

## What's new

Updated Viewer Package for CD Improvements to media playback New slide show navigation tools Improved slide show ink annotations New smart tag support Improved bitmap export Document Workspaces Information Rights Management

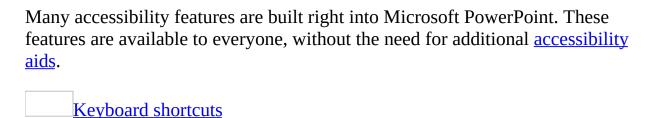
More new features

## Show All

# About accessibility for people with disabilities

Microsoft is committed to making products that are <u>accessible</u> to all people, including those with disabilities.

## **Accessibility features in PowerPoint**



Many features and commands are available directly from the keyboard. You can also view and print lists of all the <u>shortcut keys</u> available.

Customization options

You can customize PowerPoint to better suit your needs:

- Magnification and print options You can zoom in on your document to make information more readable on the screen, or view slides in <a href="high-contrast">high-contrast</a>. If you use the Microsoft IntelliMouse or Microsoft IntelliMouse TrackBall pointing device, you can scroll and zoom directly by using the mouse instead of clicking buttons on the screen. Finally, you can print in pure black and white to increase the readability of handouts.
- **Toolbar and menu options** You can customize <u>toolbars</u> and menu commands. For example, you might create a toolbar that contains only the buttons and menus you use most often, or group toolbar buttons and menu commands together in a way that meets your personal preference. You can even create a custom toolbar button or menu command.

Task automation features

You can automate PowerPoint to perform repetitive tasks to reduce keystrokes. Automation features allow you to do the following:

- Copy the look and style of text.
- Correct capitalization and spelling as you type.
- Format punctuation marks, symbols, and lists as you type.
- Resize text as you type to fit it into a <u>placeholder</u>.

### **Additional resources**

## Information on the Web

If you have access to the World Wide Web, you can learn more about the accessibility features included in Microsoft products from the Microsoft Accessibility Web site. To learn about creating accessible content for your Web pages, refer to the accessibility standards developed by the World Wide Web Consortium.

#### Printed information about Microsoft services

More information about Microsoft services for people with disabilities is available in an appendix in the book *Discovering Microsoft Office*, which comes with Microsoft Office. For example, you'll find information about how people who are deaf or hard-of-hearing can contact the Microsoft Sales and Information Center or the Microsoft Support Network. You'll also find information about obtaining Microsoft documentation from Recording for the Blind, Inc., for those who have difficulty reading or handling printed documentation. The appendix also describes third-party hardware and software products that make personal computers easier to use for people with disabilities, and lists organizations to contact for more information.

## System accessibility options

If you own a Microsoft Windows-based computer, you can set or change system accessibility options. Many of these options affect the way you work in Microsoft Office programs. For example, the Microsoft Windows StickyKeys feature is designed for people who have difficulty holding down two or more keys at a time. When a shortcut in an Office program requires a key combination, such as CTRL+P, StickyKeys will enable you to press one key at a time instead of pressing them simultaneously.

## Show All

## **Accessibility features in PowerPoint**

Microsoft PowerPoint includes features that make the software <u>accessible</u> to a wider range of users, including those who have limited dexterity, low vision, or other disabilities.

To print this topic, press TAB to select **Show All**, press ENTER, and then press CTRL+P.

## **Magnification and print options**

View slides in high contrast

Displaying slides in <u>high contrast</u> is supported by Microsoft Windows 2000 and later.

- 1. On the Windows **Start** menu, point to **Settings**, and then click **Control Panel**.
- 2. Double-click the **Accessibility Options** icon.
- 3. On the **Display** tab, select the **Use High Contrast** check box.
- 4. Click **OK**.
- 5. On the **View** menu in Microsoft PowerPoint, point to **Color/Grayscale**, and then click **High Contrast**.

**Note** The high-contrast setting works for viewing slides and <u>thumbnails</u> in normal and slide sorter view. In slide show view, slides are displayed as you have designed them. High contrast is a screen-only setting; it does not affect the actual presentation, nor does it apply to the printed presentation.

Print a presentation in pure black and white

This process does not change colors or design in the original color presentation.

- 1. On the **View** menu, point to **Color/Grayscale**, and then click **Grayscale** or **Pure Black and White**.
- 2. Do one of the following:
  - To adjust the look of any object, right-click the object, point to
     Grayscale or Black and White Setting on the shortcut menu, and
     then click the option you want.
  - To select multiple objects, hold down SHIFT while you right-click each object, point to **Grayscale** or **Black and White Setting** on the shortcut menu, and then click the option you want.

**Note** You can apply different grayscale or black-and-white settings to different objects on the same slide.

## Zoom in or out of a slide

• On the **Standard** <u>toolbar</u>, click the arrow next to the **Zoom** box and then click the magnification you want.

Tip

Click **Fit** to display the entire slide in the slide pane.

Scroll and zoom by using the Microsoft IntelliMouse pointing device

Do any of the following:

- To scroll up or down, rotate the wheel forward or backward.
- To zoom in or out, hold down CTRL as you rotate the wheel forward or backward.
- To expand or collapse an outline, point to a heading, and then hold down SHIFT as you rotate the wheel forward or backward.

**Note** For information about changing options and to view troubleshooting tips for the Microsoft IntelliMouse, see the *IntelliPoint Online User's Guide*.

## **Toolbar and menu options**

## Create a toolbar 1. On the **Tools** menu, click **Customize**. 2. Click the **Toolbars** tab. 3. Click **New**. 4. In the **Toolbar name** box, type the name you want, and then click **OK**. 5. Click the **Commands** tab. 6. Do one of the following: Add a button to the toolbar 1. Click a category in the **Categories** box. 2. Drag the command you want from the **Commands** box to the displayed toolbar. Add a built-in menu to the toolbar 1. Click **Built-in Menus** in the **Categories** box. 2. Drag the menu you want from the **Commands** box to the displayed toolbar. 7. When you have added all the buttons and menus you want, click **Close**. **Note** In Microsoft Access, custom <u>toolbars</u> that you create are specific to the Access data file. If you want to use a custom toolbar in a different Access data file, you must re-create or import the custom toolbar. Add a separator bar between toolbar buttons You can add a separator bar before the first and after the last item in a group to distinguish the group from other buttons and menus on a toolbar. 1. Make sure the toolbar you want to change is visible. How?

- 1. On the **View** menu, point to **Toolbars**.
- 2. Click the toolbar you want to display, or, to view more toolbars, click **Customize**.
- 3. In the **Customize** dialog box, click the **Toolbars** tab, then double-click the toolbar you want to display.
- 2. On the **Tools** menu, click **Customize**.
- 3. To add a separator bar, keep the **Customize** dialog box open, right-click the button you want on the toolbar, and then click **Begin a Group**. A separator bar is added to the left of the button on a horizontal toolbar, and above a button on a vertical docked toolbar.
- 4. To remove a separator bar between two buttons, drag one button closer to the other.

Increase the size of toolbar buttons

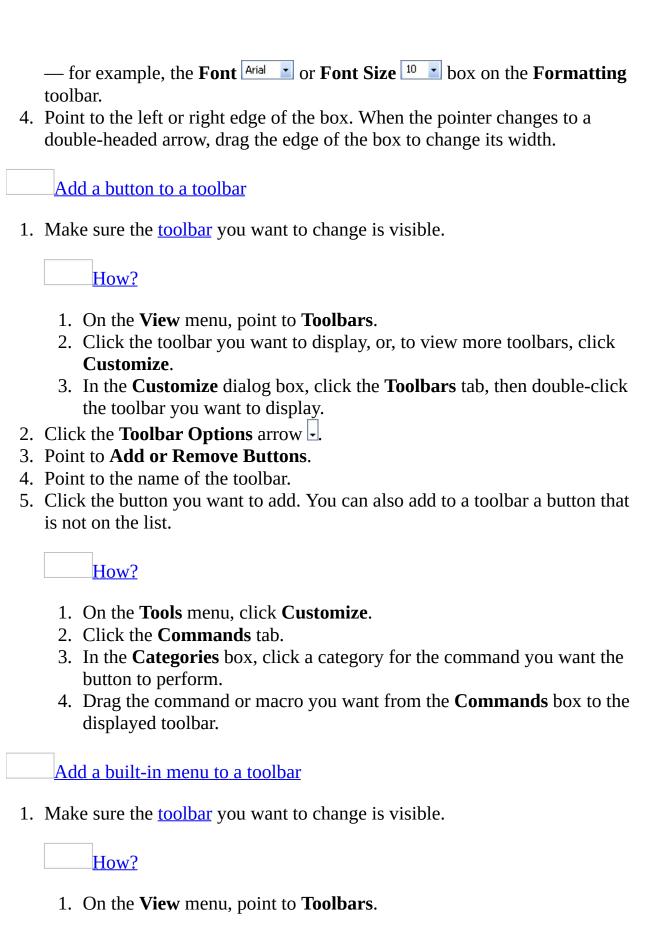
- 1. On the **Tools** menu, click **Customize**.
- 2. Click the **Options** tab.
- 3. Select the **Large icons** check box.

Change the width of a drop-down list box on a toolbar

1. Make sure the <u>toolbar</u> you want to change is visible.

How?

- 1. On the **View** menu, point to **Toolbars**.
- 2. Click the toolbar you want to display, or, to view more toolbars, click **Customize**.
- 3. In the **Customize** dialog box, click the **Toolbars** tab, then double-click the toolbar you want to display.
- 2. On the **Tools** menu, click **Customize**.
- 3. With the **Customize** dialog box open, click the list box you want to change



2. Click the toolbar you want to display, or, to view more toolbars, click **Customize**.

In the **Customize** dialog box, click the **Toolbars** tab, then double-click the toolbar you want to display.

- 2. On the **Tools** menu, click **Customize**.
- 3. Click the **Commands** tab.
- 4. In the **Categories** box, click **Built-in Menus**.
- 5. Drag the menu you want from the **Commands** box to the displayed toolbar.

Add a custom menu to a toolbar

1. Make sure the <u>toolbar</u> you want to change is visible.

How?

- 1. On the **View** menu, point to **Toolbars**.
- 2. Click the toolbar you want to display, or, to view more toolbars, click **Customize**.
- 3. In the **Customize** dialog box, click the **Toolbars** tab, then double-click the toolbar you want to display.
- 2. On the **Tools** menu, click **Customize**.
- 3. Click the **Commands** tab.
- 4. In the **Categories** box, click **New Menu**.
- 5. Drag **New Menu** from the **Commands** box to the displayed toolbar.
- 6. Right-click the new menu on the toolbar, type a name in the **Name** box on the shortcut menu, and then press ENTER.
- 7. To add a command to the custom menu, click a category in the **Categories** box, and then drag the command from the **Commands** box to the empty box in the custom menu.

Add a command to a menu

1.	If the menu you want to change is on a <u>toolbar</u> , make sure the toolbar is visible.
	How?
	<ol> <li>On the View menu, point to Toolbars.</li> <li>Click the toolbar you want to display, or, to view more toolbars, click Customize.</li> <li>In the Customize dialog box, click the Toolbars tab, then double-click the toolbar you want to display.</li> <li>On the View menu, point to Toolbars.</li> </ol>
	Click <b>Customize</b> , and then click the <b>Commands</b> tab.
	In the <b>Categories</b> box, click a category for the command.  Drag the command you want from the <b>Commands</b> box and, without releasing the mouse, rest it over the menu you want to change. When the menu displays a list of commands, point to where you want the command to appear, and then release the mouse.
	Show all the buttons on a toolbar
•	Use the move handle on the <u>toolbar</u> to drag the toolbar to its own row. You can also move the toolbar to a location other than the edge of the program window so that the toolbar becomes a <u>floating toolbar</u> .
	Show all the commands on menus
<ul><li>2.</li><li>3.</li><li>4.</li></ul>	On any toolbar, click the <b>Toolbar Options</b> arrow.  Point to <b>Add or Remove Buttons</b> .  Click <b>Customize</b> .  Click the <b>Options</b> tab.  Select the <b>Always show full menus</b> box.
Note	
•	The <b>Always show full menus</b> box affects all of your Microsoft Office programs.
	Restore original settings for a menu

- 1. On the **View** menu, point to **Toolbars**, and then click **Customize**.
- 2. Right-click the menu you want to restore, and then click **Reset** on the shortcut menu.

**Note** The **Reset** command restores the built-in menu to its original image, commands, and <u>submenus</u>.

Restore original buttons and menus on a built-in toolbar

- 1. On the **View** menu, point to **Toolbars**, and then click **Customize**.
- 2. Click the **Toolbars** tab.
- 3. In the **Toolbars** box, click the name of the <u>toolbar</u> you want to restore.
- 4. Click Reset.

#### **Notes**

- You cannot reset a custom toolbar.
- As you work with Microsoft Office, the menus and toolbars are personalized to show the commands that you use most often. If you want, you can return the toolbar and menu display to the state it was in when you first started using Office.

Restore original settings for a built-in toolbar button or menu command

1. Make sure the <u>toolbar</u> you want to change is visible.

How?

- 1. On the **View** menu, point to **Toolbars**.
- 2. Click the toolbar you want to display, or, to view more toolbars, click **Customize**.
- 3. In the **Customize** dialog box, click the **Toolbars** tab, then double-click the toolbar you want to display.
- 2. On the **View** menu, point to **Toolbars**, and then click **Customize**.
- 3. Do one of the following:
  - To restore a toolbar button, right-click the button, and then click **Reset** on the shortcut menu.

 To restore a menu command, click the menu that contains the command, right-click the command, and then click **Reset** on the shortcut menu.

#### **Notes**

- The **Reset** command restores the built-in toolbar button or menu command to its original image, name, and command.
- The **Reset** command isn't available for a button that displays a list when clicked.

Show default toolbar buttons and menu commands

- 1. On the **View** menu, point to **Toolbars**, and then click **Customize**.
- 2. Click the **Options** tab.
- 3. Click Reset menu and toolbar usage data.

#### **Notes**

- The **Reset menu and toolbar usage data** button affects the buttons shown on a built-in <u>toolbar</u> only if it is not wide enough to display all the buttons. It affects the menu commands shown on the short version of built-in menus only if you have the **Always show full menus** box cleared on the **Options** tab in the **Customize** dialog box.
- The **Reset menu and toolbar usage data** button affects only the toolbar buttons and menu commands of the Microsoft Office program in which the button is clicked.
- The **Reset menu and toolbar usage data** button does not change the location of toolbars, does not remove any buttons or commands you've added by using the **Customize** dialog box, and does not add buttons or commands you've deleted.

#### **Automation features**

## Copy formatting

- 1. Select the text that has the style you want to copy.
- 2. On the <u>Formatting toolbar</u>, click **Format Painter** , and then select the text to which you want to apply the formatting.

**Note** You can't copy the font and font size on <u>WordArt</u> text.



You can apply the formatting to several text selections in succession. First, select the text whose style you want to copy, double-click **Format Painter** , and then select each block of text, one by one, that you want to apply the formatting to.

## Correct capitalization and spelling

- 1. On the **Tools** menu, click **AutoCorrect**, and then click the **AutoCorrect** tab.
- 2. Do one or more of the following:
  - To turn the capitalization options on or off, select or clear any of these check boxes:
    - Correct TWo INitial CApitals
    - Capitalize first letter of sentences
    - Capitalize first letter of table cells
    - Capitalize names of days
    - Correct accidental use of cAPS LOCK key
  - To turn text entries for misspellings and typos on or off, select or clear the **Replace text as you type** check box.



You can also turn off AutoCorrect settings by using the menu displayed by the **AutoCorrect Options** button , which appears when you rest the mouse pointer near text that was just corrected. On the button menu, click **Stop** 

(capitalizing or correcting) for the type of correction that was made. This turns off the relevant capitalization option or deletes the relevant spelling entry in the <b>AutoCorrect</b> dialog box.
Format punctuation marks, symbols, and lists
AutoFormat options include automatic changes that Microsoft PowerPoint makes to the look of your text, such as changing fraction characters to a fraction symbol or formatting Internet paths as hyperlinks.
<ol> <li>On the <b>Tools</b> menu, click <b>AutoCorrect Options</b>, and then click the <b>AutoFormat As You Type</b> tab.</li> <li>Select or clear any of the automatic formatting options you want to turn on or off.</li> </ol>
Resize text
Turning AutoFit on or off for body text also turns it on or off for text in the <a href="notes">notes</a> <a href="pane">pane</a> .
<ol> <li>On the <b>Tools</b> menu, click <b>AutoCorrect Options</b>.</li> <li>Click the <b>AutoFormat As You Type</b> tab.</li> <li>Do any of the following:</li> </ol>
Turn AutoFit on or off for title text
<ul> <li>Under Apply as you type, select or clear the AutoFit title text to placeholder check box.</li> </ul>
Turn AutoFit on or off for body text
<ul> <li>Under Apply as you type, select or clear the AutoFit body text to placeholder check box.</li> </ul>
<u>Tip</u>
You can turn off text AutoFit temporarily from the <b>AutoFit Options</b> button menu.

## **Keyboard shortcuts for drawing objects**

## <u>Insert a shape</u>

- 1. Press ALT+U to choose **AutoShape** on the **Drawing** toolbar.
- 2. Use the arrow keys to move through the categories of <u>AutoShapes</u>, and select the AutoShape you want.
- 3. Press CTRL+ENTER.

**Note** To edit the AutoShape, select the AutoShape, and then use the keyboard to choose **AutoShape** on the **Format** menu. Select the options you want on the available tabs.

## Insert a text box

- 1. Use the keyboard to select **Text Box** on the **Insert** menu.
- 2. Press CTRL+ENTER.
- 3. Type the text you want in the <u>text box</u>.
- 4. When you are finished typing and want to switch back to editing text in your slide, press SHIFT+F10, choose **Exit Edit Text** on the shortcut menu, and then press ESC.

**Note** To format the text box (to add a fill color or change the size, for example) select the text box, choose **Text Box** on the **Format** menu, and then select the options you want on the available tabs.

### Insert WordArt

- 1. Use the keyboard to choose **WordArt** on the **Insert** menu, **Picture** submenu.
- 2. Use the arrow keys to select the <u>WordArt</u> style you want, and then press ENTER.
- 3. Type the text you want, and then use the TAB key to select other options in the dialog box.
- 4. Press ENTER to insert the WordArt.

Note To edit the WordArt, select the object, choose WordArt on the Format

menu, and then select the options you want on the available tabs.

Select a shape

**Note** If your insertion point is within text, press ESC.

Do one of the following:

• Select a single shape

To select a single shape, press the TAB key to cycle forward (or SHIFT+TAB to cycle backward) through the objects until sizing handles appear on the object you want to select.

- Select more than one shape
  - 1. If it is not on your **Drawing** toolbar, add the **Select Multiple Objects** button.

How?

- 1. Press ALT+F, and then press CTRL+TAB until you select the **Drawing** toolbar.
- 2. Press the RIGHT ARROW key until you reach the **More Buttons** arrow.
- 3. Press the DOWN ARROW key. The **Add or Remove Buttons** menu will appear.
- 4. Press the DOWN ARROW key, press the RIGHT ARROW key, and then press TAB until you reach the **Select Multiple Objects** button, and then press ENTER.
- 2. On the **Drawing** toolbar, click **Select Multiple Objects** ...
- 3. Select the checkbox next to the object or objects you want, and then tab to OK and press ENTER.

Rotate a shape, picture, or WordArt

- 1. Select the AutoShape, picture, or WordArt you want to rotate.
- 2. On the **Format** menu, use the keyboard to choose the command for the type of object you selected— for example, **AutoShape** or **Text Box** and then select the **Size** tab.

- 3. Under **Size and rotate**, use the TAB key to select **Rotation**, and then type the amount of rotation you want.
- 4. To preview the rotation, choose **Preview**.

You might have to move the dialog box in order to preview.

Show or hide a grid or guides

#### SHIFT+F9

Show or hide the grid

#### ALT+F9

Show or hide guides

#### CTRL+G

Change grid or guide settings

Change the position of a shape, picture, or WordArt on a slide

- 1. Select the <u>AutoShape</u>, <u>picture</u>, or <u>WordArt</u> you want to change.
- 2. On the **Format** menu, use the keyboard to choose the command for the type of object you selected— for example, **AutoShape** or **Text Box** and then select the **Position** tab.
- 3. Under **Position on slide**, select the options you want.
- 4. To preview the change, choose **Preview**.

You might have to move the dialog box in order to preview.

Change the size of a shape, picture, or WordArt

- 1. Select the AutoShape, picture, or WordArt you want to change.
- 2. On the **Format** menu, use the keyboard to choose the command for the type of object you selected— for example, **AutoShape** or **Text Box** and then select the **Size** tab.
- 3. Select the options you want.
- 4. To preview the changes, choose **Preview**.

You might have to move the dialog box in order to preview the drawing object.

Copy the attributes of a shape

1. Select the <u>AutoShape</u> with the <u>attributes</u> you want to copy.

If you select an AutoShape with attached text, you copy the look and style of the text as well as the attributes of the AutoShape.

- 2. Press CTRL+SHIFT+C to copy the object attributes.
- 3. Press the TAB key or SHIFT+TAB to select the object you want to copy the attributes to.
- 4. Press CTRL+SHIFT+V.

## **Keyboard shortcuts for common Microsoft PowerPoint tasks**

Move between panes F6 Move clockwise among panes of normal view SHIFT+F6 Move counterclockwise among panes of normal view CTRL+SHIFT+TAB Switch between **Slides** and **Outline** tabs of the Outline and Slides pane in normal view Create and edit presentations CTRL+N Create a new presentation CTRL+M Insert a new slide CTRL+D Make a copy of the selected slide CTRL+O Open a presentation CTRL+W Close a presentation CTRL+P Print a presentation CTRL+S Save a presentation F5 Run a presentation ALT+F4 **Quit PowerPoint** CTRL+F Find text CTRL+H

Replace text CTRL+K Insert a hyperlink F7 Check spelling **ESC** Cancel a menu or dialog box action CTRL+Z Undo an action CTRL+Y Redo or repeat an action Work in an outline ALT+SHIFT+LEFT ARROW Promote a paragraph **ALT+SHIFT+RIGHT ARROW** Demote a paragraph

Demote a paragraph
ALT+SHIFT+UP ARROW
Move selected paragraphs up
ALT+SHIFT+DOWN ARROW
Move selected paragraphs down
ALT+SHIFT+1

Show heading level 1 ALT+SHIFT+PLUS SIGN

Expand text below a heading

ALT+SHIFT+MINUS SIGN

Collapse text below a heading

ALT+SHIFT+A

Show all or collapse all text or headings

SLASH (/) on the numeric keypad

Turn character formatting on or off

Select text and objects

SHIFT+RIGHT ARROW
One character to the right
SHIFT+LEFT ARROW

One character to the left

CTRL+SHIFT+RIGHT ARROW

To the end of a word

CTRL+SHIFT+LEFT ARROW

To the beginning of a word

SHIFT+UP ARROW

One line up

SHIFT+DOWN ARROW

One line down

**ESC** 

An object (with text selected inside the object)

TAB or SHIFT+TAB until the object you want is selected

An object (with an object selected)

**ENTER** 

Text within an object (with an object selected)

CTRL+A (on the Slides tab)

All objects

CTRL+A (in slide sorter view)

All slides

CTRL+A (on the Outline tab)

All text

Delete and copy text and objects

#### **BACKSPACE**

Delete one character to the left

CTRL+BACKSPACE

Delete one word to the left

**DELETE** 

Delete one character to the right

CTRL+DELETE

Delete one word to the right

CTRL+X

Cut selected object

CTRL+C

Copy selected object

CTRL+V

Paste cut or copied object

CTRL+Z

#### Undo the last action

## Move around in text

#### **LEFT ARROW**

One character to the left

**RIGHT ARROW** 

One character to the right

**UP ARROW** 

One line up

**DOWN ARROW** 

One line down

CTRL+LEFT ARROW

One word to the left

CTRL+RIGHT ARROW

One word to the right

**END** 

To the end of a line

**HOME** 

To the beginning of a line

CTRL+UP ARROW

Up one paragraph

CTRL+DOWN ARROW

Down one paragraph

CTRL+END

To the end of a **text box** 

CTRL+HOME

To the beginning of a text box

CTRL+ENTER

To the next title or body text <u>placeholder</u>. If it is the last placeholder on a slide, this will insert a new slide with the same slide layout as the original slide.

SHIFT+F4

To repeat the last Find action

Move around in and work on tables

**TAB** 

Move to the next cell

SHIFT+TAB

Move to the preceding cell

DOWN ARROW

Move to the next row

**UP ARROW** 

Move to the preceding row

CTRL+TAB

Insert a tab in a cell

**ENTER** 

Start a new paragraph

TAB at the end of the last row

Add a new row at the bottom of the table

Format and align characters and paragraphs

## **Change or resize the font**

CTRL+SHIFT+F
Change the font
CTRL+SHIFT+P
Change the font size
CTRL+SHIFT+>
Increase the font size
CTRL+SHIFT+<
Decrease the font size

## **Apply character formats**

CTRL+T

Change the formatting of characters (**Font** command, **Format** menu)

between sentence, lowercase, or uppercase

SHIFT+F3

Change the case of letters

CTRL+B

Apply bold formatting

CTRL+U

Apply an underline

CTRL+I

Apply italic formatting

CTRL+EQUAL SIGN

Apply subscript formatting (automatic spacing)

CTRL+SHIFT+PLUS SIGN

Apply superscript formatting (automatic spacing)

CTRL+SPACEBAR

Remove manual character formatting, such as subscript and superscript

## **Copy text formats**

CTRL+SHIFT+C Copy formats CTRL+SHIFT+V Paste formats

## Align paragraphs

CTRL+E

Center a paragraph

CTRL+J

Justify a paragraph

CTRL+L

Left align a paragraph

CTRL+R

Right align a paragraph

Run a slide show presentation

You can use the following shortcut keys while running your slide show presentation in full-screen mode.

N, ENTER, PAGE DOWN, RIGHT ARROW, DOWN ARROW, or the SPACEBAR (or click the mouse)

Perform the next animation or advance to the next slide

P, PAGE UP, LEFT ARROW, UP ARROW, or BACKSPACE

Perform the previous animation or return to the previous slide *number*+ENTER

Go to slide *number* 

B or PERIOD

Display a black screen, or return to the slide show from a black screen W or COMMA

Display a white screen, or return to the slide show from a white screen S or PLUS SIGN

Stop or restart an automatic slide show

ESC, CTRL+BREAK, or HYPHEN

End a slide show

Ε

Erase on-screen annotations

Η

Go to the next hidden slide

Т

Set new timings while rehearsing

O

Use original timings while rehearsing

M

Use mouse-click to advance while rehearsing

1+ENTER (or press both mouse buttons for 2 seconds)

Return to the first slide

CTRL+P

Redisplay hidden pointer and/or change the pointer to a pen CTRL+A

Redisplay hidden pointer and/or change the pointer to an arrow CTRL+H

Hide the pointer and navigation button immediately CTRL+U

Hide the pointer and navigation button in 15 seconds SHIFT+F10 (or right-click)

Display the **shortcut menu** 

**TAB** 

Go to the first or next <a href="https://hyperlink.com/hyperlink">hyperlink</a> on a slide SHIFT+TAB

Go to the last or previous hyperlink on a slide

ENTER while a hyperlink is selected

Perform the "mouse click" behavior of the selected hyperlink SHIFT+ENTER while a hyperlink is selected

Perform the "mouse over" behavior of the selected hyperlink

Tip

You can press F1 during a slide show to see a list of controls.

