or handouts.

The Outline prints only the text in the slides, without images. The Notes of a presentation show the slide and the related speaker notes below it. If you choose to print Handouts, you can print several slides on one page using a variety of layouts, some with space for note-taking.

   - **Collated**: Choose whether you want the sheets collated or uncollated.
   - **Color**: Choose whether you want color, grayscale, or pure black and white.
   - **Edit Header & Footer**: Select to edit the header and footer before printing.
4. For **Copies**, select how many copies you want to print.
5. Select **Print**.

Click to watch the "Print Presentations" video.

Start the presentation and see your notes in Presenter view

Start presenting

On the **Slide Show** tab, in the **Start Slide Show** group, select **From Beginning**.

Now, if you are working with PowerPoint on a single monitor and you want to display Presenter view, in **Slide Show** view, on the control bar at the bottom left, select , and then **Show Presenter View**.
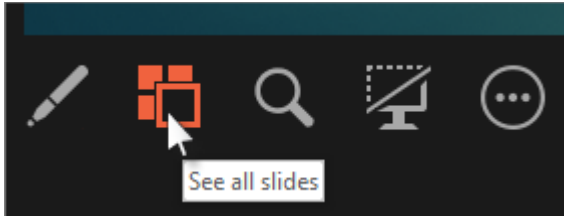
Use the controls in Presenter view

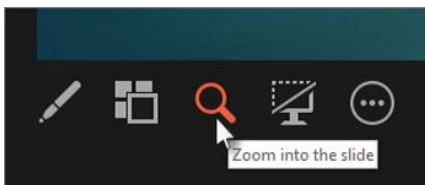- To move to the previous or next slide, select **Previous** or **Next**.

- To view all the slides in your presentation, select **See all slides**.

Tip: You'll see thumbnails of all the slides in your presentation (as shown below), making it easy to jump to a specific slide in the show.
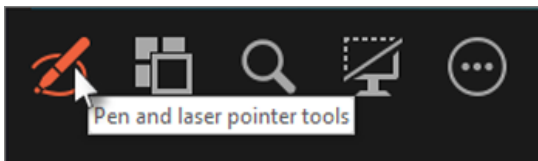

- To view a detail in your slide up close, select **Zoom into slide**, and then point to the part you want to see.

For more details on zooming in, see Zoom in to part of a slide.

- To point to or write on your slides as you present, select **Pen and laser pointer tools**.
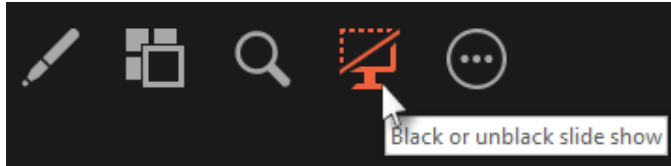
Print and Present

Press the Esc key when you want to turn off the pen, laser pointer, or highlighter.

- ▪ To hide or unhide the current slide in your presentation, select **Black or unblack slide show**.

You can use PowerPoint on your smartphone as a remote control to run your presentation and view your speaker notes. See Using a laser pointer on your smartphone when presenting in PowerPoint for more information, including a brief video.

Swap the Presenter view and Slide view monitors

To manually determine which screen shows your notes in Presenter view and which shows only the slides themselves, on the task bar at the top of Presenter view, select **Display Settings**, and then select **Swap Presenter View and Slide Show**.
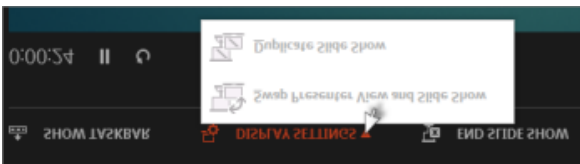
What the notes look like in Presenter view

Tip: For information on how to add speaker notes to your presentation see Add speaker notes to your slides.

When your computer is connected to a projector and you start the slide show , Presenter View appears on your computer's screen, while only the slides appear on the projector screen. In Presenter view, you can see your notes as you present, while the audience sees only your slides.

