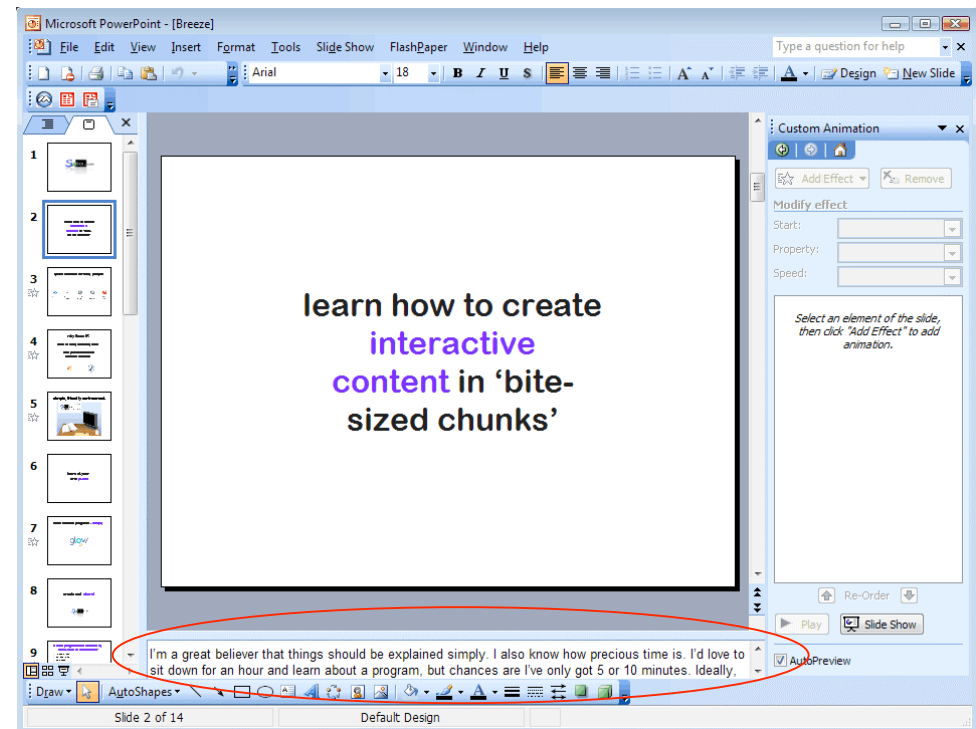


## The Notes Pane

To help you deliver a presentation, it is possible to include your script or notes in the notes pane.

Possibly the most underused feature of PowerPoint, the notes pane can become invaluable when using multiple monitors (see *lesson 27 – using multiple monitors*)

The notes pane will be visible by default in the 'Normal' view, under the slide pane dominating the window. Here you can **type** notes for your individual slides.



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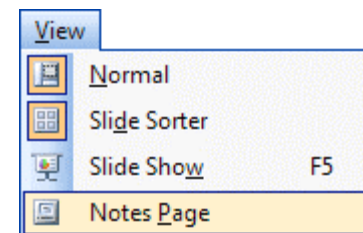
# An Introduction to Microsoft® PowerPoint® 2003

If you find this too small a space to work with, then you can **drag** the **dividing line** up to increase the size of the notes pane.

PowerPoint also has a built in 'Notes Page' where you can see your notes and accompanying slide as if it were on a piece of paper.



To see the 'Notes Page', **click** 'Notes Page' from the View menu.

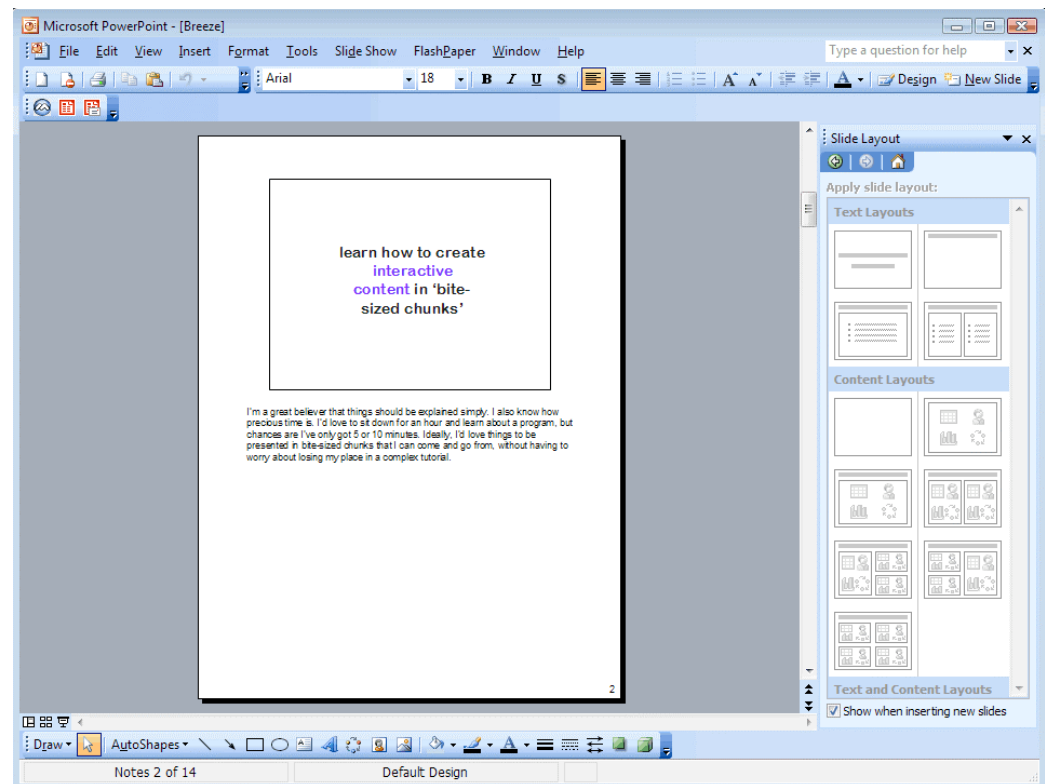
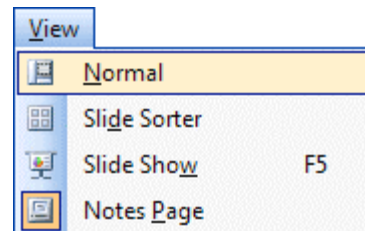


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The screen will alter to show the Notes Page.

Use the page 'up' and 'down' buttons in the slider bar at the right of the screen to move between your slides.

To return to the 'Normal' view, **select 'Normal'** from the 'View' menu.



The 'Notes Page' view will close, returning you to the Normal view.