**Microsoft Office PowerPoint 2013: Notes**

Working with PowerPoint Notes and printing those Notes

Adding Notes and Printing the Notes

Notes can be added to the slides to then be used when giving the presentation. Simply enter the notes in the notes pane at the bottom of the each slide depending on your needs. The notes will not appear when the presentation is running as a slide show. Select the desired font size and style from the Home tab. The default text size of 12 points may not be large enough for you to read comfortably when giving a presentation.
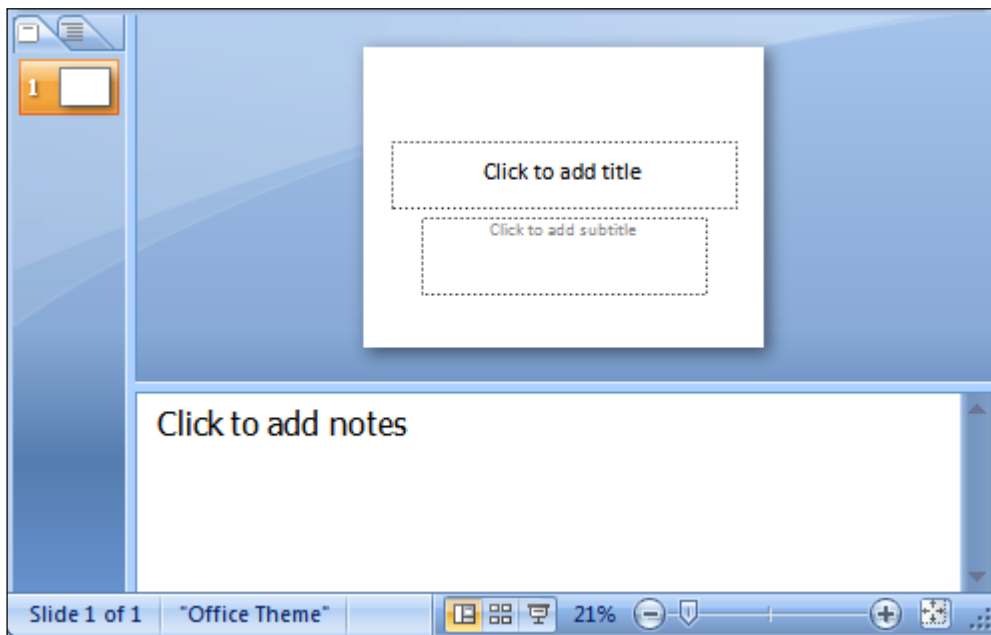
Notes are typically printed out and used by person giving the presentation.
Note Pages can be printed through the print menu by selecting Notes Pages from the **Print what** section of the Print dialog box. Click on the Preview button to view before Printing.