Print and Present
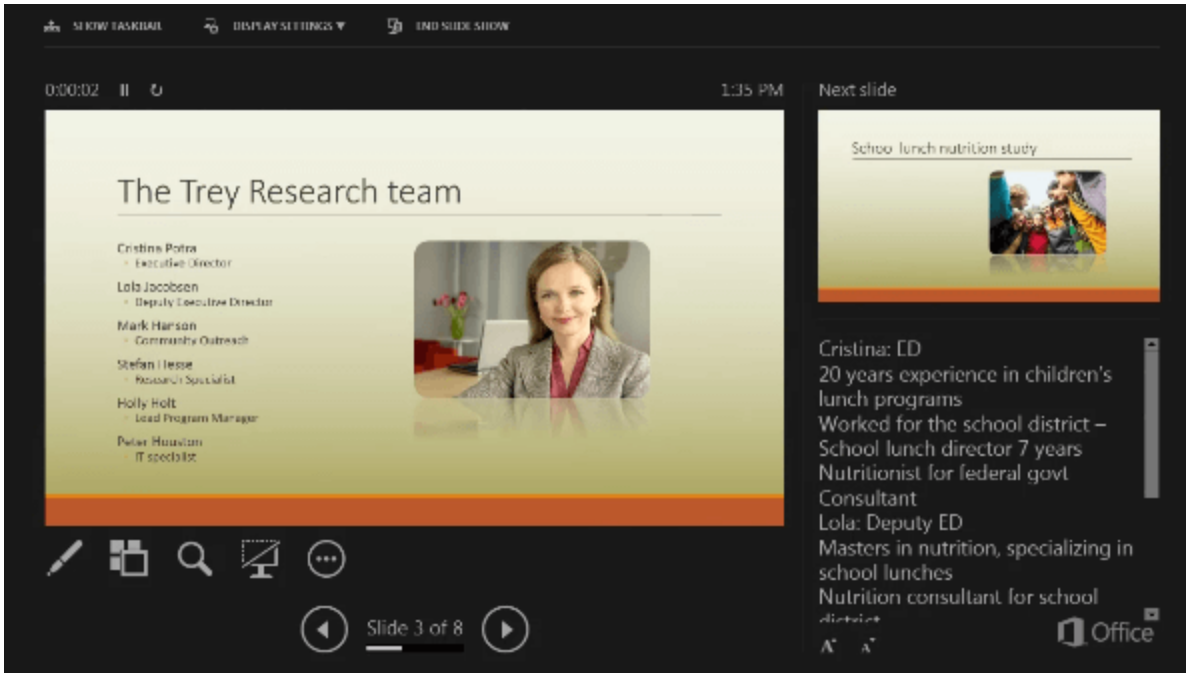
The notes appear in a pane on the right. The text wrap automatically, and a vertical scroll bar appears if necessary. You can change the size of the text in the Notes pane by using the two buttons at the lower left corner of the Notes pane:


To change the size of the panes in Presenter View, point your mouse at the vertical line that separates them, then click and drag.

Tip: If you don't need to see the current slide in Presenter View at all, and would like your notes to be larger, drag that vertical separator line all the way to the left.

Turn off Presenter view

If you want Presenter view turned off while you are showing your presentation to others:

On the **Slide Show** tab of the ribbon, clear the check box named **Use Presenter View**.
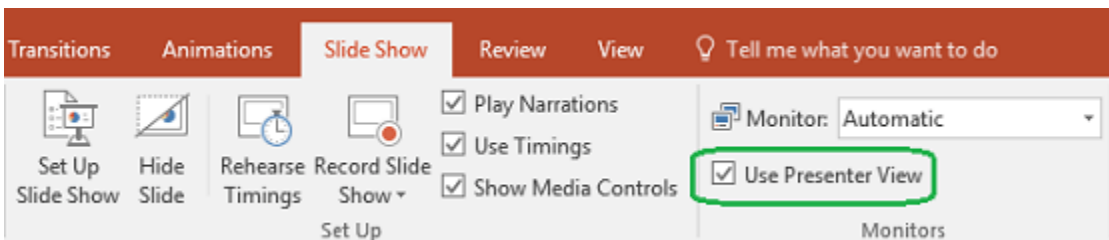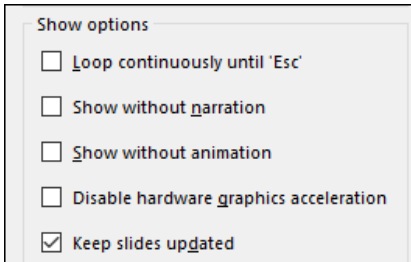

Keep your slides updated

Print and Present

If you're working with a team of people to create your slide deck it may be that changes are being made to the slides right up to the last minute. Traditionally once you've started your presentation your slides wouldn't update. If you're using PowerPoint for Microsoft 365 you have the option to let your slides be updated by your team even as you're presenting so that you always have the up-to-the-minute changes.

