

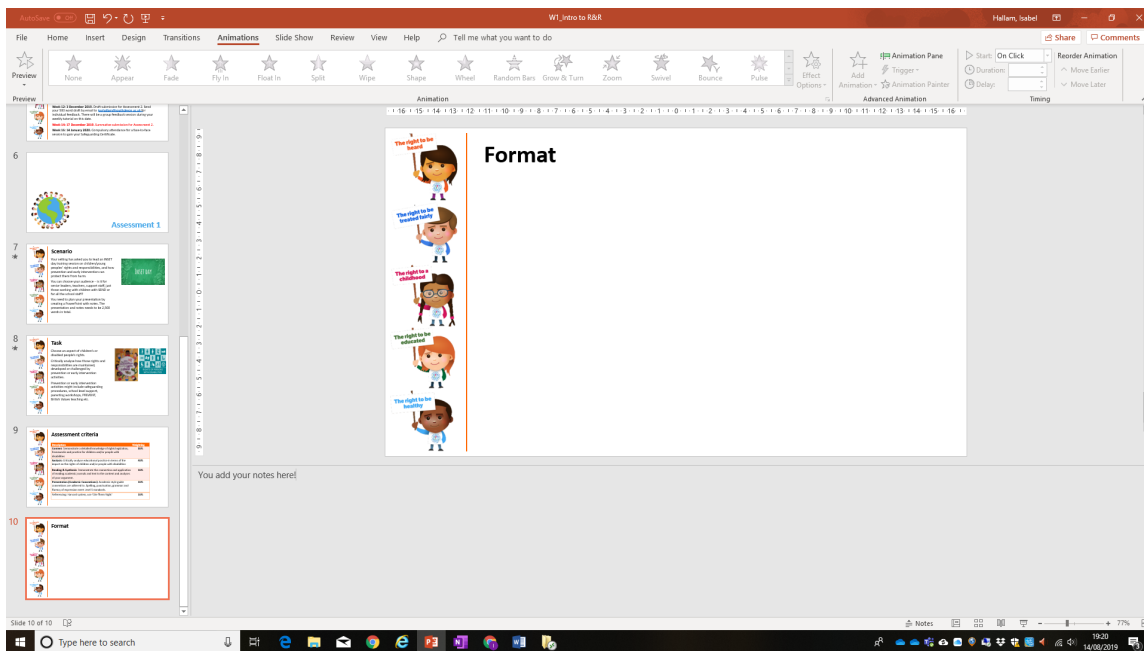


HOW TO GUIDE

SAVING POWERPOINTS WITH NOTES

FORMAT

- Create a Powerpoint presentation in desktop application.
- Plan your presentation so that you use separate slides for different elements of what you want to say.
- Put the key information on the slides, and your 'script' of extra information in the notes section.



- Then type your script into the notes section.
- Hover over the line under the slide until you get the double ended arrow. Then click and slide the arrow up to reveal the notes section.





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SAVING POWERPOINTS WITH NOTES

PREPARING FOR SUBMISSION

- Once you have finished your presentation, you need to prepare it for submission to Turnitin.
- Select File/Print.
- Under the Printer drop down, select '**Microsoft Print to PDF**'.
- Under the Slides drop down, select '**Notes Pages**'.
- Press Print, and you will be prompted to save the document. Save it somewhere you will remember and then submit to Turnitin as usual.