Browse hyperlinks in a slide show presentation

**TAB** 

Go to the first or next hyperlink per slide SHIFT+TAB

Go to the last or previous hyperlink per slide ENTER while a hyperlink is selected

Perform the "mouse click" behavior of the selected hyperlink SHIFT+ENTER while a hyperlink is selected

Perform the "mouse over" behavior of the selected hyperlink

Browse Web presentations

The following keys are for viewing your Web presentation in Microsoft Internet Explorer 4.0 or later.

#### **TAB**

Move forward through the hyperlinks in a Web presentation, the Address bar, and the Links bar

#### SHIFT+TAB

Move back through the hyperlinks in a Web presentation, the Address bar, and the Links bar

#### **ENTER**

Perform the "mouse click" behavior of the selected hyperlink

The following keys are for viewing your Web presentation in Full Screen Slide Show view in Microsoft Internet Explorer 4.0 or later.

#### **SPACEBAR**

Go to the next slide

#### **BACKSPACE**

Go to the previous slide

Send a presentation in an e-mail

Use the following keys (if you are sending the presentation as the body of the message) when the e-mail header is active. To activate the e-mail header, press SHIFT+TAB as many times as necessary. (If text within a <u>text box</u> is selected, you must first press F2 to select the text box before pressing SHIFT+TAB.)

#### ALT+S

Send the current presentation as an e-mail message

#### CTRL+SHIFT+B

Open the Address Book

#### ALT+K

Check the names on the To, Cc, and Bcc lines against the Address Book TAB

Select the next box in the e-mail header or the body of the message when

the last box in the e-mail header is active SHIFT+TAB
Select the previous field or button in the e-mail header

## **Keyboard shortcuts for Online Help and the Microsoft Office Assistant**



To perform the following actions, the Microsoft Office Assistant must be turned on and visible. To turn on or show the Office Assistant, press ALT+H to open the Help menu, and then press O.

# In the Assistant balloon

ESC	
	Close an Assistant message or a tip
	•
	Keyboard shortcuts for using the <b>Help</b> task pane and Help window

The Help Pane is a task pane that provides access to all Office Help content. As a task pane, the Help Pane appears as part of the active application. The Help window displays topics and other Help content and appears as a window next to, but separate from, the active application.

# In the Help task pane

F1

Display the **Help** task pane.

F6

Switch between the **Help** task pane and the active application.

TAB

Select the next item in the **Help** task pane.

SHIFT+TAB

Select the previous item in the **Help** task pane.

**ENTER** 

Perform the action for the selected item.

DOWN ARROW and UP ARROW

In a Table of Contents, select the next and previous item, respectively.

RIGHT ARROW and LEFT ARROW

In a Table of Contents, expand and collapse the selected item, respectively.

**ALT+LEFT ARROW** 

Move back to the previous task Pane.

**ALT+RIGHT ARROW** 

Move forward to the next task Pane.

CTRL+SPACEBAR

Open the menu of Pane options.

CTRL+F1

Close and reopen the current task pane.

**RIGHT ARROW** 

Expand a +/- list.

**LEFT ARROW** 

Collapse a +/- list.

# In the Help window

#### **TAB**

Select the next hidden text or hyperlink, or **Show All** or **Hide All** at the top of a topic

### SHIFT+TAB

Select the previous hidden text or hyperlink, or the **Browser View** button at the top of a Microsoft Office Web site article

### **ENTER**

Perform the action for the selected **Show All**, **Hide All**, hidden text, or hyperlink

### **ALT+LEFT ARROW**

Move back to the previous Help topic.

### **ALT+RIGHT ARROW**

Move forward to the next Help topic.

#### CTRL+P

Print the current Help topic.

### UP ARROW AND DOWN ARROW

Scroll small amounts up and down, respectively, within the currently-displayed Help topic.

### PAGE UP AND PAGE DOWN

Scroll larger amounts up and down, respectively, within the currently-displayed Help topic.

### AIT+U

Change whether the Help window appears connected to (tiled) or separate from (untiled) the active application.

### SHIFT+F10

Display a menu of commands for the Help window; requires that the Help window have active focus (click an item in the Help window).

# **Keyboard shortcuts for Microsoft Office basics**

Display and use windows

**ALT+TAB** 

Switch to the next window

ALT+SHIFT+TAB

Switch to the previous window

CTRL+W or CTRL+F4

Close the active window

CTRL+F5

Restore the size of the active window after you've maximized it

F6

Move to a <u>task pane</u> from another pane in the program window (clockwise direction). You may need to press F6 more than once.

**Note** If pressing F6 doesn't display the task pane you want, try pressing ALT to place focus on the menu bar, and then pressing CTRL+TAB to move to the task pane.

SHIFT+F6

Move to a pane from another pane in the program window (counterclockwise direction)

CTRL+F6

When more than one window is open, switch to the next window

CTRL+SHIFT+F6

Switch to the previous window

CTRL+F7

When a document window is not maximized, performs the **Move** command (on the **Control** menu for the window). Use the arrow keys to move the window, and, when finished, press ESC.

CTRL+F8

When a document window is not maximized, performs the **Size** command (on the **Control** menu for the window). Use the arrow keys to resize the window, and, when finished, press ESC.

CTRL+F9

Minimize a window to an icon (works only for some Microsoft Office

programs)
CTRL+F10
Maximize or restore a selected window
PRINT SCREEN
Copy a picture of the screen to the Clipboard
ALT+PRINT SCREEN
Copy a picture of the selected window to the Clipboard
Access and use smart tags
ALT+SHIFT+F10
Display the menu or message for a smart tag. If more than one smart tag is
present, switch to the next smart tag and display its menu or message.
DOWN ARROW
Select the next item in a smart tag menu.
UP ARROW
Select the previous item in a smart tag menu.
ENTER
Perform the action for the selected item in a smart tag menu.
ESC
Close the smart tag menu or message.
Tip
You can ask to be notified by a sound whenever a smart tag appears. To hear audio cues, you must have a sound card. You must also have Microsoft Office Sounds installed on your computer.
If you have access to the World Wide Web, you can download Microsoft Office Sounds from the Microsoft Office Online Web site. After you've installed the sound files, you need to select the <b>Provide feedback with sound</b> check box on the <b>General</b> tab of the <b>Options</b> dialog box ( <b>Tools</b> menu). When you select (or

**Note** The <u>hyperlink</u> in this topic goes to the Web. You can switch back to Help at any time.

clear) this check box, the setting affects all Office programs that support sound.

Access and use task panes

Move to a <u>task pane</u> from another pane in the program window. (You may need to press F6 more than once.)

**Note** If pressing F6 doesn't display the task pane you want, try pressing ALT to place focus on the menu bar, and then pressing CTRL+TAB to move to the task pane.

#### CTRL+TAB

When a menu or <u>toolbar</u> is active, move to a task pane. (You may need to press CTRL+TAB more than once.)

### TAB or SHIFT+TAB

When a task pane is active, select the next or previous option in the task pane

### CTRL+SPACE

Display the full set of commands on the task pane menu

#### DOWN ARROW or UP ARROW

Move among choices in a selected submenu; move among certain options in a group of options

### SPACEBAR or ENTER

Open the selected menu, or perform the action assigned to the selected button

#### SHIFT+F10

Open a <u>shortcut menu</u>; open a drop-down menu for the selected gallery item HOME or END

When a menu or submenu is visible, select the first or last command on the menu or submenu

### PAGE UP or PAGE DOWN

Scroll up or down in the selected gallery list

### CTRL+HOME or CTRL+END

Move to the top or bottom of the selected gallery list

Resize and move toolbars, menus, and task panes

- 1. Press ALT to select the menu bar.
- 2. Press CTRL+TAB repeatedly to select the toolbar or task pane you want.
- 3. Do one of the following:

Resize	a	too	lbar

- 1. In the toolbar, press CTRL+SPACE to display the **Toolbar Options** menu.
- 2. Select the **Size** command, and then press ENTER.
- 3. Use the arrow keys to resize the toolbar. Press CTRL+ the arrow keys to resize one pixel at a time.

### Move a toolbar

- 1. In the toolbar, press CTRL+SPACE to display the **Toolbar Options** menu.
- 2. Select the **Move** command, and then press ENTER.
- 3. Use the arrow keys to position the toolbar. Press CTRL+ the arrow keys to move one pixel at a time. To undock the toolbar, press DOWN ARROW repeatedly. To dock the toolbar vertically on the left or right side, press LEFT ARROW or RIGHT ARROW respectively when the toolbar is all the way to the left or right side.

## Resize a task pane

- 1. In the task pane, press CTRL+SPACE to display a menu of additional commands.
- 2. Use the DOWN ARROW key to select the **Size** command, and then press ENTER.
- 3. Use the arrow keys to resize the task pane. Use CTRL+ the arrow keys to resize by one pixel at a time.

### Move a task pane

- 1. In the task pane, press CTRL+SPACE to display a menu of additional commands.
- 2. Use the DOWN ARROW key to select the **Move** command, and then press ENTER.
- 3. Use the arrow keys to position the task pane. Use CTRL+ the arrow keys to move one pixel at a time.
- 4. When you are finished moving or resizing, press ESC.

### Use dialog boxes

TAB

Move to the next option or option group

SHIFT+TAB

Move to the previous option or option group

CTRL+TAB

Switch to the next tab in a dialog box

CTRL+SHIFT+TAB

Switch to the previous tab in a dialog box

Arrow keys

Move between options in an open drop-down list, or between options in a group of options

**SPACEBAR** 

Perform the action assigned to the selected button; check or clear the selected check box

First letter of an option in a drop-down list

Open the list if it is closed and move to that option in the list

ALT+ the letter underlined in an option

Select an option; select or clear a check box

**ALT+DOWN ARROW** 

Open a selected drop-down list

**ESC** 

Close a selected drop-down list; cancel a command and close a dialog box ENTER

Perform the action assigned to a default button in a dialog box

Use edit boxes within dialog boxes

An edit box is a blank in which you type or paste an entry, such as your user name or the <u>path</u> to a folder.

HOME

Move to the beginning of the entry

**END** 

Move to the end of the entry

LEFT ARROW or RIGHT ARROW

Move one character to the left or right

CTRL+LEFT ARROW

Move one word to the left

CTRL+RIGHT ARROW

Move one word to the right

SHIFT+LEFT ARROW

Select or unselect one character to the left

SHIFT+RIGHT ARROW

Select or unselect one character to the right

CTRL+SHIFT+LEFT ARROW

Select or unselect one word to the left

CTRL+SHIFT+RIGHT ARROW

Select or unselect one word to the right

SHIFT+HOME

Select from the insertion point to the beginning of the entry

SHIFT+END

Select from the insertion point to the end of the entry

Use the **Open** and **Save As** dialog boxes

The **Open**, **Insert Picture**, and **Save As** dialog boxes support standard dialog box keyboard shortcuts. (To view standard shortcuts for dialog boxes, refer to the **Use Dialog Boxes** and **Use Edit Boxes Within Dialog Boxes** sections in the main Keyboard Shortcuts topic.) These dialog boxes also support the shortcuts below.

ALT+1

Go to the previous folder 🔄

ALT+2

**Up One Level** button: open the folder up one level above the open folder

ALT+3

**Search the Web** button: close the dialog box and open your Web search page

ALT+4

**Delete** button: delete the selected folder or file

ALT+5

**Create New Folder** button: create a new folder

ALT+6

Views 💷 button: switch among available folder views

ALT+7 or ALT+L

Tools button: show the Tools menu

SHIFT+F10

Display a <u>shortcut menu</u> for a selected item such as a folder or file TAB

Move between options or areas in the dialog box

F4 or ALT+I

Open the **Look in** list

F5

Refresh the file list

# Show All

# View slides in high contrast

Displaying slides in <u>high contrast</u> is supported by Microsoft Windows 2000 or later.

- 1. On the Windows **Start** menu, point to **Settings**, and then click **Control Panel**.
- 2. Double-click the **Accessibility Options** icon.
- 3. On the **Display** tab, select the **Use High Contrast** check box.
- 4. Click **OK**.
- 5. On the **View** menu in Microsoft PowerPoint, point to **Color/Grayscale**, and then click **High Contrast**.

**Note** The high-contrast setting works for viewing slides and <u>thumbnails</u> in normal and slide sorter view. In slide show view, slides are displayed as you have designed them. High contrast is a screen-only setting; it does not affect the actual presentation, nor does it apply to the printed presentation.

# Show All

# **Keyboard shortcuts**

To print this topic, press TAB to select **Show All**, press ENTER, and then press CTRL+P.

### **Common Microsoft PowerPoint tasks**

Move between panes F6 Move clockwise among panes of normal view SHIFT+F6 Move counterclockwise among panes of normal view CTRL+SHIFT+TAB Switch between **Slides** and **Outline** tabs of the Outline and Slides pane in normal view Work in an outline ALT+SHIFT+LEFT ARROW Promote a paragraph ALT+SHIFT+RIGHT ARROW Demote a paragraph **ALT+SHIFT+UP ARROW** Move selected paragraphs up ALT+SHIFT+DOWN ARROW Move selected paragraphs down ALT+SHIFT+1 Show heading level 1 **ALT+SHIFT+PLUS SIGN** Expand text below a heading **ALT+SHIFT+MINUS SIGN** Collapse text below a heading ALT+SHIFT+A Show all or collapse all text or headings Work with shapes, pictures, and WordArt <u>Insert a shape</u>

- 1. Press ALT+U to choose **AutoShape** on the **Drawing** toolbar.
- 2. Use the arrow keys to move through the categories of AutoShapes, and

select the AutoShape you want.

3. Press CTRL+ENTER.

**Note** To edit the AutoShape, select the AutoShape, and then use the keyboard to choose **AutoShape** on the **Format** menu. Select the options you want on the available tabs.

### Insert a text box

- 1. Use the keyboard to choose **Text Box** on the **Insert** menu.
- 2. Press CTRL+ENTER.
- 3. Type the text you want in the <u>text box</u>.
- 4. When you are finished typing and want to switch back to editing text in your slide, press SHIFT+F10, choose **Exit Edit Text** on the shortcut menu, and then press ESC.

**Note** To format the text box (to add a fill color or change the size, for example) select the text box, choose **Text Box** on the **Format** menu, and then select the options you want on the available tabs.

### Insert WordArt

- 1. Use the keyboard to choose **WordArt** on the **Insert** menu, **Picture** submenu.
- 2. Use the arrow keys to select the <u>WordArt</u> style you want, and then press ENTER.
- 3. Type the text you want, and then use the TAB key to select other options in the dialog box.
- 4. Press ENTER to insert the WordArt.

**Note** To edit the WordArt, select the object, choose **WordArt** on the **Format** menu, and then select the options you want on the available tabs.

Select a shape

**Note** If your insertion point is within text, press ESC.

Do one of the following:

• Select a single shape

To select a single shape, press the TAB key to cycle forward (or SHIFT+TAB to cycle backward) through the objects until sizing handles appear on the object you want to select.

- Select more than one shape
  - 1. If it is not on your **Drawing** toolbar, add the **Select Multiple Objects** button.

# How?

- 1. Press ALT+F, and then press CTRL+TAB until you select the **Drawing** toolbar.
- 2. Press the RIGHT ARROW key until you reach the **More Buttons** arrow.
- 3. Press the DOWN ARROW key. The **Add or Remove Buttons** menu will appear.
- 4. Press the DOWN ARROW key, press the RIGHT ARROW key, and then press TAB until you reach the **Select Multiple Objects** button, and then press ENTER.
- 2. On the **Drawing** toolbar, click **Select Multiple Objects** ...
- 3. Select the checkbox next to the object or objects you want, and then tab to OK and press ENTER.

### Group or ungroup shapes, pictures, WordArt objects

- To group <u>AutoShape</u>, <u>picture</u>, or <u>WordArt</u> objects, select the items you want to group and then press CTRL+SHIFT+G.
- To ungroup a group, select the group, and then press CTRL+SHIFT+H.

### Rotate a shape, picture, or WordArt

- 1. Select the AutoShape, picture, or WordArt you want to rotate.
- 2. On the **Format** menu, use the keyboard to choose the command for the type of object you selected— for example, **AutoShape** or **Text Box** and then select the **Size** tab.
- 3. Under **Size and rotate**, use the TAB key to select **Rotation**, and then type the amount of rotation you want.

4. To preview the rotation, choose **Preview**. You might have to move the dialog box in order to preview. Show or hide a grid or guides SHIFT+F9 Show or hide the grid ALT+F9 Show or hide guides CTRL+G Change grid or guide settings Change the position of a shape, picture, or WordArt on a slide 1. Select the <u>AutoShape</u>, <u>picture</u>, or <u>WordArt</u> you want to change. 2. On the **Format** menu, use the keyboard to choose the command for the type of object you selected— for example, **AutoShape** or **Text Box**— and then select the **Position** tab. 3. Under **Position on slide**, select the options you want. 4. To preview the change, choose **Preview**. You might have to move the dialog box in order to preview.

- Change the size of a shape, picture, or WordArt
- 1. Select the <u>AutoShape</u>, <u>picture</u>, or <u>WordArt</u> you want to change.
- 2. On the **Format** menu, use the keyboard to choose the command for the type of object you selected— for example, **AutoShape** or **Text Box** and then select the **Size** tab.
- 3. Select the options you want.
- 4. To preview the changes, choose **Preview**.

You might have to move the dialog box in order to preview the drawing

object.

### Copy the attributes of a shape

1. Select the <u>AutoShape</u> with the <u>attributes</u> you want to copy.

If you select an AutoShape with attached text, you copy the look and style of the text as well as the attributes of the AutoShape.

- 2. Press CTRL+SHIFT+C to copy the object attributes.
- 3. Press the TAB key or SHIFT+TAB to select the object you want to copy the attributes to.
- 4. Press CTRL+SHIFT+V.

### Select text and objects

SHIFT+RIGHT ARROW

One character to the right

SHIFT+LEFT ARROW

One character to the left

CTRL+SHIFT+RIGHT ARROW

To the end of a word

CTRL+SHIFT+LEFT ARROW

To the beginning of a word

SHIFT+UP ARROW

One line up

SHIFT+DOWN ARROW

One line down

**ESC** 

An object (with text selected inside the object)

TAB or SHIFT+TAB until the object you want is selected

An object (with an object selected)

**ENTER** 

Text within an object (with an object selected)

CTRL+A (on the Slides tab)

All objects

CTRL+A (in slide sorter view)

All slides

CTRL+A (on the Outline tab)

### All text

# Delete and copy text and objects

### **BACKSPACE**

Delete one character to the left

CTRL+BACKSPACE

Delete one word to the left

**DELETE** 

Delete one character to the right

CTRL+DELETE

Delete one word to the right

CTRL+X

Cut selected object

CTRL+C

Copy selected object

CTRL+V

Paste cut or copied object

CTRL+Z

Undo the last action

### Move around in text

### **LEFT ARROW**

One character to the left

**RIGHT ARROW** 

One character to the right

**UP ARROW** 

One line up

**DOWN ARROW** 

One line down

CTRL+LEFT ARROW

One word to the left

CTRL+RIGHT ARROW

One word to the right

**END** 

To the end of a line

**HOME** 

To the beginning of a line

CTRL+UP ARROW

Up one paragraph

CTRL+DOWN ARROW

Down one paragraph

CTRL+END

To the end of a text box

CTRL+HOME

To the beginning of a text box

CTRL+ENTER

To the next title or body text <u>placeholder</u>. If it is the last placeholder on a slide, this will insert a new slide with the same slide layout as the original slide.

SHIFT+F4

To repeat the last Find action

Move around in and work on tables

**TAB** 

Move to the next cell

SHIFT+TAB

Move to the preceding cell

**DOWN ARROW** 

Move to the next row

**UP ARROW** 

Move to the preceding row

CTRL+TAB

Insert a tab in a cell

**ENTER** 

Start a new paragraph

TAB at the end of the last row

Add a new row at the bottom of the table

Edit a linked or embedded object

- 1. SHIFT+TAB to select the object you want.
- 2. SHIFT+F10 for the context menu.
- 3. Select **Worksheet Object**, and select **Edit**.

Format and align characters and paragraphs

# **Change or resize the font**

CTRL+SHIFT+F
Change the font
CTRL+SHIFT+P
Change the font size
CTRL+SHIFT+>
Increase the font size
CTRL+SHIFT+<
Decrease the font size

# **Apply character formats**

CTRL+T

Change the formatting of characters (**Font** command, **Format** menu)

between sentence, lowercase, or uppercase

SHIFT+F3

Change the case of letters

CTRL+B

Apply bold formatting

CTRL+U

Apply an underline

CTRL+I

Apply italic formatting

CTRL+EQUAL SIGN

Apply subscript formatting (automatic spacing)

CTRL+SHIFT+PLUS SIGN

Apply superscript formatting (automatic spacing)

CTRL+SPACEBAR

Remove manual character formatting, such as subscript and superscript

# **Copy text formats**

CTRL+SHIFT+C Copy formats CTRL+SHIFT+V Paste formats

# Align paragraphs

CTRL+E

Center a paragraph

CTRL+J

Justify a paragraph

CTRL+L

Left align a paragraph

CTRL+R

Right align a paragraph

Run a slide show presentation

You can use the following shortcut keys while running your slide show presentation in full-screen mode.

N, ENTER, PAGE DOWN, RIGHT ARROW, DOWN ARROW, or the SPACEBAR (or click the mouse)

Perform the next animation or advance to the next slide

P, PAGE UP, LEFT ARROW, UP ARROW, or BACKSPACE

Perform the previous animation or return to the previous slide *number*+ENTER

Go to slide *number* 

B or PERIOD

Display a black screen, or return to the slide show from a black screen W or COMMA

Display a white screen, or return to the slide show from a white screen S or PLUS SIGN

Stop or restart an automatic slide show

ESC, CTRL+BREAK, or HYPHEN

End a slide show

Ε

Erase on-screen annotations

Η

Go to the next hidden slide

Т

Set new timings while rehearsing

Use original timings while rehearsing

M

Use mouse-click to advance while rehearsing

1+ENTER (or press both mouse buttons for 2 seconds)

Return to the first slide

CTRL+P

Redisplay hidden pointer and/or change the pointer to a pen CTRL+A

Redisplay hidden pointer and/or change the pointer to an arrow CTRL+H

Hide the pointer and navigation button immediately CTRL+U

Hide the pointer and navigation button in 15 seconds SHIFT+F10 (or right-click)

Display the **shortcut menu** 

**TAB** 

Go to the first or next <u>hyperlink</u> on a slide

SHIFT+TAB

Go to the last or previous hyperlink on a slide

ENTER while a hyperlink is selected

Perform the "mouse click" behavior of the selected hyperlink SHIFT+ENTER while a hyperlink is selected

Perform the "mouse over" behavior of the selected hyperlink

**Tip** You can press F1 during a slide show to see a list of <u>controls</u>.

Browse hyperlinks in a slide show presentation

**TAB** 

Go to the first or next hyperlink per slide SHIFT+TAB

Go to the last or previous hyperlink per slide

ENTER while a hyperlink is selected

Perform the "mouse click" behavior of the selected hyperlink SHIFT+ENTER while a hyperlink is selected

Perform the "mouse over" behavior of the selected hyperlink

### **Browse Web presentations**

The following keys are for viewing your Web presentation in Microsoft Internet Explorer 4.0 or later.

### TAB

Move forward through the hyperlinks in a Web presentation, the Address bar, and the Links bar

#### SHIFT+TAB

Move back through the hyperlinks in a Web presentation, the Address bar, and the Links bar

#### **ENTER**

Perform the "mouse click" behavior of the selected hyperlink

#### **SPACEBAR**

Go to the next slide

### **BACKSPACE**

Go to the previous slide

### Send a presentation in an e-mail

Use the following keys (if you are sending the presentation as the body of the message) when the e-mail header is active. To activate the e-mail header, press SHIFT+TAB as many times as necessary. (If text within a <u>text box</u> is selected, you must first press F2 to select the text box before pressing SHIFT+TAB.)

#### ALT+S

Send the current presentation as an e-mail message

### CTRL+SHIFT+B

Open the Address Book

### ALT+K

Check the names on the To, Cc, and Bcc lines against the Address Book TAB

Select the next box in the e-mail header or the body of the message when the last box in the e-mail header is active

### SHIFT+TAB

Select the previous field or button in the e-mail header

# **Online Help and the Microsoft Office Assistant**



To perform the following actions, the Microsoft Office Assistant must be turned on and visible. To turn on or show the Office Assistant, press ALT+H to open the Help menu, and then press O.

# In the Assistant balloon

ESC	
	Close an Assistant message or a tip
	Keyboard shortcuts for using the Help Pane and Help window

The Help Pane is a task pane that provides access to all Office Help content. As a task pane, the Help Pane appears as part of the acvtive application. The Help window displays topics and other Help content and appears as a window next to, but separate from, the active application.

# In the Help Pane

F1

Display the Help Pane.

F6

Switch between the Help Pane and the active application.

TAB

Select the next item in the Help Pane.

SHIFT+TAB

Select the previous item in the Help Pane.

**ENTER** 

Perform the action for the selected item.

UP ARROW and DOWN ARROW

In a Table of Contents, select the next and previous item, respectively.

LEFT ARROW and RIGHT ARROW

In a Table of Contents, expand and collapse the selected item, respectively.

**ALT+LEFT ARROW** 

Move back to the previous Task Pane.

**ALT+RIGHT ARROW** 

Move forward to the next Task Pane.

CONTROL+SPACE

Open the menu of Pane options.

CONTROL+F1

Close and reopen the current Task Pane.

**RIGHT ARROW** 

Expand a +/- list.

**LEFT ARROW** 

Collapse a +/- list.

# In the Help window

### **TAB**

Select the next hidden text or hyperlink, or **Show All** or **Hide All** at the top of a topic

### SHIFT+TAB

Select the previous hidden text or hyperlink, or the **Browser View** button at the top of a Microsoft Office Web site article

### **ENTER**

Perform the action for the selected **Show All**, **Hide All**, hidden text, or hyperlink

### **ALT+LEFT ARROW**

Move back to the previous Help topic.

### **ALT+RIGHT ARROW**

Move forward to the next Help topic.

### CONTROL+P

Print the current Help topic.

### UP ARROW AND DOWN ARROW

Scroll small amounts up and down, respectively, within the currently-displayed Help topic.

### PAGE UP AND PAGE DOWN

Scroll larger amounts up and down, respectively, within the currently-displayed Help topic.

### AIT+U

Change whether the Help window appears connected to (tiled) or separate from (untiled) the active application.

### SHIFT+F10

Display a menu of commands for the Help window; requires that the Help window have active focus (click an item in the Help window).

### **Microsoft Office basics**

Display and use windows

ALT+TAB

Switch to the next window

**ALT+SHIFT+TAB** 

Switch to the previous window

CTRL+W or CTRL+F4

Close the active window

CTRL+F5

Restore the size of the active window after you've maximized it

F6

Move to a <u>task pane</u> from another pane in the program window (clockwise direction). You may need to press F6 more than once.

**Note** If pressing F6 doesn't display the task pane you want, try pressing ALT to place focus on the menu bar, and then pressing CTRL+TAB to move to the task pane.

SHIFT+F6

Move to a pane from another pane in the program window (counterclockwise direction)

CTRL+F6

When more than one window is open, switch to the next window CTRL+SHIFT+F6

Switch to the previous window

CTRL+F7

When a document window is not maximized, performs the **Move** command (on the **Control** menu for the window). Use the arrow keys to move the window, and, when finished, press ESC.

CTRL+F8

When a document window is not maximized, performs the **Size** command (on the **Control** menu for the window). Use the arrow keys to resize the window, and, when finished, press ESC.