You can turn this on by going to the **Slide Show** tab of the ribbon, selecting **Set Up Slide Show**, and checking the box for **Keep slides updated**.

If you've already started your presentation and you want to make sure that setting is on, you can do that from Presenter view. Select the **More slide show options** button (which looks like three dots) and on the menu make sure **Keep Slides Updated** is checked.
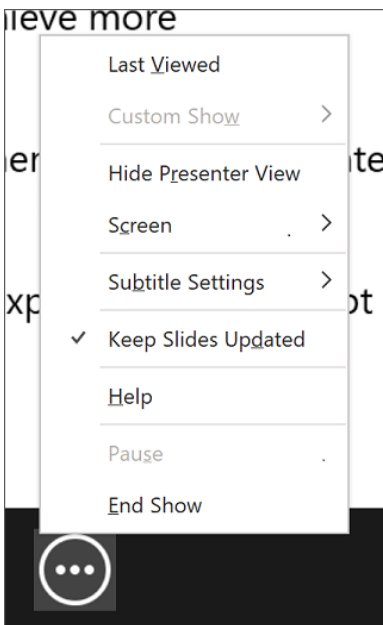
Print and Present

Turn your mouse into a laser pointer

Turn on the laser pointer

1. Do one of the following:

   ▪ **To use the laser pointer in Slide Show view:** On the **Slide Show** tab, click either **From Beginning** or **From Current Slide** to start your slide show.

   ▪ **To use the laser pointer in Reading view:** On the **View** tab, click **Reading View**.

2. Press and hold the Ctrl key, and then click and drag the left mouse button to point to the contents on the slide that you want to draw attention to.

Tip: If you want your audience to see the laser pointer but not your mouse pointer, be sure to press and hold Ctrl *before* you move your mouse to keep the mouse pointer hidden.

Change the color of your laser pointer

By default, the color of the pointer is red, but green and blue are also available. To change the color of the laser pointer, do the following:

1. On the **Slide Show** tab, in the **Set Up** group, click **Set Up Slide Show**.

2. In the **Set Up Show** dialog box, under **Show options**, select the color that you want from the **Laser pointer color** list, and then click **OK**.
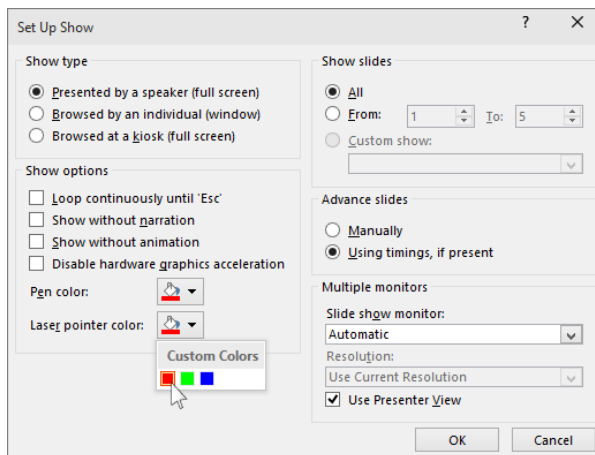
Record your laser mouse pointer movements

To record your laser pointer movements to enhance a web-based or self-running slide show, do the following:

1. On the **Slide Show** tab, in the **Set Up** group, point to the arrow next to **Record Slide Show** .

Click either **Start Recording from Beginning** or **Start Recording from Current Slide**, depending on where you want to start to record your slide show.

2. In the **Record Slide Show** dialog box, select the **Narrations and laser pointer** check box.
3. Click **Start Recording**.
   Tip: To pause the narration, in the **Recording** box, click **Pause**. To resume, click **Resume Recording**.
4. Press and hold Ctrl, and then click and drag the left mouse button to point to the contents on the slide that you want to draw attention to.
5. To move to the next slide, release Ctrl, and then click the left mouse button.
6. To end your slide show recording, right-click the slide, and then click **End Show**.

The recorded slide show timings are automatically saved and the slide show appears in Slide Sorter view with timings under each slide.

7. To view the pointer movements and timings you just recorded, on the **Slide Show** tab, in the **Start Slide Show** group, click either **From Beginning** or **From Current Slide**.

To re-do your pointer movements or slide timings, just repeat these steps.

