Presenter View on PowerPoint
View presentation notes without showing them to your audience

Using Presenter View is a great way to view your presentation with speaker notes on one computer (your laptop, for example), while your audience views the notes-free presentation on a second monitor (projected on a larger screen, for example). That way, you can spare your audience a text-filled presentation and spare yourself the juggling between class notes and your PowerPoint.

In this Tutorial:

**PowerPoint 2008** (for Macs)
- Adding Notes
- Presenting with Notes

**PowerPoint 2007** (for PCs)
- Adding Notes
- Presenting with Notes

POWERPOINT 2008 (For Macs)

Adding Notes

When creating your PowerPoint presentation, there are two ways to view and edit your presenter notes: in Normal View or in Notes Page.

**Presenter Notes in Normal View**

To view your notes in normal view, go to the “View” Menu and click “Normal.” It is usually the standard setting. To add notes, click in the notes box and enter your notes for the current slide seen above it.

You can type and format your notes as you work in Normal view, but the notes pages allows more formatting, such as font colors or picture additions. You can also check and change the headers and footers of your notes in Notes Page view.
To view your notes with the notes page, go to the “View” Menu and click “Notes Page.” To add notes, click in the notes box and enter your notes for the current slide.

A default Notes Page consists of a slide thumbnail on the top half of the page and an equally sized section for notes on the lower half of the page. If half of a page isn’t enough space for your notes, you can minimize the slide and enlarge the textbox (click each item and drag their edges to affect their size), or delete the thumbnail slide entirely (click it and press delete).

*Please Note:* When you make changes to text formatting and graphics in notes page view, the changes might not show up in normal view.

**Presenting with Notes**

To view your notes during a presentation, go to the “Slide Show” menu and click “View Presenter Tools.” A screen will appear that shows you your current slide, presenter notes, and a preview of your next slide in the presentation.
To change the size of presenter tools panes, drag the grey bar between each pane. For example, if you want to expand the notes page (so you don’t have to scroll down to view all your text), click the bar separating your notes from the slide and drag it upwards. This should make the slide smaller and your notes page bigger.

When you give your presentation, only you will be able to see this screen. Your audience will only be able to see the slides in your PowerPoint.
POWERPOINT 2007 (For PCs)

Adding Notes

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Presenter Notes in Normal View

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You can type and format your notes as you work in Normal view, but the notes pages allows more formatting, such as font colors or picture additions. You can also check and change the headers and footers of your notes in Notes Page view.

Presenter Notes in Notes Page
To view your notes with the notes page, go to the “View” Menu and click “Notes Page.” To add notes, click in the notes box and enter your notes for the current slide.

A default Notes Page consists of a slide thumbnail on the top half of the page and an equally sized section for notes on the lower half of the page. If half of a page isn’t enough space for your notes, you can minimize the slide and enlarge the textbox (click each item and drag their edges to affect their size), or delete the thumbnail slide entirely (click it and press delete).

Please Note: When you make changes to text formatting and graphics in notes page view, the changes might not show up in normal view.

Change Computer Settings

If you are using your laptop (and not a monitor already attached to a projector), you may have to configure your computer to allow the modified presentation. To do this, go to the “Slide Show” Menu and click “Presenter View.” Then, in the Display Settings dialog box, on the Monitor tab, click the monitor icon that you want to use to view your speaker notes, and then select the “this is my main monitor” check box.

You can select only one primary monitor at a time. Click the monitor icon for the second monitor that the audience will view, select the “Extend my Windows Desktop” onto this monitor check box, and then click OK.

Presenting with Notes

To view your notes during a presentation, go to the “Slide Show” menu and click “Set Up Slideshow.” In the Set Up Show dialog box, choose the options that you want, and then click OK.
To begin delivering your presentation, on the View tab, click Slide Show. A screen will appear that shows you your current slide, presenter notes, and a preview of your next slide in the presentation.

When you give your presentation, only you should be able to see this screen. Your audience will only be able to see the slides in your PowerPoint.