CTRL+F9

Minimize a window to an icon (works only for some Microsoft Office programs)

CTRL+F10

Maximize or restore a selected window PRINT SCREEN
Copy a picture of the screen to the Clipboard ALT+PRINT SCREEN
Copy a picture of the selected window to the Clipboard
Access and use smart tags
ALT+SHIFT+F10
Display the menu or message for a smart tag. If more than one smart tag is present, switch to the next smart tag and display its menu or message.
DOWN ARROW Select the next item in a smart tag menu. UP ARROW
Select the previous item in a smart tag menu. ENTER
Perform the action for the selected item in a smart tag menu.
ESC Close the smart tag menu or message.
<u>Tip</u>
You can ask to be notified by a sound whenever a smart tag appears. To hear audio cues, you must have a sound card. You must also have Microsoft Office Sounds installed on your computer.
If you have access to the World Wide Web, you can download Microsoft Office Sounds from the Microsoft Office Online Web site. After you've installed the sound files, you need to select the <b>Provide feedback with sound</b> check box on the <b>General</b> tab of the <b>Options</b> dialog box ( <b>Tools</b> menu). When you select (or clear) this check box, the setting affects all Office programs that support sound.
<b>Note</b> The <a href="hyperlink">hyperlink</a> in this topic goes to the Web. You can switch back to Help at any time.
Access and use task panes
F6

Move to a <u>task pane</u> from another pane in the program window. (You may

need to press F6 more than once.)

**Note** If pressing F6 doesn't display the task pane you want, try pressing ALT to place focus on the menu bar, and then pressing CTRL+TAB to move to the task pane.

#### CTRL+TAB

When a menu or <u>toolbar</u> is active, move to a task pane. (You may need to press CTRL+TAB more than once.)

### TAB or SHIFT+TAB

When a task pane is active, select the next or previous option in the task pane

### CTRL+DOWN ARROW

Display the full set of commands on the task pane menu

### DOWN ARROW or UP ARROW

Move among choices in a selected submenu; move among certain options in a group of options

### SPACEBAR or ENTER

Open the selected menu, or perform the action assigned to the selected button

#### SHIFT+F10

Open a <u>shortcut menu</u>; open a drop-down menu for the selected gallery item HOME or END

When a menu or submenu is visible, select the first or last command on the menu or submenu

#### PAGE UP or PAGE DOWN

Scroll up or down in the selected gallery list

### CTRL+HOME or CTRL+END

Move to the top or bottom of the selected gallery list

Resize and move toolbars, menus, and task panes

- 1. Press ALT to select the menu bar.
- 2. Press CTRL+TAB repeatedly to select the <u>toolbar</u> or <u>task pane</u> you want.
- 3. Do one of the following:

Resize a toolbar

1. In the toolbar, press CTRL+SPACE to display the **Toolbar Options** menu.

- 2. Select the **Size** command, and then press ENTER.
- 3. Use the arrow keys to resize the toolbar. Press CTRL+ the arrow keys to resize one pixel at a time.

## Move a toolbar

- 1. In the toolbar, press CTRL+SPACE to display the **Toolbar Options** menu.
- 2. Select the **Move** command, and then press ENTER.
- 3. Use the arrow keys to position the toolbar. Press CTRL+ the arrow keys to move one pixel at a time. To undock the toolbar, press DOWN ARROW repeatedly. To dock the toolbar vertically on the left or right side, press LEFT ARROW or RIGHT ARROW respectively when the toolbar is all the way to the left or right side.

## Resize a task pane

- 1. In the task pane, press CTRL+SPACE to display a menu of additional commands.
- 2. Use the DOWN ARROW key to select the **Size** command, and then press ENTER.
- 3. Use the arrow keys to resize the task pane. Use CTRL+ the arrow keys to resize by one pixel at a time.

## Move a task pane

- 1. In the task pane, press CTRL+SPACE to display a menu of additional commands.
- 2. Use the DOWN ARROW key to select the **Move** command, and then press ENTER.
- 3. Use the arrow keys to position the task pane. Use CTRL+ the arrow keys to move one pixel at a time.
- 4. When you are finished moving or resizing, press ESC.

Use dialog boxes

#### **TAB**

Move to the next option or option group

SHIFT+TAB

Move to the previous option or option group

CTRL+TAB

Switch to the next tab in a dialog box

CTRL+SHIFT+TAB

Switch to the previous tab in a dialog box

Arrow keys

Move between options in an open drop-down list, or between options in a group of options

**SPACEBAR** 

Perform the action assigned to the selected button; check or clear the selected check box

First letter of an option in a drop-down list

Open the list if it is closed and move to that option in the list

ALT+ the letter underlined in an option

Select an option; select or clear a check box

**ALT+DOWN ARROW** 

Open a selected drop-down list

**ESC** 

Close a selected drop-down list; cancel a command and close a dialog box ENTER

Perform the action assigned to a default button in a dialog box

Use edit boxes within dialog boxes

An edit box is a blank in which you type or paste an entry, such as your user name or the <u>path</u> to a folder.

**HOME** 

Move to the beginning of the entry

**END** 

Move to the end of the entry

LEFT ARROW or RIGHT ARROW

Move one character to the left or right

CTRL+LEFT ARROW

Move one word to the left

CTRL+RIGHT ARROW

Move one word to the right

SHIFT+LEFT ARROW

Select or unselect one character to the left

SHIFT+RIGHT ARROW

Select or unselect one character to the right

CTRL+SHIFT+LEFT ARROW

Select or unselect one word to the left

CTRL+SHIFT+RIGHT ARROW

Select or unselect one word to the right

SHIFT+HOME

Select from the insertion point to the beginning of the entry

SHIFT+END

Select from the insertion point to the end of the entry

Use the **Open** and **Save As** dialog boxes

The **Open**, **Insert Picture**, and **Save As** dialog boxes support standard dialog box keyboard shortcuts. (To view standard shortcuts for dialog boxes, refer to the **Use Dialog Boxes** and **Use Edit Boxes Within Dialog Boxes** sections in the main Keyboard Shortcuts topic.) These dialog boxes also support the shortcuts below.

ALT+1

Go to the previous folder 🔄

ALT+2

**Up One Level** button: open the folder up one level above the open folder

AIT+3

**Search the Web** button: close the dialog box and open your Web search page

ALT+4

**Delete** button: delete the selected folder or file

ALT+5

**Create New Folder** button: create a new folder

ALT+6

Views 💷 button: switch among available folder views

ALT+7 or ALT+L

**Tools** button: show the **Tools** menu

SHIFT+F10

Display a shortcut menu for a selected item such as a folder or file

TAB

Move between options or areas in the dialog box

F4 or ALT+I

Open the **Look in** list

F5

Refresh the file list

## Slide show keyboard shortcuts

You can use the following <u>shortcut keys</u> while running your slide show presentation in full-screen mode.

N, ENTER, PAGE DOWN, RIGHT ARROW, DOWN ARROW, or the SPACEBAR (or click the mouse)

Perform the next animation or advance to the next slide

P, PAGE UP, LEFT ARROW, UP ARROW, or BACKSPACE

Perform the previous animation or return to the previous slide *number*+ENTER

Go to slide *number* 

A or =

Show or hide arrow pointer

**B** or PERIOD

Display a black screen, or return to the slide show from a black screen W or COMMA

Display a white screen, or return to the slide show from a white screen S or PLUS SIGN

Stop or restart an automatic slide show

ESC, CTRL+BREAK, or HYPHEN

End a slide show

E

Erase on-screen annotations

Η

Go to the next hidden slide

Т

Set new timings while rehearsing

O

Use original timings while rehearsing

M

Use mouse-click to advance while rehearsing

1+ENTER (or press both mouse buttons for 2 seconds)

Return to the first slide

CTRL+P

Redisplay hidden pointer and/or change the pointer to a pen

CTRL+A

Redisplay hidden pointer and/or change the pointer to an arrow CTRL+H

Hide the pointer and navigation button immediately

CTRL+M

Show or hide ink markup

CTRL+U

Hide the pointer and navigation button in 15 seconds

CTRL+T

View task bar

CTRL+S

All Slides dialog box

SHIFT+F10 (or right-click)

Display the **shortcut menu** 

TAB

Go to the first or next <u>hyperlink</u> on a slide

SHIFT+TAB

Go to the last or previous hyperlink on a slide

ENTER while a hyperlink is selected

Perform the "mouse click" behavior of the selected hyperlink SHIFT+ENTER while a hyperlink is selected

Perform the "mouse over" behavior of the selected hyperlink

Tip

You can press F1 during a slide show to see a list of controls.

# What's installed with PowerPoint 2003

This topic lists the features installed with Microsoft Office PowerPoint 2003 and tells where you can find them in the Office PowerPoint 2003 (or Office 2003) Setup program. For the most current information about the features and add-ins included in Office PowerPoint 2003, see the Readme.doc file in your C:\Program Files\Microsoft Office\Office11 folder.

Installed with the Typical install

The following is a list of features and their location in the Setup program.

Microsoft PowerPoint program files

Microsoft PowerPoint for Windows

Microsoft PowerPoint Help

Microsoft PowerPoint for Windows

Package for CD and Microsoft Office PowerPoint Viewer 2003

Package for CD replaces the Pack and Go Wizard and includes the Microsoft Office PowerPoint Viewer 2003 by default when you package one or more presentations.

Typical Design templates

Microsoft PowerPoint for Windows: Design Templates: Typical Design Templates

Typical Content templates

Microsoft PowerPoint for Windows: Content Templates: Typical Content Templates

Text converters (four installed)

Office Shared Features: Converters and Filters. These converters include: Word 97-2000 & 6.0/95 RTF Converter; Word 6.0/95 Export Converter; Recover Text Converter; Word 97 for Windows/Word 98 Macintosh.

Graphics filters

Office Shared Features: Converters and Filters. These filters include: TIFF, EPS, BMP, EMF, WMF, PNG, PICT, GIF, JPEG formats.

**Fonts** 

Office Shared Features

Additional TrueType Fonts

Office Shared Features: Fonts

Clip Organizer (formerly Clip Gallery)

Office Shared Features: Clip Organizer

Office Assistants (one installed)

Office Shared Features: Office Assistant

Office XP Web components

Office Shared Features

Office 2000 Web components

Office Shared Features

Spelling checker

Office Shared Features: Proofing Tools: English

Visual Basic for Applications

Office Shared Features

Microsoft Graph

Office Tools

Microsoft Graph Help

Office Tools: Microsoft Graph

Office Server Extensions Support; Web discussions and hosted Webs

Office Tools: Office Server Extensions Support

System Information Office Tools

Features installed on first use by default

The following is a list of features that are installed on first use and their location in the Setup program.

Additional design templates

Microsoft PowerPoint for Windows: Design Templates

Additional content templates

Microsoft PowerPoint for Windows: Content Templates

Harvard Graphics 3.0 for DOS translator

Microsoft PowerPoint for Windows: Presentation Translators

Lotus Freelance 1.0–2.1 for Windows translator

Microsoft PowerPoint for Windows: Presentation Translators

**Animation Sound Effects** 

Microsoft PowerPoint for Windows

#### Alternative User Input, Speech

Office Shared Features

Text converters (an additional 10)

Office Shared Features: Converters and Filters. These converters include: WordPerfect 6.x Converter; WordPerfect 5.x Converter; Text with Layout Converter; Microsoft Excel Converter; Word for Macintosh 4.0-5.1 Converter; Word for Windows 2.0 Converter; Works for Windows 4.0; Works for Windows 5.0; Word 6.0/95 for Windows/Macintosh; Lotus 1-2-3

Converter.

#### **Graphics Filters**

Office Shared Features: Converters and Filters. These filters include: FPX, CGM, CDR, WPG, and PCD formats.

Office Assistants (six additional)

Office Shared Features: Office Assistant

International Support— Fonts

Office Shared Features: International Support. These fonts include: Japanese Font; Korean Font; Traditional Chinese Font; Simplified Chinese Font.

#### French Proofing Tools

Office Shared Features: Proofing Tools: French. These tools include: Spelling and Grammar checkers; Hyphenation; Thesaurus; English-French Translation.

#### **Spanish Proofing Tools**

Office Shared Features: Proofing Tools: Spanish. These tools include: Spelling and Grammar checkers; Hyphenation; Thesaurus; English-Spanish Translation.

Help for Visual Basic for Applications

Office Shared Features: Visual Basic for Applications

**Equation Editor** 

Office Tools

Web scripting

Office tools: HTML Source Editing

Language Settings Tool

Office Tools

Microsoft Draw Converter

Office Tools

Microsoft Office Binder Support

Office Tools

Microsoft Office Document Imaging

Office Tools
Microsoft Office Shortcut Bar
Office Tools
Microsoft Query
Office Tools
Organization Chart Converter
Office Tools

Scanner and camera add-in

Office Tools

Not installed (use Custom installation)

The following is a list of features that are not installed by default and their location in the Setup program. You can use Custom installation to make them available in your program.

Handwriting

Office Shared Features: Alternative User Input

Digital Signature for VBA Projects

Office Shared Features

Armenian and Georgian Font

Office Shared Features: International Support

Universal font for viewing text in any language

Office Shared Features: International Support

Hindi Font

Office Shared Features: International Support

Syriac Font

Office Shared Features: International Support

Tamil Font

Office Shared Features: International Support

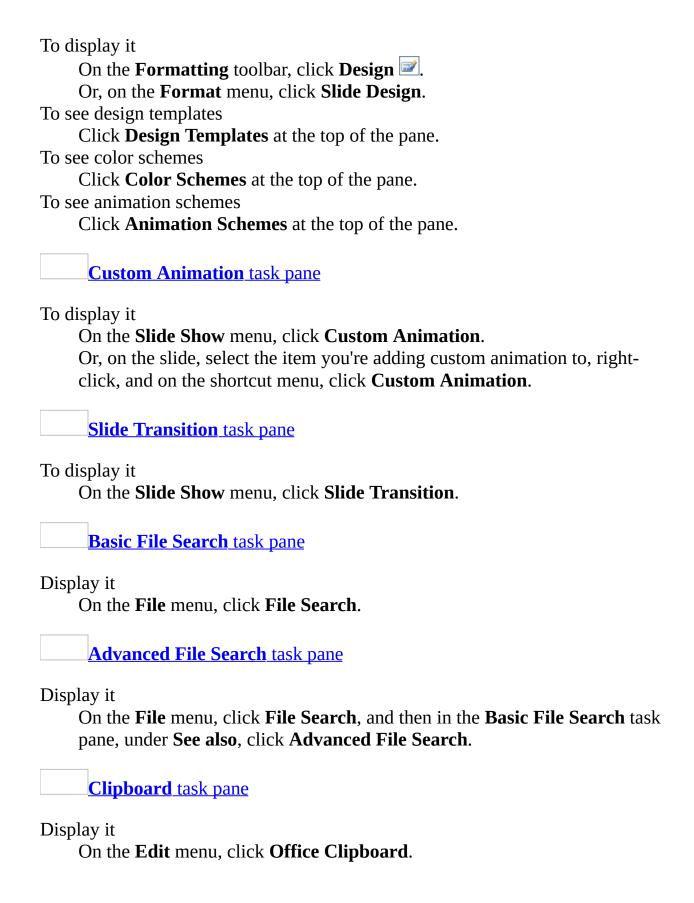
## Navigation and display of task panes

Microsoft PowerPoint includes several <u>task panes</u> that help you complete the following tasks: create a new presentation; select a <u>layout</u> for slides; choose a <u>design template</u>, <u>color scheme</u>, or <u>animation scheme</u>; create a custom animation; set slide transitions; search for files; and copy and paste multiple items at once.

General navigational tips Switch between most recent task panes In the upper-left corner of the pane, click the back and forward arrows to see most recently viewed panes. Display the most recently opened task pane On the **View** menu, click **Task Pane**. (Note: If this command has a check mark, clicking it will turn off a task pane that's displayed.) Display task panes In the upper-right corner of any task pane, click the down arrow, and then click the task pane you want. Close the task pane Click the **Close** box in the upper-right corner. New Presentation task pane Display it On the **File** menu, click **New**. Slide Layout task pane Display it On the **Format** menu, click **Slide Layout**. Show or hide it when you insert a new slide At the bottom of the task pane, select or clear the **Show when inserting** 

**new slides** check box.

Slide Design task pane



## Repeat my last action

• On the **Edit** menu, click **Repeat**.

#### Undo or redo an action

There are different types of actions that you can undo: actions you make yourself, such as typing a word, or actions that Microsoft PowerPoint makes automatically using the AutoCorrect feature, such as automatically capitalizing the first letter of a sentence.

Undo or redo your most recent actions

On the **Standard** toolbar, do one of the following:

- To undo or redo your most recent action, click **Undo** or **Redo**.
- To undo or redo your most recent action and actions before it, click the arrow next to **Undo** or **Redo**, select the actions you want to undo or redo, and click.

You must select the actions starting from the most recent one.

#### Undo or redo an automatic text correction

- 1. After an automatic correction, rest your mouse pointer near the corrected text until you see a small, blue box, point to the box to display the **AutoCorrect Options** button , and then click the button.
- 2. On the button menu, do one of the following:
  - To undo the automatic correction, click **Undo** or **Change Back To** for the automatic action that was taken (spelling correction, capitalization, or formatting).
  - To redo the automatic correction, point to the corrected text, display the **AutoCorrect Options** button again, and click **Redo** for the automatic action that was taken.

## **Create custom file properties**

Create custom file properties for the active presentation

- 1. On the **File** menu, click **Properties**, and then click the **Custom** tab.
- 2. In the **Name** box, type a name for the custom property, or select a name from the list.
- 3. In the **Type** box, click the data type for the property you want to add.
- 4. In the **Value** box, type a value for the property. The value you enter must match the selection in the **Type** box. For example, if you click **Number** in the **Type** box, you must type a number in the **Value** box. Values that don't match the property type are stored as text.
- 5. Click **Add**, and then click **OK**.

Create custom file properties linked to content in the active presentation

Before you do this procedure, you must select the content in your file that you want to link a custom property to. If no content is selected, the **Link to content** check box is unavailable.

- 1. On the **File** menu, click **Properties**, and then click the **Custom** tab.
- 2. In the **Name** box, type a name for the custom property.
- 3. Select the **Link to content** check box.
- 4. In the **Source** box, click the defined content you want to link to, click **Add**, and then click **OK**.

When a link is broken— for example, when the linked item is removed from your file— the file property contains the last data saved.

Tip

You can use linked custom properties to quickly go to a location in your presentation. On the **Edit** menu, click **Go to Property**, select the name of the custom link, and then click **Go To**.

## **About using ink in PowerPoint**

If you are using a <u>Tablet PC</u>, you can add ink to your Microsoft Office PowerPoint 2003 slides with a <u>tablet pen</u>. You can add ink while you are delivering a presentation or while you are editing your slides.

#### Using ink annotations during presentations

One use of ink in PowerPoint 2003 is to take notes with a mouse or tablet pen that are viewable by the audience during a presentation. You can make comments or answer questions that are asked during the presentation by adding them directly to the slides. Because you can add handwritten notes in PowerPoint 2003, you don't have to switch to another program, use a keyboard, or take notes on paper. The ink you add is immediately visible to the audience. You can use ink to emphasize portions of the presentation by highlighting or circling relevant text and graphics on the slides.

You can keep the ink that you add during a presentation. This allows you to reference handwritten notes so that you can edit or update your slides for future presentations. You also have the option of turning on or off ink annotations.

#### Using ink while creating or editing presentations

You must be using PowerPoint 2003 with a Tablet PC to create or edit handwritten slides.

When you are creating or reviewing slides, you can add ink drawing and writing to emphasize certain portions of a slide during a presentation. Additionally, you can use handwriting or hand-drawn pictures to quickly design the overall layout of the information you want to convey on the slide. For example, you can draw a chart graphic that will be replaced with a Microsoft Excel chart when you finalize your slide. You might also send the slides to other people using a Tablet PC to add their review comments in ink.

Ink drawing and writing is viewable at all times, and you cannot edit the ink in Slide Show view unless you use ink annotations.

## **About using ink in PowerPoint views**

You can add <u>ink</u> notes to your presentation, or, if you have a <u>Tablet PC</u>, you can also use ink to create and edit your slides.

You can insert ink when you are in the following Microsoft Office PowerPoint 2003 views:

- Normal view
- Notes Page view
- Slide Master view
- Handout Master view
- Notes Master view
- Slide Show view

**Note** You can't insert ink in Slide Sorter view. To add ink in Slide Show view, you must first place your <u>tablet pen</u> or mouse over the lower part of the slide, tap or click the arrow on the **Slide show** toolbar, and then tap **Ballpoint Pen**, **Felt Tip Pen**, or **Highlighter**.

## Use ink during presentations

You can make handwritten notes anywhere on a slide during a presentation by changing the pointer to a pen or highlighter on the **Slide Show** toolbar, and then marking the slide with a <u>tablet pen</u> or mouse.

#### Start making ink annotations

- 1. In Slide Show view, if the **Slide Show** toolbar is not visible, pause on the slide.
- 2. On the **Slide Show** toolbar, click or tap the pointer arrow, and then click or tap **Ballpoint Pen** or **Felt Tip Pen**.
- 3. Write on the slide with a tablet pen or mouse.

#### Show or hide ink annotations

You can show or hide the edits you have made to your slides when you are in Normal, Slide Sorter, or Slide Show view.

Show or hide edits in Normal or Slide Sorter view

• On the **View** menu, click or tap **Markup**.

Show or hide edits in Slide Show view

- 1. Use a right-click equivalent to show the shortcut menu.
- 2. Tap **Screen**, and then tap **Markup**.

Change color of ink

1. In Slide Show view, if the **Slide Show** toolbar is not visible, rest the pointer on the slide.

If the popup toolbar is still not visible, click **Options** on the **Tools** menu, click the **View** tab, and then select the **Show popup toolbar** check box.

- 2. On the **Slide Show** toolbar, click or tap the pointer arrow, and then click or tap the arrow next to **Ink Color**.
- 3. Click or tap the color you want to use.

#### Highlight items on the slide

1. In Slide Show view, if the **Slide Show** toolbar is not visible, rest the pointer on the slide.

If the popup toolbar is still not visible, click **Options** on the **Tools** menu, click the **View** tab, and then select the **Show popup toolbar** check box.

- 2. On the **Slide Show** toolbar, click or tap the pointer arrow, and then click or tap **Highlighter**.
- 3. Highlight anything on the slide.

#### Erase ink

- 1. On the **Slide Show** toolbar, click or tap the pointer arrow, and then click or tap **Eraser**.
- 2. Drag the eraser across the ink you want to delete.

#### Stop writing or erasing and return to arrow

• On the **Slide Show** toolbar, click or tap the pointer arrow, and then click or tap **Arrow**.

**Note** You can use ink and continue to navigate in your slide presentation by using the navigation arrow buttons on the **Slide show** toolbar.

Erase all ink on the current slide

Press E.

**Note** When you add <u>ink</u> during a presentation, you are prompted to keep or discard it when you close the slide show. If you choose to discard your ink, it is permanently lost. If you choose to keep your ink, it is available the next time you edit the presentation, and you can show and hide markup in Normal, Slide Sorter, and Slide Show views.

#### Use ink to edit slides

You must be running Microsoft Office PowerPoint 2003 on a <u>Tablet PC</u> to use this feature.

You must be in Normal, Notes Page, or Master view to use ink to edit slides.

- 1. Open the presentation to the slide where you want to write with your <u>tablet</u> <u>pen</u>.
- 2. If the **Ink Drawing and Writing** toolbar is not visible, tap **Ink Drawing** and **Writing** on the **Insert** menu.
- 3. On the **Ink Drawing and Writing** toolbar, tap the arrow next to **pen name (Blue)**.
- 4. Select a pen.
- 5. Write or draw anywhere on the slide.



To stop using <u>ink</u> on your slide, tap **Stop Inking** on the **Ink Drawing and Writing** toolbar. To begin using ink again, select a pen.

**Note** Ink drawing and writing becomes a permanent part of your presentation and can be changed only in Normal, Notes Page, or Master view.

## **Print ink annotations**

- 1. Open the presentation that contains the <u>ink</u> annotations you want to print.
- 2. On the **File** menu, click or tap **Print**.
- 3. In the **Print what** box, click or tap either **Slides**, **Handouts**, or **Notes Pages**.
- 4. Select the **Print comments and ink markup** check box, and then click **OK**.

## Change the color of ink

Do one of the following:
Change the color of ink before starting a slide show
<ol> <li>On the Slide Show menu, click Set Up Show.</li> <li>In the Pen color box, click the color you want, and then click OK.</li> </ol>
Change the ink color during a slide show
<ul> <li>On the Slide Show toolbar, click or tap the pointer arrow, point to Ink Color, and then click the color you want.</li> </ul>
<b>Note</b> Changing the color of the ink during the slide show affects the <u>ink</u> for the ballpoint and felt tip pens only.
Change the color of ink on a Tablet PC
1. Select the <u>ink</u> you want to format.
How?
<ol> <li>On the Ink Drawing and Writing or Ink Annotations toolbar, tap Select Objects.</li> <li>Tap the ink.</li> </ol>
Sizing handles and an outline of the ink shapes indicate that the ink is selected.
<ol> <li>On the Ink Drawing and Writing or Ink Annotations toolbar, tap the arrow next to Line Color.</li> <li>Tap the color you want to use.</li> </ol>
Tip

After you select a color, the **Line Color** button displays that color. You can apply the same color again to any ink selection by clicking or tapping **Line Color** again.

# Change the default to print ink annotations

Use this procedure to change the default to print ink edits.

- 1. On the **File** menu, click or tap **Print**.
- 2. Clear the **Print comments and ink markup** check box.

## **Troubleshoot ink in PowerPoint**

I don't see any commands for inserting ink.
If you are using a Tablet PC
You must have a <u>Tablet PC</u> to use the <u>ink</u> drawing and writing feature in Microsoft Office PowerPoint 2003.
Do one of the following:
<ul> <li>On the Insert menu, tap Ink Annotations.</li> <li>On the View menu, tap Toolbars, and then tap Ink Annotations or Ink Drawing and Writing.</li> <li>Tap the ink on the slide and the corresponding ink toolbar will appear.</li> </ul>
If you are using a desktop or laptop computer
You can make ink notes on your slides during a presentation by using your mouse to write.
1. In Slide Show view, if the <b>Slide Show</b> toolbar is not visible, rest the pointer on the slide.
If the <b>Slide Show</b> toolbar is still not visible, click <b>Options</b> on the <b>Tools</b> menu, click the <b>View</b> tab, and then select the <b>Show popup toolbar</b> check box.
<ul><li>2. On the Slide Show toolbar, click the pointer arrow, and then click Ballpoint Pen or Felt Tip Pen.</li><li>3. Write on the slide with the mouse.</li></ul>
I can't show or hide some of my ink markup in Slide Show view.
Ink markup created in Slide Show view in Microsoft Office PowerPoint 2003 is

not recognized as markup until you close the presentation. When prompted to

keep or discard your ink annotations, tap <b>Keep</b> . The ink markup will be saved, and you can show or hide ink markup in Normal or Slide Show view.
Some of my ink doesn't print.
To print ink annotations:
<ol> <li>On the <b>File</b> menu, click or tap <b>Print</b>.</li> <li>Select the <b>Print comments and ink markup</b> check box.</li> </ol>
I can't see the Slide Show toolbar in the lower left corner in Slide Show view.
• In Slide Show view, if the <b>Slide Show</b> toolbar is not visible, rest the pointer on the slide.
If the popup toolbar is still not visible, click <b>Options</b> on the <b>Tools</b> menu, click the <b>View</b> tab, and then select the <b>Show popup toolbar</b> check box.
I can't use ink in Slide Show view.
You are probably in a show type that is not supported by Microsoft Office PowerPoint 2003. The only supported show type is Presented by a speaker (full screen). To switch to this show type, tap <b>Set Up Show</b> on the <b>Slide Show</b> menu.
I closed the Ink toolbar, and now I can't get it back.
If you are using a <u>Tablet PC</u> , do one of the following:

- To display an ink toolbar, tap the ink.
- On the **View** menu, tap **Toolbars**, and then tap **Ink Annotations** or **Ink Drawing and Writing.**

# Format text using speech recognition

Some of the content in this topic may not be applicable to some languages.

