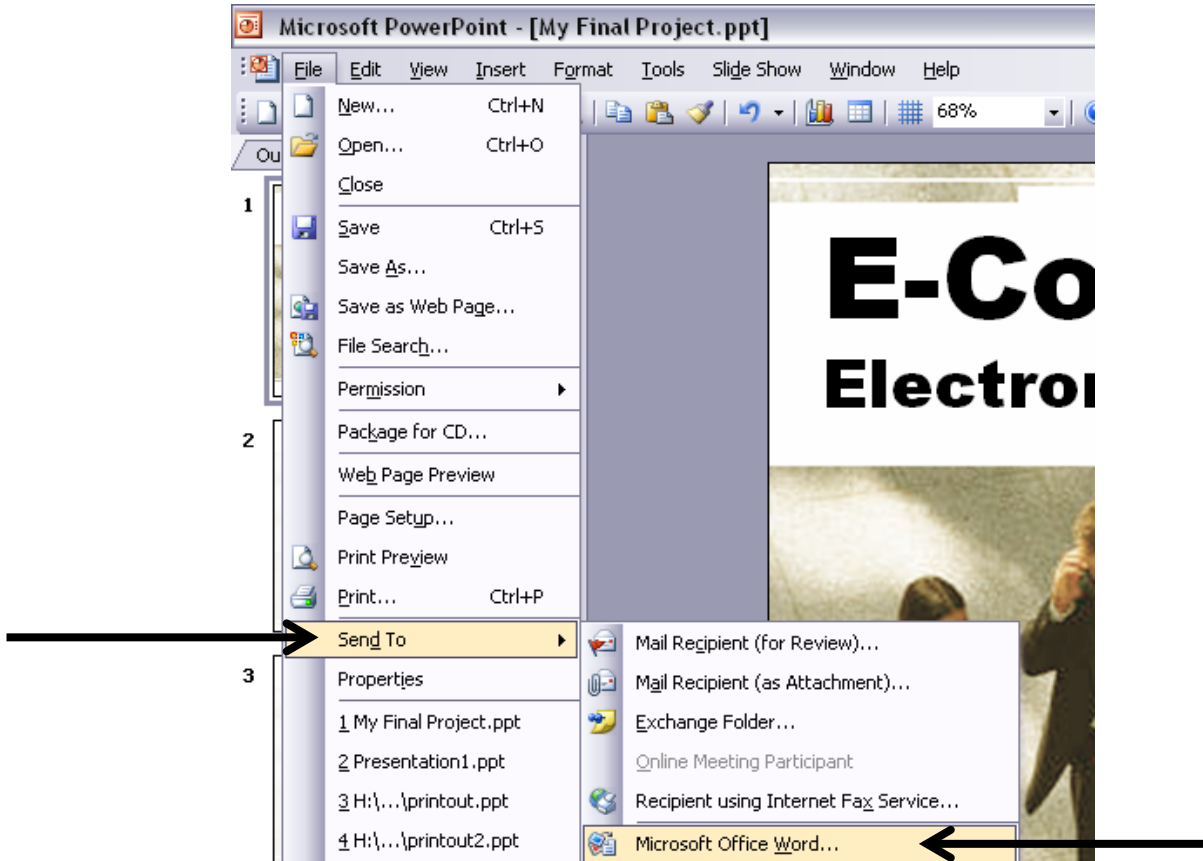


# Printing speaker notes

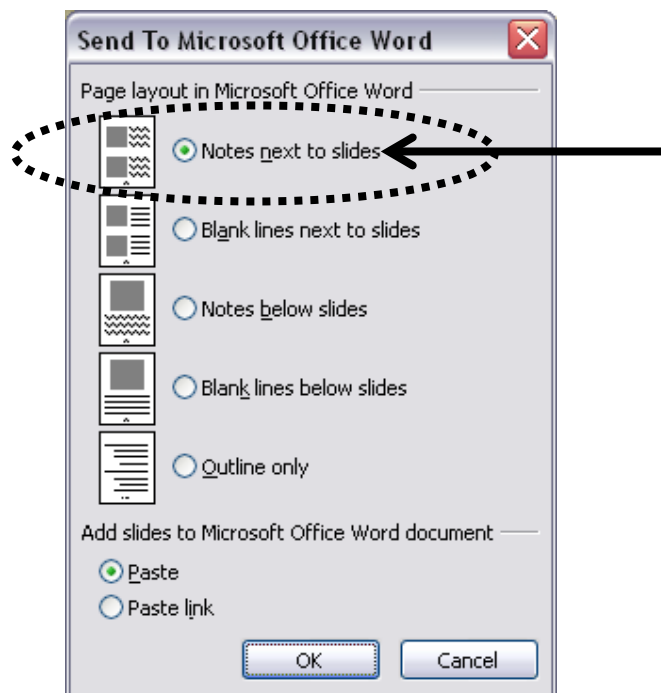
## Microsoft PowerPoint 2003

Here is a quick and easy option to print notes for the speaker. It will be useful to have a quick look during your presentation.

