

Guidelines for Customizing a PowerPoint Presentation

Following are basic directions for customizing and saving an existing PowerPoint presentation using a PC (not Mac). Also provided are general recommendations for the customization of the Connecting to International Operations presentation.

Directions for Customizing PowerPoint Files

1. Open the PowerPoint (PPT) file from an e-mail or disk. As PPT files tend to be fairly large in size, it is recommended to save the file to your hard drive.
 2. Open the file from your hard drive and rename, using a name relevant to a specific presentation, e.g., include name of group and/or date in the file name. This is the file you'll customize, keeping the original in tact for future presentations.
 3. Suggested tip: Before doing any editing, print the entire slide show (with notes), so you can easily refer to this in deciding what you want to edit and/or cut from your customized presentation. To print the slides with notes, open the file, go to your toolbar at the top and select "File" and then "Print." A box will pop up that gives you a variety of print options. Look for the "Print What" prompt (lower left pull down menu) and select "Notes Pages." Click OK.
 4. Review the slides and text and note any changes you want to make to the slides and/or the notes text. Also choose which slides you wish to delete from the presentation.
 5. When you're ready to edit the file, open your newly saved (renamed) file.
- To delete entire slides (including notes), go to your tool bar and select "View" and choose "Slide Sorter." You'll now see all the slides on your screen as small "thumbnails." Locate the slide you wish to delete and move your cursor over it and left mouse click. The slide should now be highlighted. Hit the delete key. This slide has now been deleted and the remaining slides have been re-ordered. **TIP:** If you made a mistake, you can either, immediately hit your "undo" button, or hit the escape key and when prompted to save, say "no." Both these actions must be taken as the **FIRST** action after the delete. If you delete something you later wish to re-add, you must go back to your original file, and copy/paste the slide you wish to re-insert into your new file. To do this, highlight the slide you wish to copy from the "Slide Sorter" view in the original file, go to "Edit," then "Copy." Then directly go to the presentation you wish to add this slide to. In the "Slide Sorter" view, place your cursor between the two slides where the new slide should be added," go to "Edit" on your toolbar and select "Paste." Both the slide and accompanying notes should appear.
 - To edit the text or image on the slide, go to "View" on your toolbar and select "Normal." You should see the single slide that your cursor was on. You may choose which slides to edit by either placing your cursor on them in the "Slide Sorter" view and then changing your view to "Normal," or use the up/down arrows on the lower right to move from slide to slide. Once the slide is showing that you wish to edit, place your cursor in the area you want to change (text, header, or graphic) and left mouse click. You'll notice this area is now highlighted and you can make changes. Once you've made a change, you can click elsewhere on the slide to view your change and then save. You may wish to re-save the file after each major change, so you don't lose

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changes you're satisfied with if you have to exit the file due to a change you didn't wish to make.

TIP: Unless you are more familiar with PowerPoint, or have someone to assist you, you may not want to make major text or graphic changes, as this may require the slide to be re-formatted.

Adjusting the format, e.g., font size, graphic size, location of image, is simple to do, but requires more detailed direction than can be provided here.

- To edit the text in the notes, go to “View” and select “Notes Page.” You should now be able to see both the slide image and the notes (although you can't edit the slide from this view). If you wish to edit the slide, double left click on the slide and it will automatically take you to the “Normal” view of that slide for editing. To edit the notes, click in the text area below the slide and you'll see the text box area highlighted. You can now use all the normal word processing features of Microsoft, e.g., bold, underline, font size, etc. Edit your notes, as desired, and then save. You may move from page to page by using the up and down arrows in the lower left. You'll need to click into the text area on each page in order to edit the notes. **TIP:** If your notes are quite lengthy, you'll find that PowerPoint allows you to input text beyond the length of the page. This is visible online, but will not show when printed. If your text extends beyond a single page, you may wish to block and copy the text on each page to a separate Word document to use for giving the presentation. Another option is to reduce the font size on that page so that all text appears when printed.

Recommendations for Customizing the NAR International PowerPoint File

1. The full presentation is rather long, and you are encouraged to choose the slides that best fit your audience, deleting those that do not apply or may be of limited interest. In doing so, review the Notes page transitions from slide to slide. You may need to insert a transitional sentence or two. Also check to be sure that one slide notes page does not reference a slide that you've deleted.
2. There is a minimum of graphic animation in this presentation. If you wish to add some animation, e.g., the ways slide change from one to the next or animation of text or graphics, you will need to identify someone familiar with PowerPoint software. Again, this is very simple to do, but requires directions beyond what can be outlined easily here.
3. You are encouraged to provide handouts for your audience. The most common handout for a PowerPoint presentation is to print the presentation with three slides to a page with blank lines for notes. This can be done very simply. Go to “File” on your tool bar, and select “Print.” Your print box will pop up and look for the “Print What” prompt. Choose “Handouts.” To the right of this area is a section that allows you to define the number of slides per page. Most people prefer to select “3” slides per page and to print vertically. The notes lines will automatically be added. You may print more or less slides to a page, but no room will be provided for note taking.
4. Don't feel that you must present all the information on each slide. You should tailor the presentation notes to your own style, and use words that are most comfortable for you. The accompanying speech is provided primarily to ensure you have the facts for creating your own comments. Good luck and have fun!

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