1. On the <b>Language</b> bar, click <b>Microphone</b>	if the microphone
is not already turned on, and then click <b>Voice Comman</b> 2. By using your mouse or keyboard, select the text you w 3. Say the command you want. For example, say "Bold," of	ant to format.
<u>Tip</u>	

In PowerPoint you can select text by using your voice. For example, you can say:

- "select all"
- "select word"

# **About creating presentations**

Creating a presentation in Microsoft PowerPoint involves starting with a basic design; adding new slides and content; choosing <u>layouts</u>; modifying slide design, if you want, by changing the <u>color scheme</u> or applying different <u>design templates</u>; and creating effects such as animated slide transitions. The information below focuses on the options available to you when you start the process.

The **New Presentation** <u>task pane</u> in PowerPoint gives you a range of ways with which to start creating a presentation. These include:

- **Blank** Start with slides that have minimal design and no color applied to them.
- **Existing presentation** Base your new presentation on one that you have already written and designed. This command creates a copy of an existing presentation so you can make the design or content changes you want for the new presentation.
- **Design template** Base your presentation on a PowerPoint template that already has a design concept, fonts, and color scheme. In addition to the templates that come with PowerPoint, you can use one you created yourself.
- **Templates with suggested content** Use the AutoContent Wizard to apply a design template that includes suggestions for text on your slides. You then type the text that you want.
- **A template on a Web site** Create a presentation using a template located on a Web site.
- **A template on Microsoft.com** Choose from additional PowerPoint templates in the Microsoft Office Template Gallery. These are arranged according to type of presentation.

#### **Content inserted from other sources**

You can also insert slides from other presentations or text from other applications such as Microsoft Word.

# Create a presentation using blank slides

- 1. On the **Standard** toolbar, click **New** .
- 2. If you want to keep the default title <u>layout</u> for the first slide, go to step 3. If you want a different layout for the first slide, in the **Slide Layout** <u>task pane</u>, click the layout you want.
- 3. On the slide or on the **Outline** tab, type the text you want.
- 4. To insert a new slide, on the <u>toolbar</u>, click **New Slide** , and click the layout you want.
- 5. Repeat steps 3 and 4 for each new slide, and add any other design elements or effects you want.
- 6. When you finish, on the **File** menu, click **Save**, type a name for your presentation, and then click **Save**.



You can also create a blank presentation in the **New Presentation** task pane (**File** menu, **New** command).

# Create a new presentation from an existing one

When you follow these steps, you create a copy of an existing presentation so you can make design and content changes to it for a new presentation, without altering the original.

- 1. If the **New Presentation** <u>task pane</u> isn't displayed, on the **File** menu, click **New**.
- 2. Under **New from existing presentation**, click **Choose presentation**.
- 3. In the file list, click the presentation you want, and then click **Create New**.
- 4. Make the changes you want to the presentation, and then on the **File** menu, click **Save As**.
- 5. In the **File name** box, type a name for the new presentation.
- 6. Click Save.



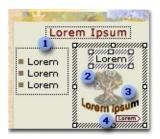
You can insert existing slides from another presentation into your new one. With your presentation open, select the slide that you want your inserted slides to follow. On the **Insert** menu, click **Slides from Files**, browse to the presentation you want, and select the slides to insert.

# Create a presentation using suggested content

- 1. If the **New Presentation** <u>task pane</u> isn't displayed, on the **File** menu, click **New**.
- 2. Under **New**, click **From AutoContent Wizard**, and then follow the instructions in the wizard.
- 3. In the presentation, replace the text suggestions with the text you want, and then make any other changes you want, such as adding or deleting slides, adding art elements or animation effects, and inserting headers and footers.
- 4. When you finish, on the **File** menu, click **Save**, type a name in the **File name** box, and then click **Save**.

## About adding text to a slide

There are four types of text you can add to a slide: <u>placeholder</u> text; text in an <u>AutoShape</u>; text in a <u>text box</u>; and <u>WordArt</u> text.



- Text in placeholders
- Text box used as caption
- WordArt text
- Text in an arrow AutoShape

The text you type into placeholders, such as titles and bulleted lists, can be edited on the slide or on the **Outline** tab, and it can be exported from the **Outline** tab to Microsoft Word. Text in an <u>object</u>, such as a text box or AutoShape, and WordArt text do not appear on the **Outline** tab and must be edited on the slide.

#### **Placeholders**

Slide layouts contain text and object placeholders in a variety of combinations. In the text placeholders, type titles, subtitles, and body text onto your slides. You can resize and move placeholders and format them with <u>borders</u> and colors.

#### Text AutoFit

By default, Microsoft PowerPoint resizes text as you type so that it fits into a placeholder. For example, if you type a bulleted list and put in more text than will fit in the placeholder, PowerPoint reduces the font size and line spacing until all the text fits (with 8 points being the minimum font size). For title text, if a few words bump to a second line, the text is reduced by one font size so that it fits on a single line.

Text AutoFit will also reduce text to fit inside a placeholder that you make smaller, and it will enlarge the text again if you then make the placeholder larger.

You can turn text AutoFit on and off. When it is on, you can adjust how it functions within a given placeholder by using the **AutoFit Options** button \*, which appears near your text the first time it is resized. The button, when clicked, displays a menu giving you options for dealing with the overspilling text. You can stop resizing text for the current placeholder while still keeping your global AutoFit setting on. You can also display the AutoCorrect dialog box and turn off the AutoFit settings altogether, so no text will resize automatically. For a single-column slide layout, when text spills out of a placeholder, you also get these options: to split the text between two slides, to create a new, blank slide with the same slide title, or to create a two-column layout on the original slide. You get these options whether AutoFit is on or not.

The text AutoFit setting for body text also applies to notes you type into the notes pane.

## **AutoShapes**

AutoShapes such as callout balloons and block arrows lend themselves to text messages. When you type text into an AutoShape, the text is attached to the shape and moves or rotates with the shape.

#### **Text boxes**

Use text boxes to place text anywhere on a slide, such as outside a text placeholder. For example, you can add a caption to a <u>picture</u> by creating a text box and positioning it near the picture. Also, a text box is handy if you want to add text to an AutoShape, but you don't want the text to attach to the shape. A text box can have a border, fill, shadow, or three-dimensional (3-D) effect, and you can change its shape.

#### WordArt

Use WordArt for fancy text effects. WordArt can stretch, skew, curve, and rotate your text or make it 3-D or vertical.

# About inserting text into your presentation

You can insert text created in other programs into the Outline tab and get automatic formatting into titles and body text. Documents in Microsoft Word (.doc) format, Rich Text Format (.rtf), and plain text (.txt) can be used this way. A document in HTML format can be inserted into your presentation, retaining its heading structure and appearing within a text box.

Rather than copying and pasting, you can use menu commands in Microsoft PowerPoint to insert text or base a presentation on another document's outline.

#### Text in Word or rich-text format

When you insert a Word or Rich Text Format document, PowerPoint creates an outline structure based on heading styles in the document. A Heading 1 in your source document becomes a slide title in PowerPoint, a Heading 2 becomes the first level of body text on the slide, a Heading 3 the second level of text on the slide, and so on. If the original document contains no heading styles, PowerPoint creates an outline based on paragraphs. For example, in a .doc or .rtf file, for several lines of text styled as Normal and broken by paragraphs, PowerPoint turns each paragraph into a slide title.

You can insert text from a Word document while you're working in PowerPoint; or from Word, you can create an outline and "send it" to PowerPoint to start a new presentation based on it.

#### **Text in HTML**

When you insert an HTML outline into your presentation, you retain the original heading structure; however, all the text from the file appears within a text box on the slide. You can edit this on the slide but not on the **Outline** tab. To create several slides based on .htm files, insert a file for each slide you want the text on.

When you send an outline file, in .htm format, from Word to PowerPoint, the headings and subheadings are retained and the outline is structured in the same way as a .doc or .rtf file.

#### **Plain text**

When you insert text from a plain text document, tabs at the beginning of paragraphs define the outline structure. So, text with no tab becomes a slide title; text with one tab indent becomes first-level body text on your slide; text with two indents becomes second-level body text, and so on. Since plain text is not styled, the text you insert inherits the styles of your current presentation.

## Add text to a slide

Do one of the following:
Add body or title text
• Click inside a text <u>placeholder</u> , and type or paste the text.
<b>Note</b> If your text exceeds the size of the placeholder, Microsoft PowerPoint reduces the font size and line spacing incrementally as you type, to make the text fit.
Add text to an AutoShape
<ul> <li>To add text that becomes part of the shape and moves when you move the shape, select the <u>AutoShape</u> and start typing.</li> <li>To add text that is independent of the shape and does not move when you move the shape, add a <u>text box</u>.</li> <li>1. On the <b>Drawing</b> <u>toolbar</u>, click <b>Text Box</b> .</li> <li>2. Do one of the following:</li> </ul>
Add text that stays on a single line
<ul> <li>On the slide, point to where you want the text box, click, and then type or paste your text.</li> </ul>
Add text that wraps
<ul> <li>On the slide, point to where you want the text box, drag the text box to the size you want, and then type or paste your text.</li> </ul>
<b>Note</b> To add text to a line, connector, or <u>freeform</u> AutoShape, you must add text using a text box.
Add text to a text box

- On the Drawing toolbar, click Text Box .
   Do one of the following:

   Add text that stays on a single line
   On the slide, point to where you want the text box, click, and then type or paste your text.

   Add text that wraps
   On the slide, point to where you want the text box, drag the text box to the size you want, and then type or paste your text.
- 1. Select the slide you want to add WordArt to.
- 2. On the **Drawing** toolbar, click **Insert WordArt** <a>4</a>.
- 3. Click the WordArt effect you want, and then click **OK**.
- 4. In the **Edit WordArt Text** dialog box, type the text you want.
- 5. Do any of the following:

Add WordArt

- $\circ~$  To change the font type, in the  $\boldsymbol{Font}$  list, select a font.
- To change the font size, in the **Size** list, select a size.
- To make text bold, click the **Bold** button.
- To make text italic, click the **Italic** button.

## Insert text from another file

Text that you insert into Microsoft PowerPoint is formatted based on heading styles in your source document.

Do c	one of the following:
	Create a new presentation based on text from another file
2.	In PowerPoint, on the <b>File</b> menu, click <b>Open</b> . In the <b>Files of type</b> box, click <b>All outlines</b> . In the file list, double-click the document you want to use.
Note	You can insert text from a .doc, .rtf, or .txt file.
	Send text from Microsoft Word to a new presentation
	In Microsoft Word, open the document you want to send. On the <b>File</b> menu, point to <b>Send To</b> , and then click <b>Microsoft PowerPoint</b>
Note	You can send a .doc, .rtf, .txt, or .htm file.
	Insert text into an existing presentation
1.	In PowerPoint, display the <b>Outline</b> tab.
	How?
	<ul> <li>If you are in normal view, click the <b>Outline</b> tab.</li> <li>If you are in normal view but have hidden the tabs, click <b>Normal</b></li> </ul>
	<b>View (Restore panes)</b> in the lower left of the PowerPoint window, and if necessary click the <b>Outline</b> tab.
2. 3.	

- 4. Go to the folder where you've stored the document whose text you want to use.
- 5. Double-click the document to insert the text.

**Note** You can insert text from a .doc, .rtf, .txt, or .htm file. The text from the .htm file appears on a single slide, in a text box.

## Insert a symbol or special character

Fonts such as Arial and Times New Roman provide characters conforming to the <u>Unicode</u> text encoding standard. In the **Symbol** dialog box, you can use the **Subset** list to search for Unicode characters by category.

- 1. To make the **Symbol** command available, in normal view, place the insertion point on the **Outline** tab or in a text <u>placeholder</u> on the slide.
- 2. On the **Insert** menu, click **Symbol**.
- 3. To change fonts, click a name in the **Font** box.
- 4. Do one of the following:
  - Insert a symbol or character from the default (ASCII) list
    - Click the symbol or character you want, click **Insert**, and then click **Close**.
  - Insert a Unicode symbol or character
    - 1. In the **From** box, click **Unicode (hex)**. (If you don't see **Unicode (hex)** in the list, then the font you have chosen doesn't support Unicode characters.)
    - 2. In the **Subset** list that appears in the upper-right corner, select the category of symbols or characters you want, such as **Basic Latin** or **Currency Symbols**. (The list differs depending on the font you choose.)
    - 3. Click the symbol or character you want, click **Insert**, and then click **Close**.

**Note** If you selected Unicode characters the last time you opened the **Symbol** dialog box, Unicode is displayed by default the next time you display the dialog box.

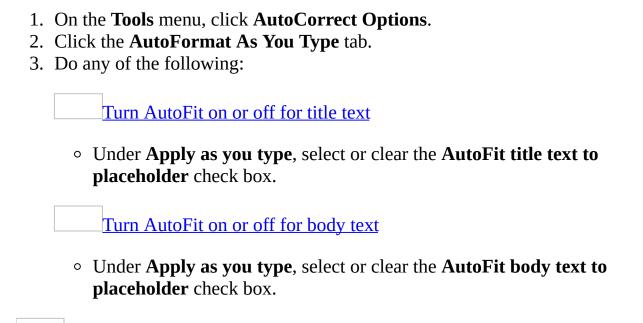
#### <u>Tips</u>

- Use the **Recently used symbols** list at the bottom of the **Symbol** dialog box to quickly find a character or symbol you've used that you want to insert again.
- When the **From** box displays **ASCII** (**decimal**), you can use the number shown in the **Character Code** box to insert a character or symbol. Place your insertion point where you want the character on the Microsoft PowerPoint slide, make sure NUM LOCK is on, hold down the ALT key, and then use the numeric keypad to type 0 (zero) followed by the character code. Then release the ALT key. The code applies to the current code page only, so some characters may not be available this way.
- Certain symbols, such as the smiley face and arrows, are inserted automatically as you type. For example, if you first type the smiley face using keyboard characters such as ":-)", PowerPoint converts it to the symbol for a smiley face.

## Turn text AutoFit on or off

Tip

Turning AutoFit on or off for body text also turns it on or off for text in the <u>notes</u> pane.



You can turn off text AutoFit temporarily from the **AutoFit Options** button menu.

## Expand or collapse text

When you work with text on the **Outline** tab in normal view, you can collapse text so that you see only the first outline level (slide titles) as you organize. You can reexpand text at any time.

Collapse text on one slide

Do one of the following:

- Double-click the slide icon.
- Press ALT+SHIFT+MINUS SIGN.

Collapse all text in the presentation

Do one of the following:

- On the **Standard** toolbar, click **Expand All** . (This toggles between collapsing and expanding text.)
- Press ALT+SHIFT+1.

Expand text on one slide

Do one of the following:

- Double-click the slide icon.
- Press ALT+SHIFT+PLUS SIGN.

Expand all text in the presentation

Do one of the following:

- On the **Standard** toolbar, click **Expand All** .
- Press ALT+SHIFT+9.

## Temporarily turn off text AutoFit

When text AutoFit is on, the **AutoFit Options** button appears to the left of the text the first time text is resized.

- 1. Click the **AutoFit Options** button.
- 2. Click **Stop Fitting Text to This Placeholder**.

The spillover text is not resized, and text AutoFit is off for this <u>placeholder</u>, for the current Microsoft PowerPoint session. However, this doesn't affect the AutoFit setting in the **AutoCorrect** dialog box.

### Find text

- 1. On the **Edit** menu, click **Find**.
- 2. In the **Find what** box, enter the text you want to search for.
- 3. Click **Find Next**.

**Note** To cancel a search in progress, press ESC.

### Replace text

- 1. On the **Edit** menu, click **Replace**.
- 2. In the **Find what** box, enter the text you want to find and replace.
- 3. In the **Replace with** box, enter the text you want to use as the replacement.
- 4. To search for the next occurrence of the text, click **Find Next**.
- 5. Do one of the following:
  - To replace the currently selected occurrence of the text, click **Replace.**
  - To replace all occurrences of the text, click **Replace All**.

**Note** To cancel a search in progress, press ESC.

### Troubleshoot adding text

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How can I keep my text from resizing as I type?
Turn off text AutoFit (this is on by default). When resizing is turned off, Microsoft PowerPoint will not reduce your font size and line spacing to fit spillover text into a <u>placeholder</u> (including the placeholder for notes on <u>notes pages</u> ).
<ol> <li>On the Tools menu, click AutoCorrect Options.</li> <li>Click the AutoFormat As You Type tab.</li> <li>Under Apply as you type, do any of the following:         <ul> <li>To turn off AutoFit for title text, clear the AutoFit title text to placeholder check box.</li> <li>To turn off AutoFit for body text, clear the AutoFit body text to placeholder check box.</li> </ul> </li> </ol>
PowerPoint resized my text; how can I get the default font size back?  Look for the <b>AutoFit Options</b> button , which appears to the left of the resized text. Point to the button, click it, and then select <b>Stop Fitting Text to This Placeholder</b> . The text will return to its original size and spacing.

When title text resizing is on, title text is reduced by one font size level to bring spillover text onto one line. If the title text is too long, one reduction in font size might not bring all the text to one line, and text will spill over to the next line. In this case, you would have to shorten the title.

I have text AutoFit on, but my title text is not fitting to one line.

I have text AutoFit on, but text in my text box doesn't resize to fit as I type.

Text AutoFit applies to <u>placeholder</u> text only— title text and body text such as bulleted lists. It doesn't apply to <u>text boxes</u>, <u>AutoShapes</u>, or <u>WordArt</u>.

I want title text to be resized but not body text.

- 1. On the **Tools** menu, click **AutoCorrect Options**.
- 2. Click the **AutoFormat As You Type** tab.
- 3. Under **Apply As You Type**, be sure the **AutoFit title text to placeholder** check box is selected.
- 4. Clear the **AutoFit body text to placeholder** check box.

#### **Text on the Outline tab**

Some slide text does not appear on the **Outline** tab.

- Some types of text don't appear and aren't editable on the **Outline** tab. They include text added with the **Text Box** tool , text attached to an <u>AutoShape</u>, <u>WordArt</u> text, and text in <u>embedded objects</u>.
- If **Expand All** on the **Standard** toolbar is toggled so that only slide titles appear on the **Outline** tab, you won't see all of your text. Click **Expand All** to display all the text.

### About automatic text formatting

Microsoft PowerPoint, by default, automatically formats certain types of text as you type. For example, if you type two hyphens with no spaces around them, they're instantly formatted as an em dash. If you type a network or Internet path, it's formatted as a hyperlink. Common fractions, such as 1/4 and 1/2, when typed, are changed to fraction symbols. A variety of arrows and variations on the smiley face are changed from type characters to symbols.

Automatic paragraph formatting includes automatic bulleted and numbered lists and resizing of text in text <u>placeholders</u> if the text doesn't fit at its current font size.

You can turn all the automatic formatting options on or off. Once a formatting option is on, it affects all the text you type subsequently.

#### **Options for undoing automatic formatting**

You can choose to undo most automatic formatting using the **AutoCorrect Options** button . After an automatic change, such as the formatting of a network path into a hyperlink, if you rest the mouse pointer near the hyperlink, a small, blue box appears. It changes to a button icon when you point to it. When you click the button, it displays a list of options. You can choose to undo the correction (and you can redo it) for this instance only or to change the specific AutoFormat setting globally (by clicking **Stop**) so PowerPoint will stop making this change.

Another AutoFormat feature is text AutoFit, which resizes text as you type, if necessary, to fit the text into a placeholder. The **AutoFit Options** button thich appears near your text the first time it is resized, gives you control over whether you want the text to be resized. The button, when clicked, displays a menu giving you options for dealing with the overspilling text. You can stop resizing text for the current placeholder while still keeping your global AutoFit setting on. You can also display the AutoCorrect dialog box and turn off the AutoFit settings altogether, so no text will resize automatically.

#### Select text

Do one of the following:

Description	Action
Select a word.	Double-click the word.
Select a paragraph and all its subordinate text.	<ul> <li>Triple-click anywhere in the paragraph.</li> <li>On the <b>Outline</b> tab in normal view, point to a slide icon or bullet, and when the four-headed arrow appears, click. (This also works for text in selected <u>placeholders</u> on the slide.)</li> </ul>
Select all text on a slide.	On the <b>Outline</b> tab in normal view, click the slide icon and when the four-headed arrow appears, click.
Select the text in a placeholder, AutoShape, or text box.	Place the insertion point in the object, and then press CTRL+A.
Select text in all placeholders in the presentation.	Place the insertion point on the <b>Outline</b> tab, and then press CTRL+A.
Tip	

<u>Tip</u>

If you drag to select only a few characters of a word and Microsoft PowerPoint selects the whole word, and you don't want it to, do this: On the **Tools** menu, click **Options**, and then click the **Edit** tab. Clear the **When selecting**, **automatically select entire word** check box. Then, drag to select the characters.

### **Automatically select whole words**

When you select this option, Microsoft PowerPoint automatically selects a whole word and the space after it so you don't have to drag over every character.

- 1. On the **Tools** menu, click **Options**, and then click the **Edit** tab.
- 2. Select the **When selecting, automatically select entire word** check box.

## **Use drag-and-drop editing**

The drag-and-drop editing setting allows you to drag text to move or copy it within a presentation or from Microsoft PowerPoint to another Microsoft Office program.

- 1. On the **Tools** menu, click **Options**, and then click the **Edit** tab.
- 2. Select the **Drag-and-drop text editing** check box.

## **Show or hide text formatting**

For text on the **Outline** tab or in the notes pane, you can show or hide text formatting.

• To show or hide text formatting, on the **Standard** toolbar, click **Show Formatting** .

**Note Show Formatting** is off by default.

## Turn AutoFormat options on or off

AutoFormat options include automatic changes that Microsoft PowerPoint makes to the look of your text, such as changing fraction characters to a fraction symbol or formatting Internet paths as hyperlinks.

- 1. On the **Tools** menu, click **AutoCorrect Options**, and then click the **AutoFormat As You Type** tab.
- 2. Select or clear any of the automatic formatting options you want to turn on or off.

## **Change capitalization**

- 1. Select the text you want to change.
- 2. On the **Format** menu, click **Change Case**.
- 3. Click the option you want.

### **Change text color**

Do one of the following:

Change text color in a placeholder, AutoShape, or text box

- 1. Select the text you want to change.
- 2. On the **Drawing** toolbar, click the arrow next to **Font Color A**.
- 3. Do one of the following:
  - To change the text color back to its default, click **Automatic**.
  - To change to a color in the <u>color scheme</u>, click one of the eight colors below **Automatic**.
  - To change to a color that isn't in the color scheme, click **More Colors**.
     Click the color you want on the **Standard** tab, or click the **Custom** tab to mix your own color, and then click **OK**.

Change text color in WordArt

- 1. Click the WordArt object to select it.
- 2. On the **WordArt** toolbar, click **Format WordArt 3.**
- 3. In the **Format WordArt** dialog box, on the **Colors and Lines** tab, under **Fill**, click the **Color** box.
- 4. Do one of the following:
  - Click a color in the palette that's displayed.
  - Click **More Colors** to choose from a greater color range.
  - Click **Fill Effects** to choose a gradient, textured, or patterned fill or to insert a <u>picture</u> as the fill.

**Note** If the WordArt has a border, select options under **Line** to change the border color and its weight and style.

## **Change text size**

- 1. Select the text you want to change.
- 2. On the **Formatting** toolbar, do one of the following:
  - To make text larger or smaller, click **Increase Font Size A** or **Decrease Font Size A**.
  - To set a font size by number, in the **Font Size** box 10, click the size you want.

## Make text bold, italic, or underlined

- 1. Select the text you want to change.
- 2. On the **Formatting** toolbar, click **Bold B**, **Italic I**, or **Underline U**.

## Format fractions as fraction characters

- 1. On the **Tools** menu, click **AutoCorrect Options**, and then click the **AutoFormat As You Type** tab.
- 2. Select the **Fractions (1/2) with fraction character (1/2)** check box.

#### Format hyphens as dashes

- 1. On the **Tools** menu, click **AutoCorrect Options**, and then click the **AutoFormat As You Type** tab.
- 2. Select the **Hyphens (--) with dash (— )** check box.

**Note** When you select this setting, and you type a space on either side of one hyphen or two hyphens, the characters become an en dash (often used, for example, to show a range of numbers). When you type two hyphens that have no spaces around them, the hyphens automatically convert to an em dash (used to set off parenthetical text in sentences).

# Format ordinal numbers as superscript

- 1. On the **Tools** menu, click **AutoCorrect Options**, and then click the **AutoFormat As You Type** tab.
- 2. Select the **Ordinals (1st) with superscript** check box.

## Format smiley faces and arrows as symbols

When this setting is on and you type characters for various versions of a smiley face or an arrow, Microsoft PowerPoint automatically formats the characters as a symbol.

- 1. On the **Tools** menu, click **AutoCorrect Options**, and then click the **AutoFormat As You Type** tab.
- 2. Select the **Smiley faces :-) and arrows (==>) with special symbols** check box.

# Format straight quotes as curly quotes

- 1. On the **Tools** menu, click **AutoCorrect Options**, and then click the **AutoFormat As You Type** tab.
- 2. Select the "Straight quotes" with "smart quotes" check box.

## Format text as superscript or subscript

- 1. Select the text you want to format as superscript or subscript.
- 2. On the **Format** menu, click **Font**.
- 3. Select the **Superscript** or **Subscript** check box.



Microsoft PowerPoint automatically applies superscript formatting to ordinal numbers. To turn this setting off or on, on the **Tools** menu, click **AutoCorrect Options**, click the **AutoFormat As You Type** tab, and then clear or select the **Ordinals (1st) with superscript** check box.

## Troubleshoot automatic text corrections

I want to undo an automatic correction.

• Click the **AutoCorrect Options** button , and then click the **Undo** (automatic correction or capitalization) command or the **Change back to** (previous formatting) command. The command varies depending on the type of correction.

How can I turn off automatic text corrections?

- 1. On the **Tools** menu, click **AutoCorrect Options**, and then click the **AutoCorrect** tab.
- 2. Do one or more of the following:
  - To turn off the capitalization options, clear the check boxes (second through sixth) relating to capitalization.
  - To turn off corrections to misspellings or typos, clear the Replace text as you type check box.
  - To turn off formatting corrections, on the AutoFormat As You Type tab, clear the check boxes for types of automatic formatting you don't want. This includes automatic hyperlinks, dashes, symbols, and other options.

AutoCorrect doesn't fix my misspelling.

- AutoCorrect might be turned off for replacing text as you type. On the **Tools** menu, click **AutoCorrect Options**, click the **AutoCorrect** tab, and be sure the **Replace text as you type** check box is selected.
- You might need to add the word you want corrected to the entries in the
   AutoCorrect dialog box. On the Tools menu, click AutoCorrect Options,
   and then click the AutoCorrect tab. In the Replace box, type the word or
   phrase you want corrected. In the With box, type the word or phrase
   replacement, and then click Add.

