

Instructions for Accessing Speaker Notes from the Power Point Presentations on ALIS

In order to access the speaker notes from the Power Point presentations on ALIS, you will need to save them onto your computer, laptop, CD Rom, etc.

To do this, go into the Power Point presentation on ALIS. When you are in the Power Point presentation, go to “File” (as pictured below), and then go to ‘Save As...’

You can then save the document to wherever you choose to (e.g. your desktop, your presentations, etc.)