Turn your pointer on or off

The pointer is set to **Automatic**, which means it is hidden automatically after three seconds of inactivity. The pointer appears again when you move the mouse.
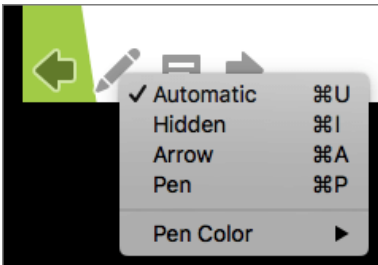
During the slide show, in the lower-right corner of the slide, select and then do one of the following:

| To	Select
Show the pointer automatically	**Automatic**
Always hide the pointer	**Hidden**
Always show the pointer	**Arrow**
Write on the slides	**Pen**
Select ink color for pen	**Pen Color**

Print and Present

Add speaker notes to your slides

Add notes while creating your presentation

The Notes pane is a box that appears below each slide. (It is outlined in magenta in the picture below.) An empty Notes pane will prompt you with text that says, **Click to add notes**. Type your speaker notes there. If you don't see the Notes pane or it is completely minimized, click **Notes** on the task bar across the bottom of the PowerPoint window

If your notes exceed the allotted length of the Notes pane, a vertical scroll bar appears on the side of the pane. You can also enlarge the Notes pane by pointing your mouse at the top line of the pane and then dragging upward after the pointer turns into a double-headed arrow.
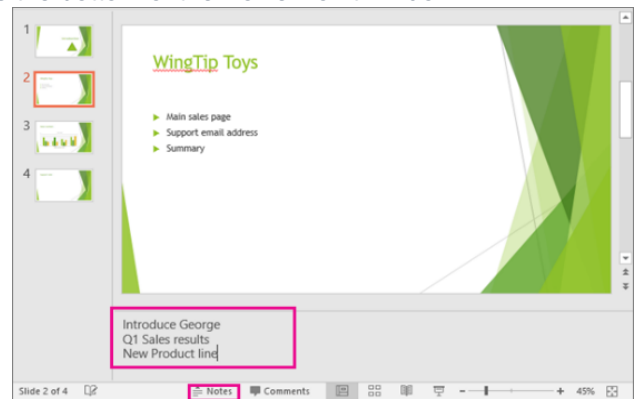
What the notes look like in Presenter view

When your computer is connected to a projector and you start the slide show ,Presenter View appears on your computer's screen, while only the slides appear on the projector screen. In Presenter view, you can see your notes as you present, while the audience sees only your slides:
The notes appear in a pane on the right. The text should wrap automatically, and a vertical scroll bar appears if necessary. You can also change the size of the text in the Notes pane by using the two buttons at the lower left corner of the Notes pane:
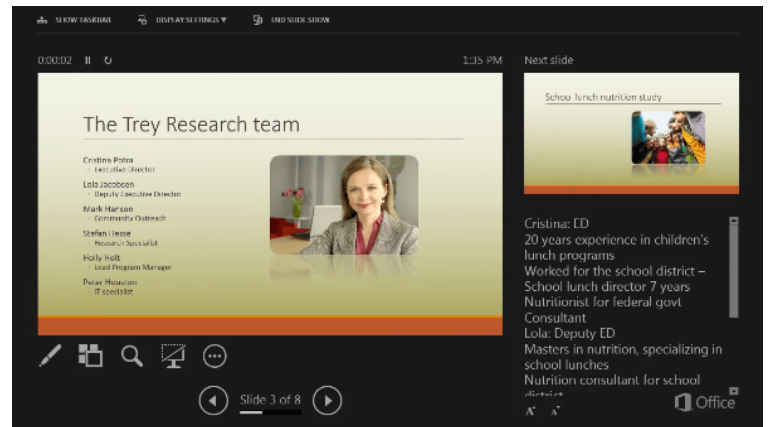
By default, PowerPoint is set to use Presenter view when you run a slide show.
You can change this setting on the **Slide Show** tab of the PowerPoint ribbon:
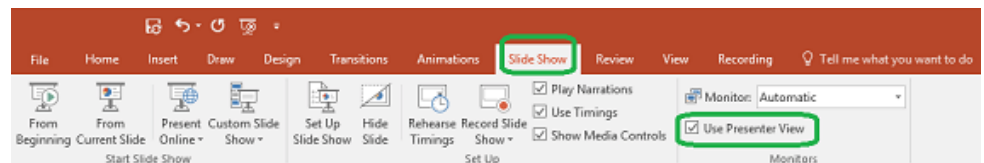
Read Start the presentation and see your notes in Presenter view for more details about how to see and use Presenter view.

For more information, please refer to the Microsoft training resource page HERE