#### I can't find the AutoCorrect Options button.

- Rest your mouse near the text that was corrected, point to the small, blue box that appears near it, and the **AutoCorrect Options** button will appear. Click it to see the options.
- If you don't see the button, on the **Tools** menu, click **AutoCorrect Options**, and on the **AutoCorrect** tab, select the **Show AutoCorrect Options buttons** check box. This must be on for the button to display.

I don't want those buttons to appear after an automatic correction.

To turn off the **AutoCorrect Options** button, on the **Tools** menu, click **AutoCorrect**. On the **AutoCorrect** tab, clear the **Show AutoCorrect Options** buttons check box.

# Troubleshoot moving, editing, and formatting text

I can't move an object					
	I	can't m	ove an	ob	iect.

- Select the object (such as a <u>text box</u>, <u>AutoShape</u>, or piece of <u>clip art</u>) by clicking its border, and when the pointer becomes a four-headed arrow, drag the object.
- The object might have been created on the <u>slide master</u>. To move an object on the slide master, point to **Master** on the **View** menu, and then click **Slide Master**. On the slide master, click the object to select it, and then drag it.

I can't use drag-and-drop editing because selected text doesn't stay selected.

- Be sure the pointer is over the selected text when you try to drag it. You'll see a small, empty gray box when you click the pointer to drag the text.
- Drag-and-drop editing might not be on. On the **Tools** menu, click **Options**, click the **Edit** tab, and then select the **Drag-and-drop text editing** check box.

I want to change the formatting for a line of text, but the whole paragraph changes.

- When you drag to select the line of text, if your pointer drops slightly below the current line, the line below will also be selected. Move the pointer back up, while still dragging, to undo the unwanted selection.
- Some formatting changes— such as line spacing, alignment, bullets, and tabs— affect the entire paragraph and can't be applied to a single line.
- Be sure to select only the text you want to change. If you select an entire paragraph, the changes you make affect all text in the paragraph

How can I keep my text from resizing as I type?

Turn off text AutoFit (this is on by default). When resizing is turned off,

Microsoft PowerPoint will not reduce your font size and line spacing to fit spillover text into a <u>placeholder</u>.

- 1. On the **Tools** menu, click **AutoCorrect Options**.
- 2. Click the **AutoFormat As You Type** tab.
- 3. Under **Apply as you type**, do any of the following:
  - To turn off AutoFit for title text, clear the **AutoFit title text to placeholder** check box.
  - To turn off AutoFit for body text, clear the **AutoFit body text to placeholder** check box.

I want to select only a few characters, but whole words get automatically selected.

When the "select whole words" setting is on, Microsoft PowerPoint automatically selects a whole word, and the space after it, as you drag to select. To turn off this setting, on the **Tools** menu, click **Options**, click the **Edit** tab, and then clear the **When selecting, automatically select entire word** check box. Then, drag to select the characters.

Some slide text does not appear on the **Outline** tab.

- Some types of text don't appear and aren't editable on the **Outline** tab. They include: text added with the **Text Box** tool , text attached to an <a href="AutoShape">AutoShape</a>, <a href="WordArt">WordArt</a> text, and text in <a href="embedded objects">embedded objects</a>.
- If you click **Expand All** , on the **Formatting** toolbar, only slide titles appear on the **Outline** tab. To see all of the text, click **Expand All** again.

I formatted my text, but the formatting is not showing.

- To see formatted text on the **Outline** tab or in the <u>notes pane</u>, click **Show Formatting** on the **Standard** toolbar.
- To see colors that you apply, on the **View** menu, click **Notes Page**.
- To see how the text will print, on the **Standard** toolbar, click **Print Preview**, and in the **Print What** list, click **Notes Pages**.

I don't want those buttons to appear after an automatic correction.

To turn off the **AutoCorrect Options** button, on the **Tools** menu, click **AutoCorrect Options**. On the **AutoCorrect** tab, clear the **Show AutoCorrect Options buttons** check box.

# About retaining slide formatting when copying

When you copy slides or slide elements, such as text, tables, or shapes, to other presentations or within a presentation, you get certain formatting choices.

#### **Copying and pasting slides**

If you copy and paste a slide after a slide that has a different <u>design template</u> than the slide you're pasting, the pasted slide inherits the styles of the slide it is pasted after. If you want the slide to retain its original formatting, you can use the **Paste Options** button, which appears near the pasted slide, to change the formatting.



- The **Paste Options** button appears below the pasted slide.
- **2** Click the button to display formatting options.

Choose the menu option **Keep Source Formatting** to revert to the slide's original styles. The default option, **Use Design Template Formatting**, applies styles of the current template.

#### **Copying and pasting tables or shapes**

The **Paste Options** button also appears when you copy and paste shapes or tables that use a different design template than the paste destination. You can select **Keep Source Formatting** to retain original styles; however, if there is text in the shape or table, it still assumes the style of the current design template.

#### **Copying and pasting text**

When you copy and paste text that is styled differently than the paste destination styles, you sometimes get an option on the **Paste Options** button menu called **Keep text only**. This option allows you to match pasted text with whatever text formatting is in the destination <u>placeholder</u>. For example, if you have customized text in the placeholder, and you paste in other text, the pasted text assumes the styles of the design template rather than the customized styles. The **Keep text only** option changes the text to the customized styles.

#### **Copying slides with the slide finder**

Another way to copy slides is to insert them using the **Slide Finder** dialog box. In this dialog box, you can select the slides you want without having to open the presentation; you can also include paths to presentations you often copy from.

When you copy slides in the **Slide Finder** dialog box, you can select or clear the **Keep source formatting** option before you insert the slide. If you select this option, the inserted slide retains its original formatting; if you leave the check box cleared, the slide inherits the styles of the slide it's inserted after.

# Copy the look and style of text

- 1. Select the text that has the style you want to copy.
- 2. On the <u>Formatting toolbar</u>, click **Format Painter** , and then select the text to which you want to apply the formatting.

**Note** You can't copy the font and font size on <u>WordArt</u> text.



You can apply the formatting to several text selections in succession. First, select the text whose style you want to copy, double-click **Format Painter** , and then select each block of text, one by one, that you want to apply the formatting to.

# **Copy and paste slides**

- 1. If you're copying slides between presentations, open both presentations, and on the **Window** menu, click **Arrange All**.
- 2. On the **Slides** tab in normal view, select the slides you want to copy.



Either click to select a single slide, press SHIFT while clicking to select slides in a row, or press CTRL while clicking to select slides not in a row.

- 3. Right-click a selected slide, and then click **Copy**.
- 4. On the **Slides** tab, click the slide you want your copied slides to follow, then right-click, and click **Paste** on the shortcut menu.

If the slides you pasted use a different <u>design template</u> than the slide you pasted after, and you want to keep the original formatting, go to step 5. Otherwise, the pasted slides assume the formatting of the slide they follow, and the paste is complete.

5. To retain the slides' original formatting, click the **Paste Options** button which appears under the slides you pasted, and on the button menu, click **Keep Source Formatting**.

If you decide you want the current design template styles to apply, click **Use Design template formatting** (this is the default).

**Note** If you want to move slides instead of copy them, click **Cut** on the shortcut menu rather than **Copy**.



• To drag the slides, select them, drag them to the new position on the **Slides** tab, look for the horizontal line under the slide where you want to paste, then release the mouse button. Use the **Paste Options** button in the same way as described in the procedure above to retain the original formatting.

• To copy, you can also press CTRL+C; to cut, you can press CTRL+X; to paste, you can press CTRL+V.

# **Copy and paste text**

- 1. If you're copying text between presentations, open both presentations, and on the **Window** menu, click **Arrange All**.
- 2. On the slide, select the text you want to copy; right-click, and then click **Copy**.
- 3. Display the slide you want to paste to, and on the slide, click where you want to paste; right-click, and then click **Paste**.

If the text you pasted has a different style than text on the slide you pasted to, the **Paste Options** button appears. If the pasted item's formatting is what you want, the paste is complete. Otherwise, go to step 4.

- 4. To apply different formatting, click the **Paste Options** button, and then do one of the following:
  - To keep the original formatting for the pasted item, click **Keep Source Formatting**.
  - To make the pasted text match whatever formatting is in the current placeholder, click **Keep Text Only** (this appears if the pasted text or the destination placeholder have a font style that isn't part of the original or current <u>design template</u>).

If you select either of the above options and then decide you want the current design template styles applied, click **Use Design Template Formatting** (this is the default).

**Note** If you want to move an item instead of copy it, click **Cut** on the shortcut menu rather than **Copy**.



• To copy, you can also press CTRL+C; to cut, you can press CTRL+X; to paste, you can press CTRL+V.

# **Copy and paste tables and shapes**

- 1. If you're copying text between presentations, open both presentations, and on the **Window** menu, click **Arrange All**.
- 2. On the slide, select the table or shape you want to copy, right-click, and then click **Copy**.
- 3. Display the slide you want to paste to, and on the slide, click where you want to paste; right-click, and then click **Paste**.
  - If the item you pasted uses a different <u>design template</u> than the slide you pasted to and you want to keep the source formatting (for example, the original fill color in a shape), go to step 4. Otherwise, the pasted item assumes the formatting of the slide it's pasted to, and the paste is complete.
- 4. To retain the item's original formatting, click the **Paste Options** button which appears under the item you pasted, and on the button menu, click **Keep Source Formatting**.

If you decide you want the current design template styles to apply, click **Use Design template formatting** (this is the default).

#### **Notes**

- If you want to move an item instead of copy it, click **Cut** on the shortcut menu rather than **Copy**.
- If you change a fill color in a shape to a color that isn't part of the original template's <u>color scheme</u>, and then you paste the shape, the fill color will be retained and won't be undone.

#### Tip

• To copy, you can also press CTRL+C; to cut, you can press CTRL+X; to paste, you can press CTRL+V.

# Automatically adjust word spacing when pasting text

- 1. On the **Tools** menu, click **Options**, and then click the **Edit** tab.
- 2. Select the **Use smart cut and paste** check box.

# Copy slides with the slide finder

- 1. On the **Slides** tab in normal view, click the slide <u>thumbnail</u> that you want the copied slides to follow.
- 2. On the **Insert** menu, click **Slides from Files**.
- 3. Click **Browse** to look for the file; in the **Browse** dialog box, select the file, and then click **Open**.
- 4. If you want the slides to keep their current formatting, in the **Slide Finder** dialog box, select the **Keep source formatting** check box. When this check box is cleared, the copied slides assume the formatting of the slide they're inserted after.
- 5. Do one of the following:
  - To insert selected slides, click the slides you want to insert, and then click **Insert**.
  - To insert all the slides, click **Insert All**.

**Note** Before clicking **Close** in the dialog box, you can browse for other presentations and insert more slides.



To make favorite files easy to find, after selecting a file, click **Add to Favorites** under the **File** box. To display slides from one of these files, click the **List of Favorites** tab, click the file, and then click **Display**. To remove the file, click **Remove**.

# Troubleshoot copying and pasting

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A slide that you copy or insert takes on the formatting of the slides it's pasted or inserted after.

- If you pasted the slide, you can use the **Paste Options** button to retain your original formatting. It appears under the slide you pasted.
  - 1. After you copy the slide, click the **Paste Options** button.
  - 2. On the button menu, click **Keep Source Formatting**.

The **Paste Options** button also appears when you copy shapes, tables, or text to a destination that has different styles. Use the menu on the button to select the formatting you want.

• If you copied the slide using the **Slide Finder** dialog box, you must select an option in the **Slide Finder** dialog box before you copy. Select the **Keep source formatting** check box and then click **Insert** or **Insert All**.

The text I pasted in from Word won't paste with the correct font size or font style, even when I choose to retain my source formatting.

When you paste text from another application, such as Microsoft Word or the Internet Explorer browser, and choose to retain the source formatting, Microsoft PowerPoint scales the font according to the default font size of the destination presentation. For example, if you paste 12-point text from Word into a subtitle placeholder in PowerPoint whose default point size is 32, the text will size to 32. Also, if you have pasted from Word using the default font, Times New Roman, the font style is not retained when you choose to keep source formatting. However, if you paste from Word using a font other than the default, that font style is preserved.

You can preserve original font color in both of these cases, however.

I	iust did a copy and	paste, but I don't see the <b>Pas</b>	s <b>te Options</b> button.
	,		

The **Paste Options** button does not show up in the following cases:

- If you paste using **Paste Special** on the **Edit** menu. You need to use the **Cut/Copy** and **Paste** commands from the **Edit** menu, or copy and paste using the **Office Clipboard**, to get the paste options.
- If you paste a group of objects from another program, such as Word.
- If you used the **Slide from Files** command on the **Insert** menu to insert a slide. You can retain the original formatting for a copied slide if you select the **Keep source formatting** check box, in the **Slide Finder** dialog box, before you insert the copied slide.
- If there is no style discrepancy between the source and destination for the item you're pasting.

What's the difference between the paste options when I copy Excel data?

When you copy cell ranges from Microsoft Excel, you get the **Paste Options** button with choices to paste the **Table**, which pastes the data in a PowerPoint table format; paste the **Excel Table** (the default), which pastes the data as an Excel object; or paste the **Picture of Table**, which is the Excel table embedded at a slightly smaller file size. When you copy an Excel chart, you can paste it as an **Excel Chart** (the default) or **Picture of Chart**, which is the chart embedded at a smaller file size.

I copied and pasted using the **Office Clipboard** task pane, and the paste options I got are not what I expected.

The Office Clipboard gives slightly different options when you paste than if you paste from the **Edit** menu using **Paste**. For example, you don't get the option to **Keep Text Only** when you paste from the Clipboard. (**Keep Text Only** allows you to match the other text in the destination placeholder as opposed to following the current design template or the source formatting.)

# About choosing fonts for presentations

Consider the following points when you choose fonts:

- The font you choose will affect how your message is received. Choose a
  more serious font like Times New Roman for conservative audiences or
  serious messages; choose a "fun" font like Comic Sans MS for a
  lighthearted message.
- Serif fonts— such as Times New Roman and Bookman— are easier to read for large amounts of text, but sans serif fonts— such as Arial and Verdana — are cleaner and tend to make better titles and headlines.
- When designing for online slide viewing, use fonts that look good online. The Verdana, Tahoma, and Bookman fonts are designed specifically for online viewing. Arial and Times New Roman also work well.
- You should contrast font colors sharply with the background to ensure readability. Use bold and italic for emphasis only— heavy use diminishes their effectiveness.
- Each font has a personality, so consistency is important. If you change fonts
  frequently, you might not be presenting a consistent message to your
  audience. Try to use no more than three to four different fonts in a
  presentation.

# **About embedding fonts**

If you are going to show a presentation on a different computer, you might want to embed some TrueType fonts into the presentation. This guarantees you will have the fonts you want.

#### File size

Embedding fonts in your presentation increases the file size. You have a choice of embedding only the characters that are used in your presentation (rather than a full font set), and keeping the file size a little smaller; or, you can embed all font characters, which can result in a much larger file. However, if you plan to have others review and edit your file, it's best to embed the full font set.

# Fonts included in Microsoft Windows and Microsoft Office

You can embed any TrueType font that comes with Windows. Other TrueType fonts can be embedded only if they have no license restrictions. If a font can't be embedded— for example, it's not marked as being editable or installable— a message appears to tell you why.

You do not have to embed the base fonts that come with Windows, which are:

- Times New Roman
- Arial
- Symbol
- Courier New

If you will be running the presentation on Office XP or later, these fonts are included and you don't need to embed them:

- Arial
- Arial Black
- Arial Narrow
- Arial Unicode MS
- Book Antiqua
- Bookman Old Style
- Century Gothic
- Comic Sans MS
- Courier New
- Garamond
- Impact
- Latha
- Mangal
- Monotype Corsiva
- MS Outlook
- Sylfaen
- Symbol
- Tahoma
- Times New Roman

- Trebuchet MS
- Verdana
- Wingdings
- Wingdings 2
- Wingdings 3

With the exception of Latha, Mangal, and Sylfaen, the same fonts come with Office 2000.

# **Change the font**

You can change the type of font you are using for text on specific slides, or you can apply different fonts throughout a whole presentation.

Do one of the following:
Change the font on a slide
1. Select the text or the <u>placeholder</u> containing the text you want to change.
How?
<ul> <li>To change the font for a single paragraph or a phrase, drag to select the text.</li> </ul>
<ul> <li>To change the font for all the text in a placeholder, either drag to select all the text, or select the placeholder containing the text. To select the placeholder, first click the text. The placeholder border becomes hatchmarked. Point to the border and click. The border changes to a thick, dotted border, and it's now selected.</li> </ul>
2. On the <b>Formatting</b> toolbar, click a font name in the <b>Font</b> box Arial .
<u>Tip</u>
You can also use the <b>Font</b> dialog box, on the <b>Format</b> menu, to change the font for text. Additionally, in this dialog box, you can apply other types of formatting,

If you're using one <u>slide master</u>, you can change a font style on the master and the change is reflected throughout the presentation. If you are using multiple slide masters (such as when you have applied more than one <u>design template</u> to your presentation), you must change the font style on each master.

Use the slide master to change the font throughout the presentation

such as type size, bold or italic type, and text color.

1. On the **View** menu, point to **Master**, and then click **Slide Master**.

In master view, thumbnails of each slide master (in pairs that include a <u>title</u> <u>master</u> for each) appear to the left of the **Slides** tab.

- 2. If you are using multiple masters, select the slide master thumbnail or title master thumbnail whose font style you want to change.
- 3. On the slide, click the title text or the level of body text to which you want to apply a new font style.

(Remember, on the master, you are only changing the font, not the text.)

- 4. On the **Formatting** toolbar, click a font name in the **Font** box Arial
- 5. Repeat these steps for any other text whose font you want to change.
- 6. To return to editing your slides, click **Close Master View** on the **Slide Master View** toolbar.

# **Embed fonts in your presentation**

- 1. On the **File** menu, click **Save As**.
- 2. On the <u>toolbar</u>, click **Tools**, click **Save Options**, select the **Embed TrueType Fonts** check box, and then do one of the following:
  - To embed only those characters used in the presentation, select **Embed** characters in use only (best for reducing file size).
  - To embed all the characters in the font set, select **Embed all** characters (best for editing by others).

**Note** If you plan to have others review and edit your file, it's best to embed the full font set, though that creates a larger file.

#### **Troubleshoot fonts**

I changed some font styles on the slide master, but some of the styles on my slides didn't change to look like the master styles.

It may be that you changed some font styles on your slides before you changed the font styles on the <u>slide master</u>. Microsoft PowerPoint always preserves changes you make to specific slides. To make those slides follow the current master styles:

- 1. Display the slide in normal view. On the **Format** menu, click **Slide Layout**.
- 2. Point to the type of layout the slide uses, right-click the slide layout thumbnail, and click **Reapply Layout**.

I want to replace all of one type of font with another font.

When you want to replace every instance of one font with another, use the **Replace Fonts** command.

- 1. On the **Format** menu, click **Replace Fonts**.
- 2. In the **Replace** box, click the font style you want to replace.
- 3. In the **With** box, click the font you want to use as the replacement, and then click **Replace**.
- 4. Repeat steps 2 and 3 for all the font types you want to change in the presentation.

Some font styles are missing from my presentation.

When you show a presentation on a different computer than the one you used to create it, some TrueType fonts may not be available. To prevent this situation, you can embed some TrueType fonts when you create the presentation. (Some fonts have license restrictions and you can't embed them.)

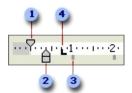
- 1. On the **File** menu, click **Save As**.
- 2. On the <u>toolbar</u>, click **Tools**, click **Save Options**, select the **Embed TrueType Fonts** check box, and then do one of the following:

- To embed only those characters used in the presentation, select **Embed** characters in use only (best for reducing file size).
- To embed all the characters in the font set, select **Embed all** characters (best for editing by others).

# About indent and tab settings

Indents and tab stops help you align text on a slide. For numbered and bulleted lists, preset indents exist for five levels of bullets or numbers and body text. When you type plain paragraphs (not using bullets or numbers), an initial indent and default tab stops help you indent the text. You can change and add to indent and tab stop positions.

Indents and tab stops appear on the horizontal ruler. When you display a new slide and either click the text area in a <u>placeholder</u> or click a <u>text box</u> you've added, the default indents and tab stops appear.



First-line indent marker

This shows the position of the first line of a paragraph, or, in a bulleted or numbered list, the position of the bullet or number for an item in the list.

<u>Left indent marker</u>

This shows the position of the second line of a paragraph, or for a bulleted or numbered list, the indent of the text next to the bullet or number.

<u>Default tab stops</u>

These appear as small gray markers underneath the numbers on the ruler. You can drag these to new positions. Use them for text that's not in a bulleted or numbered list.

Customized tab stops

Further customize your tab stops by setting left , right , center , or

decimal **L** tab stops.

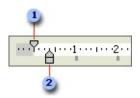
A typical example of changing an indent is when you want to adjust the space between a bullet in a list and the text it goes with— moving the first-line indent and left indent either closer together or farther apart. For a special tab stop, you might have numerical data in a list that you want to line up by the decimal point. Use the decimal tab to do this.

## Set paragraph indentations

- 1. If the ruler isn't displayed, click **Ruler** on the **View** menu.
- 2. On the slide, click the text whose indent you want to change.

The indent markers appear on the horizontal ruler.

- 3. Do one of the following:
  - To set the indent for the first line of a <u>paragraph</u> or for the bullet or number in a list, drag the first-line indent marker.
  - To set the left indent for other lines in a paragraph or for all lines (at the same text level) in a bulleted or numbered list, drag the left indent marker. Drag just the pointed top part of the marker (if you drag the bottom rectangle, both indents move together).
  - To move the indents as a whole and keep the relationship between the first line indent and the left indent as they are, drag the rectangular part (on the bottom) of the left indent marker.



■ First-line indent

This shows the position of the first paragraph line or a character such as a bullet in a list.

<u>Left indent marker</u>

This shows the position of the second paragraph line or text next to a bullet or number.

**Note** If the text contains bulleted or numbered items at two or more levels, the ruler displays indent markers for each level, showing the bullet or number position and text position at each level.



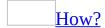
To change indents for the entire presentation, change indents on the <u>slide master</u>. To display the slide master, on the **View** menu, point to **Master**, and then click **Slide Master**.

# Align, center, or justify a paragraph

1. On the slide, select the <u>paragraphs</u> you want to align, center, or justify.
How?
<ul> <li>To select a single paragraph, click the paragraph.</li> <li>To select all the paragraphs in a list, either drag to select all the text, or select the <u>placeholder</u> by clicking the text inside it, and then clicking the border.</li> <li>Do one of the following:</li> </ul>
2. Do one of the following.
Align or center a paragraph
<ul> <li>On the Formatting toolbar, click Align Left ≡, Align Right ≡, or Center ≡.</li> </ul>
Justify a paragraph
<ul> <li>On the Format menu, point to Alignment, and then click Justify.</li> </ul>
<u>Tip</u>
You can also select text on the <b>Outline</b> tab in normal view and change the paragraph alignment. The effect appears on the slide.

# Change the line spacing of a paragraph

1. On the slide, select the <u>paragraphs</u> whose spacing you want to change.



- To select a single paragraph, click the paragraph.
- To select an entire list, either drag to select all the text, or select the <u>placeholder</u> by clicking the text inside it, and then clicking the border.
- 2. On the **Format** menu, click **Line Spacing**.
- 3. Do any or all of the following:
  - To change the spacing above and within a paragraph, under Line spacing, type or click the arrows to change the number.
  - To change the spacing above a paragraph, under **Before paragraph**, type or click the arrows to change the number.
  - To change the spacing below a paragraph, under **After paragraph**, type or click the arrows to change the number.

#### Tips

- Text AutoFit is on by default, so if you increase line spacing, text may resize in order to fit into the <u>placeholder</u>.
- You can also select text on the **Outline** tab in normal view and change the spacing. The effect appears on the slide.
- To change line spacing for an entire presentation, change the spacing on the <u>slide master</u>. To display the slide master, on the **View** menu, point to **Master**, and then click **Slide Master**.

# Start a new line in the same paragraph

In a bulleted or numbered list, you may want to start a new line between items, but without a bullet or number. The new line remains part of the <u>paragraph</u> above it, but is on its own line.

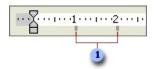
• Press SHIFT+ENTER, and then type the new line.

# Change or clear tab stops

- 1. If the ruler isn't displayed, on the **View** menu, click **Ruler**.
- 2. Do one of the following:

#### Change default tab stops

- 1. On the slide, click the text whose indent you want to change.
- 2. On the ruler, drag to a new position the tab stop (gray marker) that matches the text's position of indent.



Tab stops.

The text indents to the new position.

**Note** The space between all default tab stops changes proportionately. For example, if you move a default tab to one-half inch, all default tabs will be one-half inch apart.

#### Set specific types of tab stops

- 1. On the slide, click the text <u>placeholder</u> for which you want to set new tabs.
- 2. At the left of the horizontal ruler, click the tab button until you see the type of tab you want: left, right, center, or decimal.
- 3. Click the horizontal ruler, within the white space, at the point where you want to set the tab.

Clear a tab stop

• Drag the tab marker off the ruler.

Note You can set as many tabs as you want; default tabs in front of tabs you set

are canceled. To get the default tab stops back, drag the new tab markers off the ruler.	ļ

# Display tab and indent settings

- 1. If the ruler isn't displayed, on the **View** menu, click **Ruler**.
- 2. On the slide, click any text in a placeholder.

The indent and tab positions appear on the horizontal ruler.

## **About automatic text corrections**

The AutoCorrect feature fixes capitalization and spelling or typing errors that occur as you type. The AutoCorrect options are on by default, and you can turn them off. If there are certain words that you don't want corrected, you can create exceptions to some of the capitalization rules.

Also, the **AutoCorrect Options** button , which becomes available near your text right after a correction has occurred, gives you more control over automatic corrections by letting you undo the correction or alter your AutoCorrect settings.

Automatic text correction applies to all types of text except for WordArt.

### **Capitalization corrections**

The AutoCorrect feature offers several capitalization options. These are:

- Correct two initial capitals typed in a row, so the second one becomes lowercased.
- Capitalize the first letter of sentences, first letter of table cells, and names of days.
- Correct the reverse capitalization that results if you start a sentence with the CAPS LOCK key on by accident.

#### **Corrections to typos and misspellings**

The AutoCorrect feature also contains a list of entries—typos and misspelled words—which, if you type them, will be replaced with the correct spelling. For example, if you make a mistake and type "cna," it's automatically changed to "can." Also, some characters, such as the trademark characters "(r)" and "(tm)," are replaced by the symbols ® and TM. You can add to, delete, or modify any AutoCorrect entries.

### **Text in other languages**

The default AutoCorrect entries in Microsoft PowerPoint are in the language type that you are using for text. So, for example, if your default language for text is English, the entries are in English. If you switch your default language to French, the AutoCorrect misspellings and corrections will change to French.

#### **Exceptions**

You may want to create exceptions to the AutoCorrect capitalization rules. For example, AutoCorrect interprets a period as the end of a sentence, so if you enter an abbreviation with a period at the end, it will capitalize the first letter after the abbreviation. To prevent this, you can specify abbreviations that you want ignored for this capitalization rule.

For instance, if you add the abbreviation "info." as an exception, AutoCorrect will never capitalize a word that follows it. PowerPoint contains a default list of exceptions that you can add to.

#### The AutoCorrect Options button

The **AutoCorrect Options** button if irst appears as a small, blue box when you rest the mouse pointer near text that was automatically corrected, and it changes to a button icon when you point to it. When you click the button, it displays a list of options, which include:

- Undo a capitalization change (undoes the last instance only) or Change back to the original spelling of text (changes the last instance only)
- **Redo** the automatic correction
- **Stop** making this capitalization or text correction (changes the global setting or text entry in the **AutoCorrect** dialog box, preventing this correction from happening again)
- **Control AutoCorrect Options** (displays the **AutoCorrect** dialog box, where you can adjust settings as you wish)

The **AutoCorrect Options** button is available for every instance of an automatic correction. For text in <u>placeholders</u>, the button is available both on the slide and the **Outline** tab.