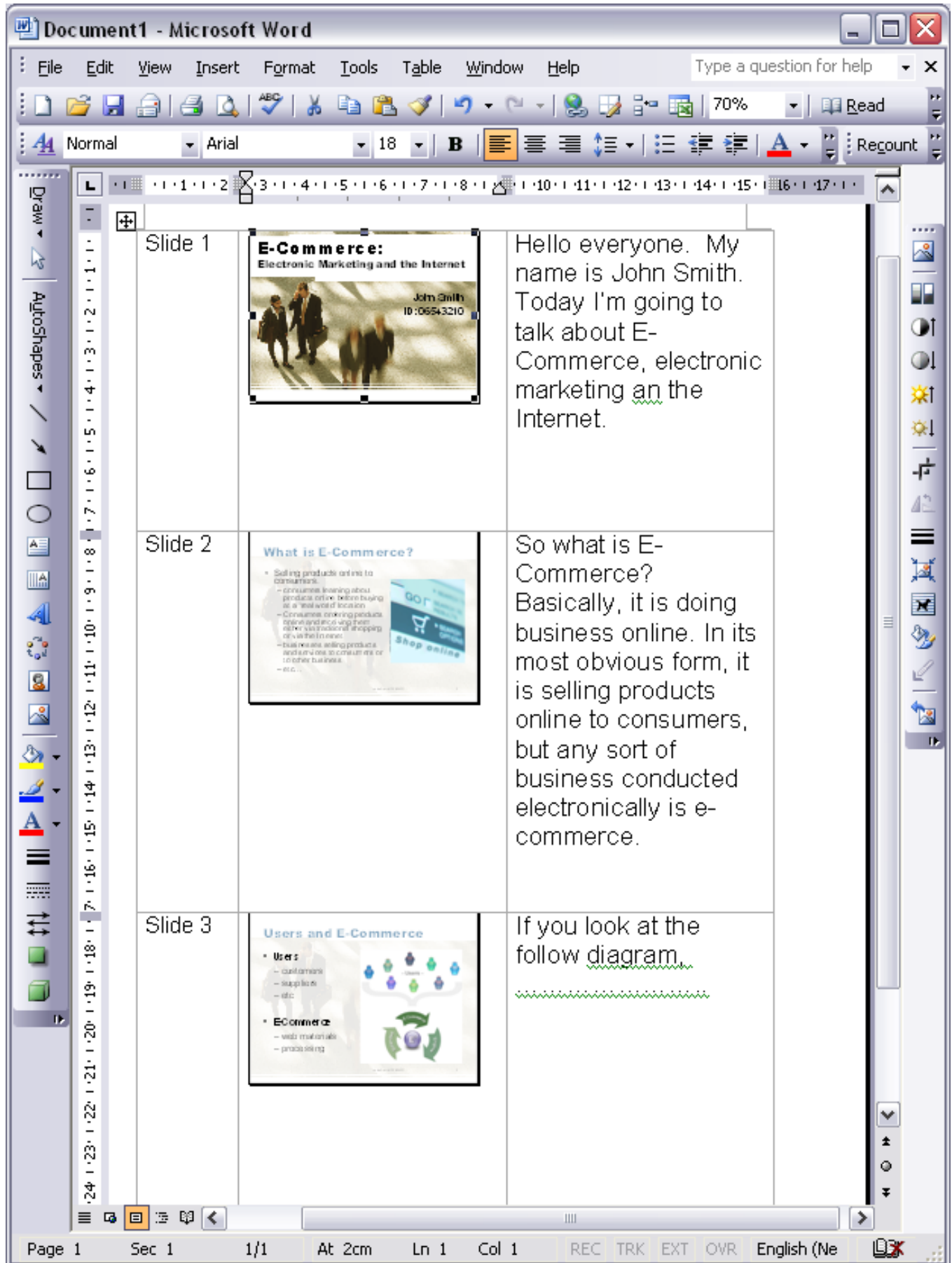
1. **File > Send To > Microsoft Office Word**



2. Choose the page layout depending on where you want the speaker note to appear > click **OK** button



3. Microsoft Word will automatically open up with speaker notes > you can now click on print.



The screenshot shows the Microsoft Word 2003 interface with a presentation document open. The presentation consists of three slides, each with a corresponding speaker notes box on the right side of the slide pane.

**Slide 1:** The slide title is "E-Commerce: Electronic Marketing and the Internet". It features a photograph of three business professionals in a hallway. The speaker notes text reads: "Hello everyone. My name is John Smith. Today I'm going to talk about E-Commerce, electronic marketing an the Internet." (Note: "an" is misspelled as "an" in the original image).

**Slide 2:** The slide title is "What is E-Commerce?". It includes a bulleted list: "Selling products online to consumers", "consumers knowing about products online before buying at a 'real world' location", "Consumers ordering products online and pick up their order via professional shipping or via the Internet", and "business selling products and/or services to consumers or to other business...". It also features a graphic with a shopping cart and the text "GO! Shop online". The speaker notes text reads: "So what is E-Commerce? Basically, it is doing business online. In its most obvious form, it is selling products online to consumers, but any sort of business conducted electronically is e-commerce."

**Slide 3:** The slide title is "Users and E-Commerce". It includes two bulleted lists: "Users" (customers, suppliers, etc.) and "ECommerce" (web marketing, pricing). It features a diagram showing a central globe with arrows pointing to various user roles. The speaker notes text reads: "If you look at the follow diagram..." (Note: "follow" is misspelled as "follow" in the original image).