If you don't want this button to appear after a correction, you can turn it off in the **AutoCorrect** dialog box. You will still get the automatic corrections you select in the dialog box.

# Show or hide the AutoCorrect Options button

- 1. On the **Tools** menu, click **AutoCorrect**, and then click the **AutoCorrect** tab.
- 2. Do one of the following:

Show the button

• Select the **Show AutoCorrect Options buttons** check box.

**Note** After an automatic correction occurs, rest the mouse pointer near the corrected text and point to the small, blue box that appears. When you see the **AutoCorrect Options** button , click the arrow to see the options.

Hide the button

• Clear the **Show AutoCorrect Options buttons** check box.

**Note** When the button is hidden, you still have automatic text correction for all the options you've selected in the **AutoCorrect** dialog box; you just don't get the button options after a correction.

# Add an AutoCorrect entry

- 1. On the **Tools** menu, click **AutoCorrect Options**, and then click the **AutoCorrect** tab.
- 2. In the **Replace** box, type the word or phrase as you might mistype it.
- 3. In the **With** box, type the correct word or phrase.
- 4. Click Add.

# Change an AutoCorrect entry

- 1. On the **Tools** menu, click **AutoCorrect Options**, and then click the **AutoCorrect** tab.
- 2. Do one of the following:

Change the misspelled entry

- 1. In the list of entries, click the row with the entry you want to change.
- 2. Click **Delete**.

The old entry is now highlighted in the **Replace** box.

- 3. Type the new entry in the **Replace** box.
- 4. Click Add.

Change the correctly spelled entry

- 1. In the list of entries, click the row with the entry you want to change.
- 2. In the **With** box, select the old entry and type the new one over it.
- 3. Click **Replace**.

In the message box that asks if you want to redefine this entry, click **Yes**.

# **Delete an AutoCorrect entry**

Do one of the following:

- 1. On the **Tools** menu, click **AutoCorrect Options**, and then click the **AutoCorrect** tab.
- 2. In the list of entries, click the row with the entry you want to delete.
- 3. Click **Delete**.

**Note** Right after you click the **Delete** button, the entry still shows in the **Replace** box, but it is deleted from the **Replace** list.



You can also delete an AutoCorrect entry using the menu displayed by the **AutoCorrect Options** button , which appears when you rest the mouse pointer near text that was just corrected. On the menu, click **Stop Automatically Correcting** for the type of automatic correction that you don't want anymore. This deletes the entry in the **AutoCorrect** dialog box.

# Make exceptions to AutoCorrect entries

1.	On the <b>Tools</b> menu, click <b>AutoCorrect Options</b> , and then click the
	AutoCorrect tab.
2.	Click <b>Exceptions</b> .
3.	Do one of the following:
	Make an exception to capitalizing the first letter of a word
	1. On the <b>First Letter</b> tab, under <b>Don't capitalize after</b> , type the word of abbreviation that you don't want followed by a capital letter.
	2. Click <b>Add</b> .
	Make an exception to correcting two initial capitals
	1. On the <b>INitial CAps</b> tab, under <b>Don't correct</b> , type the word or phrase
	that you don't want AutoCorrect to fix.
	2. Click <b>Add</b> .

To delete an exception you have created, select an entry in the **AutoCorrect Exceptions** dialog box, and then click **Delete**.

<u>Tip</u>

# Turn AutoCorrect options on or off

- 1. On the **Tools** menu, click **AutoCorrect**, and then click the **AutoCorrect** tab.
- 2. Do one or more of the following:
  - To turn the capitalization options on or off, select or clear any of these check boxes:
    - Correct TWo INitial CApitals
    - Capitalize first letter of sentences
    - Capitalize first letter of table cells
    - Capitalize names of days
    - Correct accidental use of cAPS LOCK key
  - To turn text entries for misspellings and typos on or off, select or clear the **Replace text as you type** check box.



You can also turn off AutoCorrect settings by using the menu displayed by the **AutoCorrect Options** button , which appears when you rest the mouse pointer near text that was just corrected. On the button menu, click **Stop** (capitalizing or correcting) for the type of correction that was made. This turns off the relevant capitalization option or deletes the relevant spelling entry in the **AutoCorrect** dialog box.

## **About spelling dictionaries**

Microsoft PowerPoint uses a dictionary of common words to check the spelling in a presentation. This dictionary is shared with products such as Microsoft Word and Microsoft Excel. The spelling check will stop on words that are misspelled or aren't in this dictionary, and you have the option to add the words to a custom dictionary at that point. The custom dictionary is handy for specialty terms, such as medical terms or words unique to your work environment.

To broaden the type of text you can check for spelling, PowerPoint uses dictionaries of other languages as well as supplemental dictionaries when installed by other programs in Microsoft Office.

# About checking style in a presentation

When style checking is on in a presentation, Microsoft PowerPoint checks for consistency in punctuation, capitalization, and visual elements such as the minimum point size for text. The style check is based on default settings in PowerPoint.

#### How style checks work

An example of a default style rule is to use title capitalization (capitalize the first letter of most words in a sentence) for slide titles. If you create a title with sentence capitalization (capitalize only the first letter of the initial word in a sentence), PowerPoint notifies you with a light bulb that appears next to the Microsoft Office Assistant. Click the light bulb, and you're presented with several options: to conform to the style suggestion; to ignore it in this case; to turn it off (**Don't show me this tip again**), or to display the **Style Options** dialog box, where you can change the style settings.

If you have turned off the Office Assistant, you won't be notified about style inconsistencies, and they will be ignored.

#### What's included in the style check?

PowerPoint checks for the following:

- Consistent capitalization, such as the use of title caps or sentence caps, for title text and body text.
- Consistent use of end punctuation for titles and body text.
- Maximum number of font styles.
- Minimum font size for title text and body text.
- Maximum number of bulleted items in a list.
- Maximum number of text lines in title text or per list item.

# Turn automatic spelling checks on or off

When you turn automatic spelling checks off, Microsoft PowerPoint does not check spelling as you type, and no words get marked with a wavy, red underline. You can still run a spelling check using **Spelling**, on the **Standard** toolbar, at any time.

- 1. On the **Tools** menu, click **Options**, and then click the **Spelling and Style** tab.
- 2. To turn spelling checks on or off, select or clear the **Check spelling as you type** check box.

# **Check spelling**

Microsoft PowerPoint doesn't check the spelling in <u>embedded objects</u> such as charts, in special text effects such as <u>WordArt</u>, or in inserted objects such as Microsoft Word documents.

Do one of the following:



- 1. On the **Standard** toolbar, click **Spelling** .
- 2. Select the option you want for each word the spelling check stops on either to change it to the suggested spelling, ignore it, add it to the custom dictionary, or add it to the AutoCorrect list.

**Note** If the insertion point is in the <u>notes pane</u> or slide pane, the spelling check alternates checking between the two. If the insertion point is on the **Outline** tab, all the slides are checked first, then all the notes.

#### Check spelling as you type

- 1. On the **Tools** menu, click **Options**, and then click the **Spelling and Style** tab.
- 2. Select the **Check spelling as you type** check box.
- 3. To choose from a list of possible corrections, in your presentation, rightclick the word that has the wavy, red line, and then click an option on the shortcut menu.

**Note** In the **Options** dialog box, use the other check boxes under **Spelling** to further control the spelling checks.

# Check the spelling of text in another language

- 1. Select the text you want to check.
- 2. On the **Tools** menu, click **Language**.
- 3. In the **Mark selected text as** box, click the language the text is written in, and then click **OK**.
- 4. Repeat steps 1 through 3 to mark all the text in other languages that you want to check.
- 5. On the **Standard** toolbar, click **Spelling** .



- To change the default language dictionary to another language, select that language in the **Mark selected text as** box, and then click **Default**.
- If you want to see if text has been marked as a specific language, select the text you want to check, and then check the language indicator in the status bar at the lower-right corner of the Microsoft PowerPoint window. For example, if you have marked the selected text as Italian, the language indicator displays **Italian (Italy)**.

# **Change options for style checks**

- 1. On the **Tools** menu, click **Options**, and then click the **Spelling and Style** tab.
- 2. Under **Style**, select the **Check Style** check box, and then click **Style Options**.
- 3. Do any of the following:
  - On the **Case and End Punctuation** tab, select any of the check boxes that you want style checked for, and then click the list next to the check box to specify the kind of style check.
  - On the **Visual Clarity** tab, select the visual style check you want to change, and then select a new number in the list box or spinner.
  - If you want the default settings, click **Defaults**.

# Add words to the custom dictionary

When you do a spelling check, if the spelling checker finds a word that isn't in the Microsoft PowerPoint dictionary, it stops on the word and displays the **Spelling** dialog box. At that point, you can add the word in question to a custom dictionary.

- 1. In the **Not in Dictionary** box, make sure you see the word you want to add to a custom dictionary.
- 2. Click **Add**.



If you have automatic spelling checks turned on, words that aren't in the PowerPoint dictionary will have a wavy, red underline. Right-click the word that you want to add, and then click **Add** on the shortcut menu.

# Make a style change throughout a presentation

To make a change that will affect multiple slides, change the <u>slide master</u>. Typical changes include: inserting art such as a logo; changing the font or bullet style; and changing <u>placeholder</u> formatting, size, and position.

To change slides that use a **Title Slide** <u>layout</u>, change the <u>title master</u>.

- 1. On the **View** menu, point to **Master**, and then click **Slide Master**.
- 2. In the thumbnails on the left, click the slide master or title master to which you want to make a change. If you don't see the title master you want, insert it.



- 1. Click the slide master whose title master you want to insert.
- 2. On the **Master View** toolbar, click **Insert New Title Master** 🛅.
- 3. On the slide master or title master, make the change you want.
- 4. To return to normal view, on the **Slide Master View** toolbar, click **Close Master View**.

**Note** If there is more than one slide master in your presentation, you will need to make your change to each master in order to affect all slides.

# Show or hide spelling errors

When you hide spelling errors, Microsoft PowerPoint still checks spelling as you type, but the wavy, red underlines used to mark words that aren't in the PowerPoint dictionary don't appear.

- 1. On the **Tools** menu, click **Options**, and then click the **Spelling and Style** tab.
- 2. Select or clear the **Hide all spelling errors** check box to hide or show spelling errors.

Tip

To turn off automatic spelling checks, on the **Tools** menu, click **Options**, click the **Spelling and Style** tab, and then clear the **Check spelling as you type** check box.

# Skip text during a spelling check

You can format text so that spelling errors are ignored within the selection. Spelling errors will continue to be identified in the rest of the presentation.

- 1. Select the text that you don't want to be checked for spelling.
- 2. On the **Tools** menu, click **Language**.
- 3. In the **Mark selected text as** box, click **(no proofing)**, and click **OK**.

**Note** The "no proofing" formatting remains with the selected text until you change it by selecting a language for the selected text.

# Turn style checks on or off

- 1. On the **Tools** menu, click **Options**, and then click the **Spelling and Style** tab.
- 2. Under **Style**, select or clear the **Check Style** check box.

**Note** When you turn style checks on, be sure you also enable the Microsoft Office Assistant.

# **Troubleshoot spelling checks**

	How d	lo I get	rid of	the v	vavy,	red l	ines	that a	appear	under	neath	words	as I
type?													

Microsoft PowerPoint checks spelling as you type, and any words that aren't in the PowerPoint dictionary get marked with a red underline.

- To turn off automatic spelling checks, on the **Tools** menu, click **Options**, and then click the **Spelling and Style** tab. Clear the **Check spelling as you type** check box.
- To hide the underlines but keep automatic spelling checks on, on the Tools menu, click Options, click the Spelling and Style tab, keep the Check spelling as you type check box selected, and select the Hide all spelling errors check box.

During a spelling check, I chose the **Change All** button, but not every misspelled word changed.

Microsoft PowerPoint does not check the spelling in <a href="embedded objects">embedded objects</a> such as charts, in special text effects such as WordArt, or in inserted objects such as Microsoft Word documents or tables.

The spelling checker isn't checking words I've typed in another language, or it thinks that foreign words I've typed correctly are wrong.

It may be that the foreign words are not getting tagged with the correct language identification.

- 1. Select the foreign text. If the text is within an object such as a text box or AutoShape, select the object (or select multiple objects on a single slide).
- 2. On the **Tools** menu, click **Language**.
- 3. Select the language of the text you want checked for spelling, and then click **OK**.

You may have to repeat these steps several times to mark text on several

slides.

4. On the **Standard** toolbar, click **Spelling** .

The spelling checker checked only part of my presentation.

Microsoft PowerPoint doesn't check the spelling in <a href="embedded objects">embedded objects</a> such as charts, in special text effects such as WordArt, or in inserted objects such as Microsoft Word documents.

#### Insert a new slide

- 1. To insert a new blank slide, do either of the following:
  - On the **Formatting** toolbar, click **New Slide** .
  - With the insertion point in the **Outline** or **Slides** tab, press Enter.
- 2. In the **Slide Layout** task pane, click the layout you want.

#### Tips

- You can also insert a new slide from the **Slide Layout** task pane: point to a layout, click the arrow, and then click **Insert New Slide**.
- If you want to keep the **Slide Layout** task pane from displaying each time you click **New Slide** , clear the **Show when inserting new slides** check box at the bottom of the pane.

# **Change slide order**

Do one of the following:

- On the **Outline** tab in normal view, select one or more slide icons , and then drag the selection to a new location.
- On the **Slides** tab in normal view, select one or more slide thumbnails, and then drag the selection to a new location.
- In slide sorter view, select one or more slide thumbnails, and then drag the thumbnails to a new location.

To select multiple slides in a row, press SHIFT before clicking the slide icon or thumbnail.



When selecting slide thumbnails, after you make the selection, right-click and drag the thumbnails to the new location. A shortcut menu appears after you drag, giving you the option of moving or copying the slides.

# Split body text onto two slides

- 1. On the **Outline** tab in normal view, position the insertion point where you want to split the text (for example, at the end of a bulleted paragraph), and then press ENTER.
- 2. On the **Formatting** toolbar, click **Decrease Indent** until a new slide icon and number appear (the split text will appear below that, as body text), and then type the title for the new slide.



There's another way to split text between two slides. While you're typing into a text <u>placeholder</u> on a slide, in a single-column layout, if the amount of text is more than the placeholder can contain, the **AutoFit Options** button appears to the left of the text. When you click it, it displays options that include splitting the text onto two slides or creating a blank second slide with the same slide title, on which you can type additional text.

# **Duplicate slides within a presentation**

Duplicated slides are inserted directly below the slides you have selected.

- 1. On the **Outline** tab or **Slides** tab in normal view, select the slides you want to duplicate. (If you want to select slides in order, press SHIFT as you click; for slides not in order, press CTRL as you click.)
- 2. On the **Insert** menu, click **Duplicate Slide**.



You can also duplicate slides by pressing CTRL+SHIFT+D.

# Delete a slide

- 1. On the **Outline** tab or **Slides** tab in normal view, select the slides you want to delete. (If you want to select slides in order, press SHIFT as you click; for slides not in order, press CTRL as you click.)
- 2. On the **Edit** menu, click **Delete Slide**.

<u>Tip</u>

• You can also press DELETE to delete slides.

# Hide a slide

- 1. On the **Slides** tab in normal <u>view</u>, select the slide you want to hide.
- 2. On the **Slide Show** menu, click **Hide Slide**.

The hidden slide icon  $\square$  appears with the slide number inside, next to the slide you have hidden.

**Note** The slide remains in your file, even though it is hidden when you run the presentation.

# Show a hidden slide

Do	one of the following:
	Reset a hidden slide to be viewed in a slide show
1.	On the <b>Slides</b> tab in normal <u>view</u> , select the hidden slide you want to make visible again.
	The hidden slide icon appears with the slide number inside, next to hidden slides in the <b>Slides</b> tab.
2.	On the <b>Slide Show</b> menu, click <b>Hide Slide</b> .
	View a hidden slide during a slide show
1.	Right-click any slide during a slide show, point to <b>Go to Slide</b> .
	Numbers in parentheses indicate hidden slides.
2.	Click the slide you want to view.

# Create a slide containing titles of other slides

To introduce or close a slide show presentation, you can create a slide that includes the titles of selected slides in your presentation. A new slide, with bulleted titles from the selected slides, appears in front of the first selected slide.

- In slide sorter view, select the slides whose titles you want to use.
   To select multiple slides, hold down CTRL and click the slides you want.
- 2. On the **Slide Sorter** toolbar, click **Summary Slide 1**.

# Create a table of contents slide that links to custom shows

Create the table of contents slide after you have created the rest of the presentation.

**Note** The following task shows you how to create a table of contents for a presentation (.ppt) file and link it to <u>custom shows</u>. If you save a presentation as a Web page (.htm file), a table of contents is created automatically and links to each slide in the presentation.

- 1. Open the presentation for which you want to create a table of contents slide.
- 2. Create a custom show for each section of your presentation.



- 1. On the **Slide Show** menu, click **Custom Shows**, and then click **New**.
- 2. Under **Slides in presentation**, select the slides you want to include in the custom show, and then click **Add**.
- 3. To select multiple slides, hold down CTRL as you click the slides.
- 4. To change the order in which slides appear, select a slide under **Slides in custom show**, and then click one of the arrows to move the slide up or down in the list.
- 5. Type a name in the **Slide show name** box, and then click **OK**.
- 6. Repeat steps 1 through 5 to create more custom shows with any slides in your presentation.
- 3. In slide sorter view, select the first slide in each custom show you just created.

To select multiple slides, hold down CTRL and click the slides you want.

- 4. On the **Slide Sorter** toolbar, click **Summary Slide 1**
- 5. Double-click the new slide, which appears in front of your other slides.
- 6. To create a hyperlink from each bulleted item to its corresponding custom

- show, select the bulleted item, and then on the **Slide Show** menu, click **Action Settings**.
- 7. Click **Hyperlink to**, and in the list, click **Custom Show**.
- 8. Select the show you want to hyperlink to, and then select the **Show and return** check box.
- 9. Repeat steps 6 through 8 for each bulleted item on the table of contents slide.

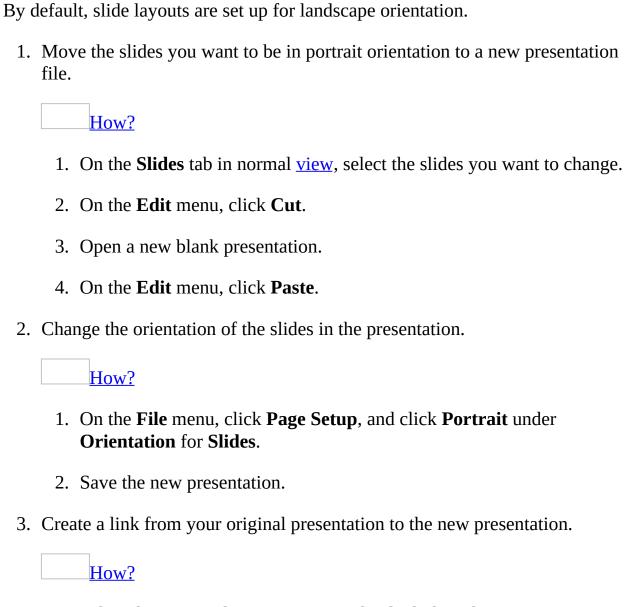
#### Zoom in or out on a slide

- 1. Click the area you want to change the zoom for, either the **Outline** tab, the **Slides** tab, or the slide that's displayed in the slide pane.
- 2. On the **Standard** toolbar, click the arrow next to the **Zoom** box and then click the magnification you want.



When you use zoom for the slide pane, you can click **Fit** to redisplay the entire slide.

## Use portrait and landscape orientation in the same presentation



- 1. Select the text or object you want to be the link to the new presentation.
- 2. On the **Slide Show** menu, click **Action Settings**.

- 3. Click **Hyperlink to**, and then click **Other PowerPoint Presentation** in the list.
- 4. Browse to the new presentation and click **OK**.
- 4. Create a link from your new presentation back to the original presentation.

How?

- 1. Select the text or object you want to click on to return to the original presentation.
- 2. On the **Slide Show** menu, click **Action Settings**.
- 3. Click **Hyperlink to**, and then click **Other PowerPoint Presentation** in the list.
- 4. Browse to the original presentation and click **OK**.
- 5. In the **Slide title** list, select the slide title that you want to link to in the original presentation, and click **OK**.
- 5. Save both presentation files.

**Note** You will always need both presentation files to present this slide show, and the files must be kept in the same directories that you browsed to when you set up the links.

#### **Send slides to Microsoft Word**

- 1. With your presentation open in Microsoft PowerPoint, on the **File** menu, point to **Send To**, and then click **Microsoft Word**.
- 2. Under **Add slides to Microsoft Word document**, do one of the following:
  - If you want to **embed** the slides in the Word document, click **Paste**.
  - If you want to <u>link</u> the slides to the Word document, click **Paste link**.

**Note** If you link the files, they will be updated in the Word document when you edit them in PowerPoint.

## About working with different versions of PowerPoint

If you have a presentation that was created in Microsoft PowerPoint 95, PowerPoint 97, PowerPoint 2000, or PowerPoint 2002, you can open it in Office PowerPoint 2003. When you save the presentation, it will be saved in the format of the version it was created in. To save a presentation created in an earlier version as a Office PowerPoint 2003 presentation, give it a new name or save it in a different location.

If you save a Office PowerPoint 2003 presentation in an earlier version of PowerPoint, you will lose some of the features available in Office PowerPoint 2003.

#### PowerPoint 97-2003 & 95 Presentation format

When you save a presentation in the **PowerPoint 97-2003 & 95 Presentation** format, the presentation is saved in a single file that includes both the PowerPoint 97-2003 file format and the PowerPoint 95 file format. The file will be large because it contains both sets of data. If file size is not a problem, use this format to make a presentation created in Office PowerPoint 2003 available to users of earlier PowerPoint versions.

Users of Office PowerPoint 2003 can continue to work on a presentation in the dual format without losing any features or formatting unique to Office PowerPoint 2003. When users of an earlier PowerPoint version open a presentation saved in **PowerPoint 97-2003 & 95 Presentation** format, features and formatting available in Office PowerPoint 2003— but not in the earlier version— are lost.

#### **PowerPoint 95 format**

Office PowerPoint 2003 supports all data and formatting of presentations created in PowerPoint 95.

To open a Office PowerPoint 2003 presentation in PowerPoint 95, you must save the Office PowerPoint 2003 presentation in **PowerPoint 95** format. If a PowerPoint 95 user edits and saves the presentation, features unique to Office PowerPoint 2003 are lost.

# About converting other presentations to PowerPoint format

You can use Microsoft Office PowerPoint 2003 to open presentations created in Harvard Graphics and Lotus Freelance. When these types of presentations are opened in Office PowerPoint 2003, much of the original content and formatting is preserved.

Presentations created in programs other than Harvard Graphics and Lotus Freelance can be opened in PowerPoint by using one of several text or graphics file formats. Text formats preserve the text of the presentation, which can then be opened in Office PowerPoint 2003. Saving a presentation in a graphics file format saves each slide as a separate graphic image, which you can insert into Office PowerPoint 2003.

Converting a presentation using graphics file formats

If the program you're importing the presentation from doesn't support .wmf or .pct files, save the slides in a graphics file format that's built into PowerPoint or for which a graphics import filter is installed.

Converting a presentation using text file formats

To save the text portion of a file in a format PowerPoint can open, save it as a Rich Text Format (.rtf) file. If you don't want to save text formatting, or if your program doesn't support .rtf, you can save the presentation as a plain text (.txt) file.

#### **About file conversion in PowerPoint**

Microsoft Office PowerPoint automatically opens Microsoft Office files, and many other types of files, in PowerPoint format. PowerPoint uses converters to convert files to the correct format. If PowerPoint recognizes the format of a file, it converts the file and opens it. Some converters are installed when you perform a Typical install. You can run Office Setup and add others if you need them.

If PowerPoint can't open the file you want, first open the file in the <u>source</u> <u>program</u>, and then save it in a file format that PowerPoint can open, such as Microsoft Word, Microsoft Excel, PowerPoint, Harvard Graphics, or Lotus Freelance; or, convert the file to a graphics or text format that can be opened in PowerPoint.

## Save a presentation in an earlier PowerPoint format

Save a presentation in **PowerPoint 97-2003 & 95 Presentation** format

- 1. In Microsoft Office PowerPoint 2003, on the File menu, click Save As.
- 2. In the **Save as type** list, click **PowerPoint 97-2003 & 95 Presentation** and then click **Save**.

Save a presentation in **PowerPoint 95** format

- 1. In Microsoft Office PowerPoint 2003, on the **File** menu, click **Save As**.
- 2. In the **Save as type** list, click **PowerPoint 95** and then click **Save**.

**Note** To specify the default format in which to save presentations, on the **Tools** menu, click **Options**. Click the **Save** tab, and in the **Save PowerPoint files as** list, click the file format you want.

# Save an earlier PowerPoint version to PowerPoint 2003

- 1. On the **File** menu, click **Save As**.
- 2. Do one of the following:
  - In the **File name** box, type a new name for the presentation.
  - Select a different folder location for saving the file.
- 3. Click Save.

# Features affected by working with a PowerPoint presentation in an earlier version

The following features are affected when you open a Microsoft Office PowerPoint 2003 presentation in PowerPoint 2002, PowerPoint 2000 or PowerPoint 97, or save a Office PowerPoint 2003 presentation to the **PowerPoint 97-2003 & 95 Presentation** or **PowerPoint 95** format:

Features affected when you open in PowerPoint 2002 or save to the **PowerPoint 97-2003 & 95 Presentation** format

PowerPoint 2003 feature	In PowerPoint 2002	
Password protection	Presentations with passwords do not open.	
Multiple masters	Editing and saving may result in loss of multiple masters.  Note: Fully compatible in PowerPoint 2000 SR1.	
Animation effects	Animations either converted to PowerPoint 2002 effect or object appears on page without animation.	
Picture rotation	Windows metafiles do not appear rotated. Bitmaps change to nearest 90-degree rotation.	
Transparency on a solid fill	Appears less smooth.	
Transparency on a fill effect	Fill appears opaque.	
Transparency on a line	Line appears opaque.	
Contrast and brightness adjustments on picture fills	The picture will appear without adjustments.	
Fill rotates with shape	Fills do not appear rotated.	
Anti-aliasing	Not supported; text and graphics appear less smooth.	

Not visible.

Comments

Diagrams Converted to a group of shapes.

Features affected when you open in PowerPoint 2000 or save to the **PowerPoint 97-2003 & 95 Presentation** format.

PowerPoint 2003 feature	In PowerPoint 2000
Password protection	Presentations with passwords do not open.
	Editing and saving may result in loss of multiple
Multiple masters	masters.
	Note: Fully compatible in PowerPoint 2000 SR1.
Animation effects	Animations either converted to PowerPoint 2000 effect or object appears on page without animation.
Picture rotation	Windows metafiles do not appear rotated.
	Bitmaps change to nearest 90-degree rotation.
Transparency on a solid fill	Appears less smooth.
Transparency on a fill effect	Fill appears opaque.
Transparency on a line	Line appears opaque.
Contrast and brightness adjustments on picture fills	The picture will appear without adjustments.
Fill rotates with shape	Fills do not appear rotated.
Anti-aliasing	Not supported; text and graphics appear less smooth.
Comments	Not visible.
Diagrams	Converted to a group of shapes.

Features affected when you open in PowerPoint 97 or save to the **PowerPoint 97-2003 & 95 Presentation** format.

#### **Presentation Features**

PowerPoint 2003 feature	In PowerPoint 97	
Password protection	Presentations with passwords do not open.	
Multiple masters	Editing and saving may result in loss of multiple masters.	
Animation effects	Animations either converted to PowerPoint 97 effect or object appears on page without animation.	
Diagrams	Converted to a group of shapes.	
Native tables	Converted to a group of shapes.	
Voice narration	Sound not recognized as narration and not synchronized to audio. Instead, Media Player plays sound as <u>WAV</u> file.	

### **Graphic Features**

Picture bullets

**Animated GIF** support

PowerPoint 2003 feature	In PowerPoint 97
Picture rotation	Windows metafiles do not appear rotated. Bitmaps change to nearest 90-degree rotation.
Transparency on a solid fill	Appears less smooth.
Transparency on a fill effect	Fill appears opaque.
Transparency on a line	Line appears opaque.
Change contrast and brightness on picture fills	Not supported.
Fill rotates with shape	Fills do not appear rotated.
Anti-aliasing	Not supported; text and graphics appear less smooth.
Automatically numbered lists	Appear as bulleted lists.

Appear as regular bullets.

First frame appears as a static image.

## **Workgroup and Internet Features**

PowerPoint 2003 feature In PowerPoint 97

Comments Not visible.

#### **Language-specific features**

#### PowerPoint 2003 feature In PowerPoint 97

Date format corrections Change to system date format.

Multilingual Kinsoku Changes to monolingual Kinsoku.

Features affected when you save to the **PowerPoint 95** format.

#### **Presentation features**

PowerPoint 2003 feature	In PowerPoint 95 format	
Password protection	Presentations with passwords do not open.	
Multiple masters	Editing and saving may result in loss of multiple masters.	
Animated chart elements	Appear as static chart objects that can be edited in Microsoft Graph.	
Custom shows	Slides appear in presentation, but Custom Show feature doesn't work.	
Animation effects	Animations either converted to PowerPoint 95 effect or object appears on page without animation.	
Native format movies and sounds	Converted to Media Player objects.	
Diagrams	Converted to metafiles.	
Native tables	Converted to a group of shapes.	
Play options for CD tracking and movie looping	Ignored.	
Voice narration	Sound not recognized as narration and not synchronized to audio. Instead, Media Player plays sound as <u>WAV</u> file.	
Document collaboration	Tracking and merging changes not supported.	

## **Graphic features**

PowerPoint 2003 feature	In PowerPoint 95 format	
Picture rotation	Windows metafiles do not appear rotated. Bitmaps change to nearest 90-degree rotation.	
Change contrast and brightness on pictures	Not supported.	
Fill rotates with shape	Fills do not appear rotated.	
Anti-aliasing	Not supported; text and graphics appear less smooth.	
3-D effects	Converted to pictures.	
<b>Animated GIF</b> support	First frame appears as static image.	
Automatically numbered lists	Appear as bulleted lists.	
AutoShapes	Converted to freeform shape; if no matching shape exists, converted to picture.	
Connectors	Converted to freeform lines; automatic connecting behavior is lost.	
Curves	Approximated with connected straight line segments.	
Picture bullets	Appear as regular bullets.	
Transparency on a solid fill	Appears less smooth.	
Transparency on a gradient fill	Appears as a transparent fill without gradient.	
Transparency on a line	Line appears opaque.	
Joins and endcaps of lines	Appear as mitered joins on <u>AutoShapes</u> , and round joins and endcaps on freeform shapes.	
Linked or embedded objects	Brightness, contrast, and color transformation settings are lost.	
WordArt drawing objects	Converted to picture objects.	
Picture fills	Converted to picture objects.	
Picture fills on shapes	Converted to picture objects with solid fill in which last foreground color is applied to object.	

Shadows, engraved Appear as embossed shadow effects.

Shadows, perspective Converted to shapes or pictures and grouped with

shape casting the shadow.

Shapes or arcs with

attached text

Thick compound lines

Converted to freeform shapes, arcs, or text boxes.

Converted to picture objects.

#### **Workgroup and Internet features**

#### PowerPoint 2003 feature In PowerPoint 95 format

Comments Not visible.

Hyperlinks that combine Play Sound with other action settings Play Sound settings are lost.

Hyperlinks embedded within an object Hyperlinks are lost.

Action settings embedded within an object Action settings are lost.

Send a copy of a slide in e-mail Message header information (such as the as the body of the message recipient list and any message options) is lost.

#### Chart, macro, and character features

**PowerPoint** 

**In PowerPoint 95 format** 2003

feature

Embedded

Not supported. fonts

Microsoft Graph charts can be edited in earlier versions of

Microsoft Graph if the **Convert charts when saving as previous** Charts

version check box is selected on the Save tab in the Options

dialog box (Tools menu). Microsoft Excel charts can't be edited.

Not supported. Macros

Unicode

characters

(2 bytes per

Not supported.

character)

#### **Language-specific features**

#### PowerPoint 2003 feature In PowerPoint 95 format

Date format corrections Change to system date format.

Multilingual Kinsoku Changes to monolingual Kinsoku.

# Save a presentation in Rich Text Format

When you save a presentation as a Rich Text Format (.rtf) file you lose the graphical content of your Microsoft PowerPoint presentation.

- 1. In PowerPoint, on the **File** menu, click **Save As**.
- 2. In the **Save as type** list, click **Outline/RTF**.

## File formats for saving presentations

Save as type	Extension	Use to save
Presentation	.ppt	A typical Microsoft PowerPoint presentation
Windows Metafile	.wmf	A slide as a graphic
GIF (Graphics Interchange Format)	.gif	A slide as a graphic for use on Web pages
JPEG (File Interchange Format)	.jpg	A slide as a graphic for use on Web pages
PNG (Portable Network Graphics Format)	.png	A slide as a graphic for use on Web pages
Outline/RTF	.rtf	A presentation outline as an outline document
Design Template	.pot	A presentation as a template
PowerPoint Show	.pps	A presentation that will always open as a slide show presentation
Web Page	.htm; html	A Web page as a folder with an .htm file and all supporting files
Web Archive	.mht; mhtml	A Web page as a single file including all supporting files

# Show, hide, or change the list of recently used presentations

The list of most recently used presentations appears at the bottom of the **File** menu and at the top of the **New Presentation** task pane (**File** menu, **New** command).

- 1. On the **Tools** menu, click **Options**, and then click the **General** tab.
- 2. Under **General Options**, do one of the following:
  - To display or hide the list, select or clear the **Recently used file list** check box.
  - To change the number of presentation files that you want displayed, click the arrows to select a number.

**Note** The setting you select applies to Microsoft PowerPoint but not to any other Office programs.

# Set up a program to open during a presentation

You can open any other program you have—for example, Microsoft Excel or Microsoft Paintbrush—during a slide show. The program opens outside Microsoft PowerPoint; it isn't embedded in the presentation.

- 1. On the slide, select the text or object you want to use to open the program.
- 2. On the **Slide Show** menu, click **Action Settings**.
- 3. Do one of the following:
  - To open the program by clicking the selected object during the slide show, click the **Mouse Click** tab.
  - To open the program by moving the mouse pointer over the object, click the **Mouse Over** tab.
- 4. Click **Run program**, and then type the path or click **Browse** to find the program you want to open.



Click **Slide Show** at the lower left of the PowerPoint window to view how the presentation will run.

# Set up an OLE object to open during a presentation

Use this procedure after you have inserted an <u>OLE</u> object— such as a Microsoft Excel spreadsheet— using the **Insert Object** command.

- 1. On the slide, select the icon or link to the OLE object you want to open.
- 2. On the **Slide Show** menu, click **Action Settings**.
- 3. Do one of the following:
  - To open the OLE object by clicking it during a slide show, click the **Mouse Click** tab.
  - To open the OLE object by moving the mouse pointer over it, click the **Mouse Over** tab.
- 4. Click **Object action**, and then click **Open**.



To preview how the OLE object will open during the slide show, click **Slide Show** at the lower left of the Microsoft PowerPoint window.

# Troubleshoot opening or saving a presentation

•
When I try to save changes to a presentation, I get a message saying the presentation is read-only.
You can't make changes to a read-only file. To save changes, save the file with a new name by using the <b>Save As</b> command on the <b>File</b> menu. You can use the same name if you save the file in a new or different folder.
When I save a presentation, the file is saved with an additional file name extension.
When you save a file with an extension other than the default for that file type, your Microsoft Office program still adds the default extension to the file name. For example, a file name for a Microsoft PowerPoint presentation might appear as Budget.abc.ppt. To save a file with an extension other than the default, enclose the entire file name in quotation marks— for example, "Budget.abc".
The presentation I saved contains two periods in the file name.
In Microsoft Windows, file names can contain some punctuation characters, such as commas or periods. When you save a file with a name that ends with a period — for example, Sales.— Microsoft Office programs add another period and the default extension to the file name. So if you typed the a presentation file name as "AnnualSales." it would be saved as AnnualSalesppt. When you save a file with its default extension, it isn't necessary to type a period following the file name.
I entered my username and password but I still can't access a network drive.
Make sure you enter the correct username and password and that the CAPS LOCK key is not on. If you still cannot access the network server, consult your

network administrator.

I saved my presentation as a Web page and tried to send it for review using Send To from the File menu, but it only sends as a .ppt file.

PowerPoint cannot send an .htm file in e-mail because your associated files cannot be added in this way. You can save the presentation as a Single File Web Page (.mht or .mhtml) first and then send it, or publish the file to a shared location instead.

To save the presentation as a Single File Web Page:

- 1. On the **File** menu, click **Save As**.
- 2. In the **Save as type** list, click **Single File Web Page**.
- 3. Click Save.

I saved my presentation as a Web page, but now I want this file in .ppt format.

• On the **File** menu, click **Save As**, and in the **Save as type** box, click **Presentation**, then click **Save**.

One way to create both an .htm and .ppt file version is to publish a presentation to the Web instead of saving it as a Web page.

I cannot open a Microsoft Office PowerPoint 2003 file in PowerPoint 95.

To open a Office PowerPoint 2003 presentation in PowerPoint 95, the file must first be saved to the **PowerPoint 95** format.

- 1. In Office PowerPoint 2003, on the **File** menu, click **Save As**, and in the **Save as type** box, click **PowerPoint 95**.
- 2. Click Save.

## **About layouts**

"Layout" refers to the way things are arranged on a slide. A layout contains placeholders, which in turn hold text such as titles and bulleted lists and slide content such as tables, charts, pictures, shapes, and <u>clip art</u>.



- A basic layout with placeholders for a title and a bulleted list.
- **2** A layout with three placeholders: for title, a bulleted list, and content such as a table, diagram, chart, or clip art.

Each time you add a new slide, you can choose a layout for it in the **Slide Layout** <u>task pane</u>. Layouts come in a whole range of configurations; you can also choose a blank layout.

#### **Using AutoLayout**

Microsoft PowerPoint automatically adjusts the layout if you insert items that don't fit the original layout. For example, if you use a layout with only one placeholder for content such as a table, and you then insert a picture after inserting the table, the layout adjusts, adding a placeholder for the picture. If you don't like the new layout, you can undo it using the **Automatic Layout Options** button , which appears on the bottom right of the slide.

#### Rearranging the layout

You can move placeholders in a layout to different positions, make them different sizes, and format them with fill colors and borders. This applies to slides and notes pages; on handouts, you can only change the header and footer placeholders. Also, you can make these changes on individual slides or notes pages or on the slide master, notes master, or handout master. For consistency throughout a presentation, it may be best to make changes to the master.

If you adjust the placeholders on a notes page or slide and then you want the original layout back, you can reapply the original layout. If you delete placeholders on a master, you can restore the original placeholder on the master using the **Master Layout** command on the **Format** menu.

## Apply a slide layout

- 1. On the **Format** menu, click **Slide Layout**.
- 2. On the **Slides** tab in normal view, select the slides you want to apply a layout to.
- 3. In the **Slide Layout** <u>task pane</u>, point to the layout you want, and then click it.



You can also insert a new slide from within the task pane. Point to the layout you want the slide to have, click the arrow, and then click **Insert New Slide**.

## **Undo automatic layout**

The **Automatic Layout Options** button **2** appears on the lower right of a slide after an automatic layout has been applied.

• Click the **Automatic Layout Options** button, and then click **Undo Automatic Layout**.



To turn off automatic layout, on the button menu, click **Stop Automatic Layout of Inserted Objects**.

## Turn automatic layout on or off

- 1. On the **Tools** menu, click **AutoCorrect Options**.
- 2. Click the **AutoFormat As You Type** tab.
- 3. Under **Apply as you work**, select or clear the **Automatic layout for inserted objects** check box.



You can also turn off this option by using the **Automatic Layout Options** button , which appears on the right after an automatic layout has been applied to a slide. Click the button, and then click **Stop Automatic Layout of Inserted Objects**.

# Reapply the layout and fonts to a slide

If you have changed the <u>placeholders</u> or fonts on a slide, you can reapply the placeholder properties and fonts from the <u>slide master</u>.

- 1. Display the slide in normal view.
- 2. On the **Format** menu, click **Slide Layout**.
- 3. Point to the type of layout the slide uses, such as **Text** or **Text and Content** (the name of the layout appears in ToolTips when you point), then click the arrow, and click **Reapply Layout**.

# About design templates

Microsoft PowerPoint provides <u>design templates</u> that you can apply to a presentation to give it a fully designed, professional look.



#### **PowerPoint design templates**

Using the **Slide Design** <u>task pane</u>, you can preview and apply a design template to your presentation. The template can be applied to all slides or selected slides, and you can apply more than one type of design template in a single presentation.

Whenever you apply a design template, a <u>slide master</u> for that template is added to your presentation. If you apply a different template to all your slides, the old slide master is replaced by the master in the new template.

You can save any presentation you've created as a new design template, and it will be available in the **Slide Design** task pane.

#### Other types of templates

**Content templates** A <u>content template</u> has all the elements of a design template plus a suggested outline for the presentation. You apply a content template when you first create a presentation, through the **AutoContent Wizard**.



One slide in a content template with suggestions for bullet points

You can create your own content templates and add them to the **AutoContent Wizard**.

**Templates from Web sites** Your team might always use a template that's stored on a Web site. You can access such files from within PowerPoint.

**Templates on Microsoft.com** Choose from additional PowerPoint templates available from Microsoft Office Online in the Templates area of Microsoft Office Template Gallery. The templates are arranged according to type of presentation.

## Apply a design template

- 1. On the **Formatting** toolbar, click **Design** . (If you already have the **Slide Design** pane open with <u>color schemes</u> or <u>animation schemes</u> displayed, click **Design Templates** at the top.)
- 2. Do one of the following:
  - To apply a <u>design template</u> to all slides (and the <u>slide master</u>), click the template you want.
  - To apply a template to a single slide, select the thumbnail on the **Slides** tab; in the <u>task pane</u>, point to the template and click the arrow, and then click **Apply to Selected Slides**.
  - To apply a template to multiple selected slides, select the thumbnails on the **Slides** tab, and in the task pane, click the template.
  - To apply a new template to a group of slides that currently use a
    different template, select one of the slides on the Slides tab; in the task
    pane, point to the template and click the arrow, and then click Apply
    to Master.

**Note** Design templates you have applied appear in the **Slide Design** task pane under **Used in this presentation**. All available design templates appear under **Available for use**.

#### <u>Tips</u>

- To view the design templates in larger sizes, point to a template, click the arrow, and then click **Show Large Previews**.
- To look for a template that doesn't appear in the task pane, click **Browse** at the bottom of the task pane.
- To apply a "blank" design template, under **Available for use**, click the first design in the task pane, titled **Default Design**.

# Create a presentation using a design template

- 1. If the **New Presentation** <u>task pane</u> isn't displayed, on the **File** menu, click **New**.
- 2. Under **New**, click **From Design Template**.
- 3. In the **Slide Design** task pane, click a <u>design template</u> that you'd like to apply.
- 4. If you want to keep the default title <u>layout</u> for the first slide, go to step 5. If you want a different layout for the first slide, on the **Format** menu, click **Slide Layout**, and then click the layout you want.
- 5. On the slide or on the **Outline** tab, type the text for the first slide.
- 6. To insert a new slide, on the <u>toolbar</u>, click **New Slide** , and click the layout you want for the slide.
- 7. Repeat steps 5 and 6 to keep adding slides, and add any other design elements or effects you want.
- 8. To save the presentation, on the **File** menu, click **Save**; in the **File name** box type a name for the presentation, and then click **Save**.

**Note** If you have created a template, it will appear, in alphabetical order according to what you named it, among the Microsoft PowerPoint templates in the **Slide Design** task pane.



To apply an additional design template to selected slides, select the slide thumbnails (**Slides** tab), point to the design template you want in the **Slide Design** task pane, click the arrow, and then click **Apply to Selected Slides**.

# Add a template to the AutoContent Wizard

- 1. On the **File** menu, click **New**.
- 2. Under New, click From AutoContent Wizard.
- 3. Click the **Next** button.
- 4. Select the category that you want your template to be displayed in.
- 5. Click **Add**.
- 6. Find the template you want to add, and then click **OK**.

**Note** To remove a <u>content template</u> from the wizard, click the template in the list on the second wizard screen, and then click **Remove**.

# Change the default design for new presentations

When you click **New** on the **Standard** toolbar, Microsoft PowerPoint displays a new slide that uses a default ("blank") design. You can change this design so that it always includes certain elements, such as a logo or a type of background, font, or bullet.

- 1. On the **Standard** toolbar, click **New** ...
- 2. On the **View** menu, point to **Master**, and then click **Slide Master**.
- 3. On the <u>slide master</u>, make the changes that you want to be reflected in every new presentation.
- 4. On the **Slide Master View** toolbar, click **Close Master View**.
- 5. On the **File** menu, click **Save As**.

**Note** In order for blank.pot to become the default, it must be saved to the default path in the **Save As** dialog box.

- 6. In the **Save as type** box, select **Design Template**; in the **File Name** box, type **blank**, and then click **Save**.
- 7. Close the template.

**Note** You must name the template "blank.pot" regardless of what language version of PowerPoint you have and which language is installed. Also, the variation "blank presentation.pot" will not work.

## Save a presentation as a template

When you create a new <u>template</u>, it appears in the **Slide Design** <u>task pane</u> the next time you open Microsoft PowerPoint, in alphabetical order under **Available for Use**.

- 1. On the **File** menu, click **New**.
- 2. In the **New Presentation** task pane, under **New**, click **From existing presentation**, select the presentation you want, and then click **Create New**. (This preserves your original presentation.)
- 3. Delete any text, slides, or design elements that you don't want to be part of the new template, and apply any changes that you do want in the template.
- 4. On the **File** menu, click **Save As**.
- 5. In the **File name** box, type a name for your template.
- 6. In the **Save as type** box, click **Design Template**.
- 7. Click Save.

## Renaming the blank.pot template

If you were using the name "blank presentation.pot" for your default template file in an earlier version of Microsoft PowerPoint, and then you upgraded to Office PowerPoint 2003, you'll get a message that the template file name must be changed to "blank.pot." This is the name by which Office PowerPoint 2003 recognizes your default template. The message asks if you'd like the file to be renamed now. Here are the effects of choosing **Yes** or **No**:

- If you choose **Yes**, your default design template is renamed to "blank.pot," and the template is applied as the default for new presentations.
- If you choose **No**, PowerPoint will not recognize your default template file, and it will apply the Office PowerPoint 2003 default styles to new presentations.

# Restoring the blank.pot template after you change the install language

If you change your install language for Office PowerPoint 2003, and you are using the "blank.pot" template for your default presentation design, PowerPoint will not use the template file. You will get a message saying that PowerPoint has renamed the file to "oldblank.pot" and has put it in the location shown, which is the default folder for Office templates. To continue to use this file, do the following:

- 1. On the **Formatting** toolbar, click **Design**
- 2. In the **Slide Design** task pane, at the bottom, click **Browse**.
- 3. Go to the folder that the message specified for the renamed file **oldblank.pot**, select that file, and click **Apply**.
- 4. On the **File** menu, click **Save As**.
- 5. In the **Save as type** box, click **Design Template**, and in the **File name** box, type **blank.pot**.
- 6. Click Save.

**Note** Each time you change the install language, you will have to go through these steps to restore the blank.pot file.

## **Troubleshoot templates**

I created a new blank.pot template as the basis for new presentations, but
Microsoft PowerPoint doesn't seem to be using that file because I don't see my
changes.
When you create a new blank.pot template, you must save it to the default folder
for templates; this is the folder that PowerPoint defaults to when you select
<b>Design Template</b> as the file type in the <b>Save As</b> dialog box. If you saved the
blank.pot file to a different folder, PowerPoint will not find it.

I changed the default design for new "blank" presentations, but now I want the original styles back.

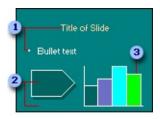
To apply the original default design to a presentation:

- 1. Open the presentation to which you want to apply the default design.
- 2. On the **Formatting** toolbar, click **Design**
- 3. Under **Available for use**, click the first item, **Default Design**.

If you want to use the original default design for all new presentations, either rename the blank.pot file or delete it.

### **About color schemes**

A color scheme consists of the eight colors used in the design of the slide — colors for background, text and lines, shadows, title text, fills, accents, and hyperlinks. A presentation's color scheme is determined by the <u>design template</u> that's applied.



- Colors used for title text and body text
- Colors used for background, fills, and shadows
- 3 Colors used for hyperlinks, fills, and accents such as bullets

You can view a slide's color scheme by selecting the slide and then displaying the **Slide Design-Color Schemes** task pane. The color scheme of the selected slide appears selected in the task pane.

The design template includes a default color scheme plus additional schemes you can choose from, all designed for that template. The default or "blank" presentation in Microsoft PowerPoint also contains color schemes.

You can apply a color scheme to one slide, selected slides, or all slides, as well as to <u>notes</u> and <u>handouts</u>.

### **Modifying color schemes**

You can modify a color scheme. Say, for example, you frequently use the same design template and you want to make it look a little different by changing the accent color or the background color. Or, maybe you want to match your presentation's colors to the theme colors of an event, such as a trade show.



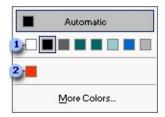
You can change the color for any or all elements on the slide.

When you modify a color scheme, the result is a new scheme, which becomes part of your presentation file so that you can easily apply it again.

When you change a color, you can choose from a full range of color options.

### **Using non-color scheme colors**

If you introduce new colors to the presentation that aren't part of the color scheme— say, by changing the color of a font in one place or making one object a unique color— the new color is added to all color menus, and appears below the eight colors of the color scheme. Seeing all the colors you're currently using helps you keep colors consistent throughout the presentation.



- Colors in the color scheme
- New colors added to the presentation

You can add and display up to eight new colors. Colors you add that aren't in the color scheme will not change or update if you reapply the scheme or make changes to the design template.

## About changing the background

You can change the background color or background design on slides, <u>notes</u>, and <u>handouts</u>. Changing the background is useful if you just want a simple shade or texture for a slide background and not all the other design elements in a <u>design</u> <u>template</u>. Or, you might want to change the background to emphasize sections of a presentation. Besides changing the color, you can add shading, a pattern, a texture, or a picture.

When you change the slide background, you can apply the change to the current slide or all slides. For notes, you can change the current notes page or all notes pages. When you change the background for handouts, it applies to all pages as well as the printed outline.

# Apply a different color scheme to slides

- 1. On the **Formatting** toolbar, click **Design** , and in the <u>task pane</u>, click **Color Schemes**.
- 2. If you want to apply the <u>color scheme</u> to selected (rather than all) slides, select the slides on the **Slides** tab.
- 3. In the task pane, under **Apply a color scheme**, point to the color scheme you want, and then do one of the following:
  - To apply the scheme to all of your slides, click the scheme.
  - To apply the scheme to selected slides, click the arrow on the color scheme, and then click **Apply to Selected Slides**.
  - If you have applied more than one <u>design template</u> and want the color scheme applied to all slides, click the arrow on the color scheme, and then click **Apply to All Slides**. To apply the color scheme only to a set of slides that follow a certain design template, click a slide in that group, point to the color scheme, click the arrow, and then click **Apply to Master**.



To see larger previews of the color schemes, point to the preview, click the arrow, and then click **Show Large Previews**.

# Use the color scheme of another slide or presentation

- 1. Open both presentations, and then, on the **Window** menu, click **Arrange All**.
- 2. In both presentations, display the **Slides** tab in normal view.
- 3. Select the slide that has the <u>color scheme</u> you want to use.
- 4. Do one of the following:

### Recolor one slide

• Click **Format Painter** , click in the window of the second presentation, and then click the slide you want to apply the scheme to.

### Recolor multiple slides

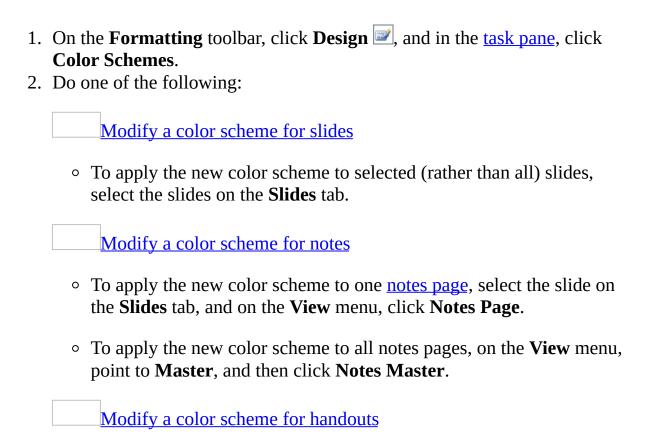
1. Double-click **Format Painter** , click in the window of the second presentation, and then click each slide you want to apply the color scheme to.

If you want to apply the scheme to slides in a row, press SHIFT, and then click the first and last slide in the range.

2. Press ESC when finished to cancel **Format Painter**.

**Note** When you copy a slide's color scheme to another presentation, the color scheme becomes available in the **Slide Design-Color Schemes** task pane in the destination presentation.

## Modify a color scheme



- On the **View** menu, point to **Master**, and then click **Handout Master**.
- 3. At the bottom of the task pane, click **Edit Color Schemes**.
- 4. On the **Custom** tab, under **Scheme colors**, click the first color you want to change, and then click **Change Color**.
- 5. Do one of the following:
  - On the **Standard** tab's color palette, click the color you want, and then click **OK**.
  - On the **Custom** tab's color palette, drag the cross-hair to select a color, drag the scroll bar to adjust the brightness, and then click **OK**.
- 6. Repeat steps 4 and 5 for each color you want to change.
- 7. Click **Apply**.

#### Notes

- When you change a color scheme, the effect is a new color scheme, which is added to the gallery in the **Slide Design-Color Schemes** task pane.
- You can have a total of 16 color schemes for each <u>design template</u> in a presentation.

### Delete a color scheme

- 1. On the **Formatting** toolbar, click **Design** , and in the <u>task pane</u>, click **Color Schemes**.
- 2. On the **Slides** tab, click a slide to display the <u>color schemes</u> in the task pane.

If you have applied more than one <u>design template</u> in the presentation and you want to see all the available color schemes, press CTRL to click a slide from each design group.

- 3. At the bottom of the task pane, click **Edit Color Schemes**.
- 4. Click the **Standard** tab, click a scheme you want to delete, and then click **Delete Scheme**.

**Note** A presentation must contain at least one color scheme, so you cannot delete the last scheme.

# Prevent chart colors from changing when you change the color scheme

Use this procedure after you have set the colors in your chart, and you don't want a chart to change colors to match the <u>color scheme</u> of the presentation.

- 1. Select the chart you want to preserve colors for.
- 2. On the **Format** menu, click **Object**.
- 3. On the **Picture** tab, click **Recolor**.
- 4. Do one of the following:
  - To allow the chart to use the text and <u>background colors</u> of the presentation, click **Only text and background colors**.
  - To preserve the current colors of the chart, click **None**.

## Change the slide background

- 1. If you want to apply the change to selected slides only, select the slides in normal view. Otherwise, the change applies to all slides that follow the <u>design template</u> of the currently selected slide.
- 2. On the **Format** menu, click **Background**.
- 3. Under **Background fill**, click the arrow below the image, and then do one of the following:
  - Select a color from the color scheme
  - Click one of the eight colors displayed.
  - Select a color outside the color scheme
    - 1. Click More Colors.
    - 2. Click the color you want on the **Standard** tab, or click the **Custom** tab to mix your own color, and then click **OK**.
  - Select a fill effect or picture
    - Click **Fill Effects**, and then do one of the following:
      - To use shading, click the **Gradient** tab, click a type under **Colors**, click a shading style, and then click **OK**.
      - To use a texture, click the **Texture** tab, click the texture you want or click **Other Texture** to select a file and insert it, then click **OK**.
      - To use a pattern, click the **Pattern** tab, select the pattern you want, select foreground and background colors, then click **OK**.
      - To use a picture, click the **Picture** tab, click **Select Picture** to find the picture file you want, click **Insert**, and then click **OK**.

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- Click **Automatic**.
- 4. Do one of the following:
  - If you want to apply the background to selected slides, click **Apply**.
  - If you want to apply the background to all slides, click **Apply to All.**



If you want to hide the <u>background graphics</u> that are on the slide master, click the **Omit background graphics from master** check box.

# Change how the outline and notes panes look in a Web presentation

Use this procedure to change text and background colors for the outline and notes panes of a Web presentation.

- 1. In Microsoft PowerPoint, open the Web presentation you want to change.
- 2. On the **File** menu, click **Save as Web page**.
- 3. Click **Publish**, and then click **Web Options**.
- 4. Click the **General** tab and ensure that the **Add slide navigation controls** check box is selected.
- 5. Select the background and text color you want in the **Colors** list.

## Hide the background graphics

- 1. If you want to omit the <u>background graphics</u> from selected slides rather than all slides, select the slides.
- 2. On the **Format** menu, click **Background**.
- 3. Select the **Omit background graphics from master** check box.
- 4. Do one of the following:
  - If you want to omit the background graphics from the selected slides, click **Apply**.
  - If you want to omit the background graphics from all slides, click **Apply to All**.

# Save a slide, background, or object as a picture

Do one of the following:

### Save a slide as a picture

- 1. Display the slide you want to save as a <u>picture</u>.
- 2. On the **File** menu, click **Save As**.
- 3. In the **Save as type** list, select the graphics format you want, and then click **Save**.
- 4. Do one of the following:
  - If you want to save only the current slide select **Current Slide Only**.
  - If you want to save every slide in a presentation select **Every Slide**.

Save a textured or picture slide background as a picture

The **Save Background** menu option appears on the context menu only if texture or an image has been set as the background of the slide.

- 1. Display the slide that has the background you want to save as a picture.
- 2. Rest your pointer on the slide background outside of any placeholders.
- 3. Right-click the slide and click **Save Background**.
- 4. In the **File name** box, type a name for the slide background.
- 5. In the **Save as type** list, select the graphics format you want, and then click **Save**.

#### Save one or more objects as a picture

- 1. Select one or more objects to save as a <u>picture</u>.
- 2. Right-click the object or group and click **Save as Picture**.
- 3. In the **File name** box, type a name for the object or group.
- 4. In the **Save as type** list, select the graphics format you want, and then click **Save**.

### **About the slide master**

The slide master is an element of the <u>design template</u> that stores information about the template, including font styles, <u>placeholder</u> sizes and positions, background design, and <u>color schemes</u>.



- Font styles for title, body, and footer text
- Placeholder positions for text and objects
- Bullet styles
- Background design and color scheme

The slide master's purpose is to let you make a global change— such as replacing the font style— and have that change reflected on all the slides in your presentation.

You would typically go to the slide master to do the following:

- Change the font or bullets
- Insert art— such as a logo— that you want to appear on multiple slides
- Change placeholder positions, size, and formatting

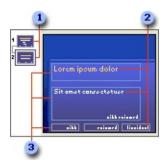
To see the slide master, you display master view. You can make changes to the slide master just as you would change any slide, except remember that the text on the master is only for styling; actual slide text, such as titles and lists, should be typed on the slide in normal view or, for headers and footers, in the **Header and Footer** dialog box.

When you change the slide master, changes you have made to individual slides are preserved.

A slide master is added to your presentation when you apply a design template. Usually, the template also contains a title master, on which you can make changes that apply to slides with a **Title Slide** layout.

#### Slide-title master pairs

The slide master and title master for a design template are called <u>slide-title</u> <u>master pairs</u>. They appear together in master view. Select one or the other master thumbnail to make changes to it.



- Slide-title master pair, with title master selected
- 2 You can change font styles for title, subtitle, and footer text
- 3 You can change placeholder properties for title, subtitle, and footers

#### Making changes to multiple slide masters

If you apply more than one design template to your presentation, you will have multiple slide masters: one for each design template you've applied. So, if you want to make a change throughout your presentation, you need to change each slide master or pair of masters (depending on whether you're using the title master, too).



- First slide-title master pair, with art applied to the title master. To add this art to all other slides in the presentation, you would add it to the slide master in this pair and to the second slide-title master pair.
- Second slide-title master pair.

To facilitate your work with multiple masters, Microsoft PowerPoint includes commands for inserting, deleting, renaming, duplicating, and preserving masters. When you preserve a master, you protect it from being deleted automatically in certain cases by PowerPoint.

### About the title master

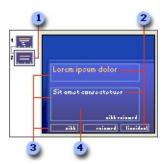
Use the <u>title master</u> to make changes to slides in your presentation that use a **Title Slide** layout. The **Title Slide** layout is available in the **Slide Layout** <u>task</u> pane and is the first layout shown.



#### Title Slide layout

A **Title Slide** layout contains <u>placeholders</u> for a title, subtitle, and headers and footers. You could use a title layout several times in a presentation to lead off new sections, and you might want to give these slides a slightly different look than the rest of your slides— by adding art, changing a font style, changing the background color, or the like. You can change the title master and see the change on all the title slides.

To see the title master, display master view. You can change the title master just as you would change any slide.



- In master view, click the title master thumbnail on the left to display it.
- **2** You can change font styles for title, subtitle, and footer text such as slide number and date.

- 3 Placeholder positions, formatting, and size can be changed.
- Add art or change the background or <u>color scheme</u> just for title slides.

If, in master view, you don't see a title master, you can insert it from the **Slide Master View** toolbar.

By default, the title master inherits some styles, such as font type and size, from the <u>slide master</u>. However, if you make changes directly to the title master, those changes are always preserved and will not be changed or affected by changes to the slide master.

### Insert a slide master or title master

- 1. On the **View** menu, point to **Master**, and then click **Slide Master**.
- 2. Do any of the following:
  - To insert a <u>slide master</u> that uses the default styles in Microsoft PowerPoint, on the **Slide Master View** toolbar, click **Insert New Slide** Master
  - To insert a slide master by adding a new <u>design template</u>, on the **Formatting** toolbar, click **Design** , point to the design you want, click the arrow, and select one of the options on the shortcut menu.
  - If you want to insert a <u>title master</u> for an existing slide master, select the slide master thumbnail on the left, and on the **Slide Master View** toolbar, click **Insert New Title Master**.

**Note** When you insert a new master or add a design template, the design appears in the **Slide Design** task pane under **Used in this presentation**. The design is then available to apply to any new slides when you are working in normal view.

## Replace or add slide masters

- 1. On the **View** menu, point to **Master**, and then click **Slide Master**.
- 2. On the **Formatting** toolbar, click **Design**
- 3. If you want to replace selected, rather than all, masters in the presentation, select the masters in the thumbnails on the left.
- 4. In the **Slide Design** <u>task</u> <u>pane</u>, point to the <u>design</u> <u>template</u> you want, click the arrow, and then do one of the following:
  - To replace selected masters with masters for the new design template, click **Replace Selected Designs**.
  - To replace all the current masters with masters for the new design template, click **Replace All Designs**.
  - To add a new design template and its masters to the presentation, click **Add Design**.

**Note** All the design templates you're currently using appear in the **Slide Design** task pane under **Used in this presentation**. You can apply them to slides when you're working in normal view.

#### Rename a slide master

- 1. On the **View** menu, point to **Master**, and then click **Slide Master**.
- 2. In the thumbnails on the left, select the <u>slide master</u> you want to rename.
- 3. On the **Slide Master View** toolbar, click **Rename Master** .
- 4. Type a new name under **Master Name**, and then click **Rename**.

**Note** In a <u>slide-title master pair</u>, renaming one master automatically renames the other.

# Applying a design template with multiple masters

When you apply a <u>design template</u> that includes multiple <u>slide masters</u>, you get a message asking if you want all the masters in this template to be available for the presentation. Here are the results if you click **Yes** or **No**:

• If you click **Yes**, the design template you chose is applied to the presentation and the other masters in this template are added to your presentation, though not applied to any slides. The other masters are added in <u>master</u> view. You can view or apply them from the **Slide Design** task pane, in the **Used in This Presentation** section. To display this task pane, click **Design** on the **Formatting** toolbar.

You can delete masters from within master view.

• If you click **No**, the design template you chose is applied to the presentation but the other masters in the template are not added to the presentation.

### **Duplicate a slide master**

- 1. On the **View** menu, point to **Master**, and then click **Slide Master**.
- 2. In the thumbnails on the left, select the <u>slide master</u> you want to duplicate.
- 3. On the **Insert** menu, click **Duplicate Slide Master**.

**Note** In a <u>slide-title master pair</u>, selecting one master before duplicating will automatically duplicate both.

#### Delete a slide master or title master

When you delete a <u>slide master</u>, the <u>title master</u> is automatically deleted with it.

- 1. On the **View** menu, point to **Master**, and then click **Slide Master**.
- 2. In the thumbnails on the left, click the master you want to delete.
- 3. On the **Slide Master View** toolbar, click **Delete Master** .

## Prevent a slide master from being deleted

In some cases, Microsoft PowerPoint automatically deletes a <u>slide master</u> when all the slides that follow that master are deleted, or when another <u>design template</u> is applied to all the slides that follow that master. You can "preserve" a master so it isn't automatically deleted in these cases.

- 1. On the **View** menu, point to **Master**, and then click **Slide Master**.
- 2. In the thumbnails on the left, select the slide master you want to preserve.
- 3. On the **Slide Master View** toolbar, click **Preserve Master** .

If you don't want to preserve the master, just click this button again.

#### **Notes**

- A master can be deleted manually even when it has a "preserved" setting.
- In a <u>slide-title master pair</u>, preserving one master automatically preserves the other.
- A slide master is preserved by default in some cases: when you insert, copy/paste, or drag a slide master into master view or when you add a new design template in master view (which automatically inserts a new slide master).

# Allow or prevent multiple masters in a presentation

- 1. On the **Tools** menu, click **Options**, and then click the **Edit** tab.
- 2. Under **Disable new features**, do one of the following:
  - To allow multiple <u>design templates</u> to be applied, clear the **Multiple masters** check box.
  - To restrict design templates to one per presentation, select the **Multiple masters** check box.

**Note** If you have already applied more than one design template and you then disable multiple masters, no current slide masters are deleted, but any new design template you try to add will apply to all slides.

# Reaching the limit of masters in a presentation

Each time you apply a new <u>design template</u>, a <u>slide master</u> and <u>title master</u> for that template are added to your presentation. Depending on the following factors, you can reach a limit for the number of masters allowed in a presentation.

- Your administrator may have set a limit to the number of masters you can add.
- The option to use multiple masters may be turned off. This option is on the **Tools** menu, in the **Options** dialog box.

If you're merging presentations, the combined total of masters for the merged presentation might exceed a limit that's been set in either of the above ways.

To solve the problem, try the following:

- If the limit has been set by your administrator due to corporate policy, see your administrator about changing the limit.
- To turn the multiple masters option on:
  - 1. On the **Tools** menu, click **Options**.
  - 2. On the **Edit** tab, under **Disable new features**, clear the **Multiple masters** check box.
- To delete some masters from the current or merged presentation:
  - 1. On the **View** menu, point to **Master**, and then click **Slide Master**.
  - 2. In the thumbnails on the left, click the master you want to delete.
  - 3. On the **Slide Master View** toolbar, click **Delete Master** .

#### **Troubleshoot slide masters**

I want to add something to my title slides, but when I go to master view, I don't see a title master.

#### To insert the title master:

- 1. On the **View** menu, point to **Master**, and then click **Slide Master**.
- 2. On the **Slide Master View** toolbar, click **Insert New Title Master** ...

The picture I added to the master is not showing up on some of my slides.

• You may need to add the picture to additional masters. If you are using multiple <u>design templates</u>, your presentation will contain a <u>slide master</u> for each template. Changes you make to a master affect only the slides that follow that master. If you want the picture to appear throughout your presentation, add it to each master.

Remember also that if you want the picture on title slides, you must add it to the <u>title master</u>.

- Check to make sure the **Omit background graphics from master** setting is not selected.
  - 1. Display a slide that is not showing the expected graphic.
  - 2. On the **Format** menu, click **Background**.
  - 3. Make sure the **Omit background graphics from master** check box is cleared.

I changed the placeholders and fonts on some of my slides, but now I want the styles on the slide master to apply to all my slides.

- 1. In normal view, if the **Slide Layout** task pane is not displayed, click **Slide Layout** on the **Format** menu.
- 2. Select the slide to which you want to reapply the master layout.
- 3. In the **Slide Layout** task pane, find the layout type (for example, **Text** or **Text and Content**) whose placeholder and/or font styles you want to

reapply.
4. Click the arrow on that layout and then click **Reapply Layout**.

### Add bullets or numbering to text

- 1. Select the lines of text that you want to add bullets or numbering to.
- 2. Click **Bullets** or **Numbering** .

#### Tips

- To create a subordinate list within the list, place the insertion point at the start of the line you want indented and either press the TAB key or, on the **Formatting** toolbar, click **Increase Indent**. If you want text to move back to a less indented level in the list, either press SHIFT+TAB or, on the **Formatting** toolbar, click **Decrease Indent**.
- You can start a numbered list by typing. First, press BACKSPACE to remove the bullet at the beginning of the line. Then, type the number— a one (1), letter A or a, or roman numeral one (I or i) followed by a period or closing parenthesis, and then a space. Type the text and press ENTER to start a new line. The numbering continues automatically.

## Remove bullets or numbering from text

- 1. Select the lines of text that you want to remove bullets or numbering from.
- 2. Click **Bullets □** or **Numbering □**.

**Note** When you delete an item from a numbered list, Microsoft PowerPoint automatically adjusts the number sequence.



Another way to delete a bullet or number from a list is to place the insertion point at the beginning of the text line and then press BACKSPACE.

## Turn off automatic bulleted and numbered lists

Turn this setting off when you don't want lists to be automatically created after you use certain characters, such as an asterisk or tab, in text <u>placeholders</u> on the slide.

- 1. On the **Tools** menu, click **AutoCorrect Options**, and then click the **AutoFormat As You Type** tab.
- 2. Under **Apply As You Type**, clear the **Automatic bulleted and numbered lists** check box.



You can also turn off this automatic setting or reverse the correction for one instance by clicking the **AutoCorrect Options** button , which appears near the correction. On the button menu, click **Undo Automatic Bullets** to reverse the automatic bulleting or numbering, or click **Stop Automatically Creating Lists** to turn this setting off in the **AutoCorrect** dialog box.

# Change the default bullet or numbering style

To use a customized bullet or numbering style in all your presentations, store them in a template file, blank.pot, that Microsoft PowerPoint will use to start all new presentations.

- 1. On the **Standard** toolbar, click **New** .
- 2. On the **View** menu, point to **Master**, and then click **Slide Master**.
- 3. Select each level of body text (you can select all levels at once) for which you want to change the bullet or numbering style, and then make your changes.



- 1. On the **Format** menu, click **Bullets and Numbering**.
- 2. Select either the **Bulleted** or **Numbered** tab, and then select the options you want.
- 4. On the **Slide Master View** toolbar, click **Close Master View**.
- 5. On the **File** menu, click **Save As**.
- 6. In the **Save as type** box, select **Design Template**; in the **File Name** box, type **blank.pot**, and then click **Save**.

**Note** Be sure to save the file to the default folder for templates; this is the folder that PowerPoint defaults to when you select **Design Template** as the file type in the **Save As** dialog box. If you save the blank.pot file to a different folder, PowerPoint will not find it.

7. Close the template, and, on the **Standard** toolbar, click **New**.

A new, blank presentation opens with your new bullet or numbering style as the default.



To stop using the customized settings in blank.pot for a particular presentation, on the **Standard** toolbar, click **Design**. Under **Available for use**, click the first item, called **Default Design**. This will apply the original PowerPoint settings to your presentation. If you want to stop using the customized settings in blank.pot for all your presentations, simply rename or delete the file.

### Change the bullet style in a list

#### Change the bullet style for a single list

- 1. Select the text or list whose bullet style you want to change.
- 2. On the **Format** menu, click **Bullets and Numbering**, and then click the **Bulleted** tab.
- 3. Do any of the following:

Change the bullet character

Do one of the following:

- Click one of the bullet styles.
- Click **Customize** to choose from a range of bullet characters and fonts in the **Symbol** dialog box.
- Click **Picture** to choose a picture bullet from the Clip Organizer. In the
   **Picture Bullet** dialog box, click a picture, and click **OK**. To add one
   of your own pictures to this dialog box, click **Import**, select the file
   you want, and click **Add**.

**Note** If Clip Organizer is not installed on your computer, the **Insert Picture** dialog box appears when you click **Picture** in the **Bullets and Numbering** dialog box.

Change the bullet size

• To change the size, click the arrows in the **Size** box.

Change the bullet color

 Click the arrow next to Color, and either select a color from the eight choices— which represent the current color scheme— or click More Colors for additional choices.

#### Change the bullet style throughout a presentation

If you're using one <u>slide master</u>, you can change the bullet style on the master and the change is reflected throughout the presentation. If you are using multiple slide masters (such as when you have applied more than one <u>design template</u> to your presentation), you must change the bullet style on each master.

- 1. On the **View** menu, point to **Master**, and then click **Slide Master**.
- 2. On the slide master, select the body text levels to which you want to apply the bullet style.
- 3. On the **Format** menu, click **Bullets and Numbering**, and then click the **Bulleted** tab.
- 4. Do any of the following:

Change the bullet character

Do one of the following:

- Click one of the bullet styles.
- Click **Customize** to choose from a range of bullet characters and fonts in the **Symbol** dialog box.
- Click **Picture** to choose a picture bullet from the Clip Organizer. In the
   **Picture Bullet** dialog box, click a picture, and click **OK**. To add one
   of your own pictures to this dialog box, click **Import**, select the file
   you want, and click **Add**.

**Note** If Clip Organizer is not installed on your computer, the **Insert Picture** dialog box appears when you click **Picture** in the **Bullets and Numbering** dialog box.

Change the bullet size

• Select a number in the **Size** box.

Change the bullet color

• Click the arrow next to **Color**, and either select a color from the eight

choices— which represent the current color scheme— or click **More Colors** for additional choices.

5. On the **Slide Master View** toolbar, click **Close Master View**.

**Note** If, before you changed the master styles, you changed the bullet style on any slides in your presentation, those changes won't be affected by style changes to the master.

### Change the numbering style in a list

#### Change the numbering style for a single list

- 1. Select the text or list whose numbering style you want to change.
- 2. On the **Format** menu, click **Bullets and Numbering**.
- 3. On the **Numbered** tab, do any of the following:
  - To change the number style, click a style.
  - To change the size, click the arrows in the **Size** box.
  - To change the color, click the arrow next to **Color**, and either select a color from the eight choices— which represent the current color scheme— or click **More Colors** for additional choices.

#### Change the numbering style throughout a presentation

If you're using one <u>slide master</u>, you can change the numbering style on the master and the change is reflected throughout the presentation. If you are using multiple slide masters (such as when you have applied more than one <u>design</u> <u>template</u> to your presentation), you must change the numbering style on each master.

- 1. On the View menu, point to Master, and then click Slide Master.
- 2. On the slide master, select the body text levels to which you want to apply the numbering style.
- 3. On the **Format** menu, click **Bullets and Numbering**.
- 4. On the **Numbered** tab, do any of the following:
  - To change the number style, click a style.
  - To change the size, select a number in the **Size** box.
  - To change the color, click the arrow next to **Color**, and either select a color from the eight choices— which represent the current color scheme— or click **More Colors** for additional choices.
- 5. On the **Slide Master View** toolbar, click **Close Master View**.

**Note** If, before you changed the master styles, you changed the numbering style on any slides in your presentation, those changes won't be affected by style changes to the master.

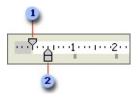
# Change the starting number in a numbered list

- 1. Place the insertion point in the line whose starting number you want to change.
- 2. On the **Format** menu, click **Bullets and Numbering**.
- 3. On the **Numbered** tab, in the **Start at** box, select the number you want.

## Adjust the indent in a bulleted or numbered list

- 1. If the ruler is not displayed, on the **View** menu, click **Ruler**.
- 2. On the slide, click the bulleted or numbered text you want to change.

If the text contains more than one level of bulleted or numbered items, the ruler displays indent markers for each level.



- First-line indent, showing the indent position of the bullet or number.
- Left indent marker, showing the indent position of text in the list.
- 3. Do any of the following:
  - To change the position of the bullets or numbers, drag the first-line indent marker.
  - To change the position of the text, drag the left indent marker. Drag just the pointed top part of the marker (if you drag the bottom rectangle, both indents move together).
  - To move the indents as a whole and keep the relationship between the bullet or number and the left text indent as it is, drag the rectangular part on the bottom of the left indent marker.
- 4. Repeat step 3 for each level of bullets and numbers and each level of text you want to change.

**Note** To change these settings for all the slides in a presentation, make the changes to the <u>slide master</u>. To display the slide master, on the **View** menu, point to **Master**, and then click **Slide Master**.

### Use a picture file as a bullet

- 1. Select the text or list to which you want to add the picture bullet.
- 2. On the **Format** menu, click **Bullets and Numbering**, and then click the **Bulleted** tab.
- 3. Click **Picture** to choose a picture bullet from the Clip Organizer. In the **Picture Bullet** dialog box, click a picture, then click **OK**. To add one of your own pictures to this dialog box, click **Import**, select the file you want, and click **Add**.

**Note** If Clip Organizer is not installed on your computer, the **Insert Picture** dialog box appears when you click **Picture** in the **Bullets and Numbering** dialog box.

# Troubleshoot bulleted and numbered lists

I can't select a bullet or number character.
The automatic numbers and bullets added by Microsoft PowerPoint cannot be selected. To change the style of bullets or numbers, select the text that follows the bullet or number. Then, on the <b>Format</b> menu, click <b>Bullets and Numbering</b> and select options on the <b>Bulleted</b> or <b>Numbered</b> tab.
Bullets or numbers overlap each other or the text.

Bullets and numbers can be sized relative to the text they are attached to. If you increase the size of bullets or numbering to more than 100 percent of the size of the text, the bullets or numbers might either overlap or appear too close to the text.

- To reduce the size of the bullets or numbers, try the following:
  - 1. To reduce the size of the bullets or numbers, select the text or <u>placeholder</u> whose bullet/number you want to change.
  - 2. On the **Format** menu, click **Bullets and Numbering**.
  - 3. On the appropriate tab, change the number in the **Size** box.
- To increase the horizontal spacing between the bullets or numbers and the text, do this:
  - 1. On the **View** menu, click **Ruler**.
  - 2. On the slide, select the level of text for which you want to change the bullet or number indent.
  - 3. To change the indent of the bullet or number, drag the first-line indent marker (the one on the top level of the ruler). To change the indent of the text, drag the pointed part of the left indent marker (the one on the bottom).

	I want to	use an	<u>asterisk</u>	before a	a word,	but	Microsof	t Powe	<u>erPoint</u>	conve	<u>rts</u>
it to a	bullet.										

Turn off automatic bulleted and numbered lists.

• On the **Tools** menu, click **AutoCorrect Options**, and on the **AutoFormat As You Type** tab, clear the **Automatic bulleted and numbered lists** check box.

## **About tables**

There are several ways to create a table for use in a Microsoft PowerPoint presentation. You can create tables in PowerPoint, or you can add a table from another program as a <u>linked object</u> or an <u>embedded object</u>. When you use PowerPoint, you can create a simple table with little formatting, or one with more complex formatting. You can include fills and border colors from the presentation's color scheme.

If you want a larger table or more powerful formatting capabilities than those provided by PowerPoint, you can create an embedded Microsoft Word table. For example, Word provides more options for formatting lists, tabs and indents, and individual cells. You can also embed a Microsoft Excel worksheet or a Microsoft Access table.

When you are working on an embedded table, the menus and buttons of the source program appear, integrated with the PowerPoint menus. Information about how to modify tables is available from the Help menu of the source program on your menu bar.

Text in a table does not appear in the **Outline** tab.

## Create a table

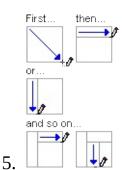
- 1. Select the slide you want the table on.
- 2. Do one of the following:



- 1. On the **Standard** toolbar, click **Insert Table** ...
- 2. Point to select the number of rows and columns you want and then click.

#### Draw a more complex table

- 1. If the **Tables and Borders** toolbar is not displayed, click **Tables and Borders** on the **Standard** toolbar.
- 2. Click **Draw Table 2**.
- 3. The pointer changes to a pencil.
- 4. To define the outer table boundaries, drag diagonally to the size you want. Then drag to create the column and row boundaries.



6. To erase a line, click **Eraser** and then click the line.





Microsoft PowerPoint comes with slide layouts that include <u>placeholders</u> for tables. To create a new slide by using one of these layouts, click **New Slide** on the **Insert** menu, and then select one of the layouts that contains a table placeholder.

## Create an embedded Word table

- 1. On the **Insert** menu, click **Object**.
- 2. In the **Insert Object** dialog box, click **Create New**.
- 3. In the **Object type** box, click **Microsoft Word Document**, and then click **OK**.
- 4. Use the commands on the **Table** menu to create the table you want.
- 5. Click outside the table to return to Microsoft PowerPoint.

**Note** When you work on a Microsoft Word table, a Word menu and Word buttons appear, integrated with the Microsoft PowerPoint menus so that you can modify the table. Information about how to work with tables is available from the **Help** menu on your menu bar while you are working on a Word table.

## Add rows or columns to a table

Use this process to modify Microsoft PowerPoint tables. Use the <u>source</u> <u>program's</u> Help for information about modifying tables that were created with another program.

1. Select the rows above which you want to insert new rows, or select the columns to the left of which you want to insert new columns. Select the same number of rows or columns as the number of rows or columns you want to insert.



- To select rows, columns, or the entire table, drag across the rows, columns, or the entire table.
- To select a column, click just outside the top border of the column, when the pointer is a down-facing arrow.
- 2. Right-click, and then click **Insert Rows** or **Insert Columns** on the shortcut menu.

#### Tips

- You can also use the **Draw Table** tool on the **Tables and Borders** toolbar to draw the row or column in the location you want. If the **Tables** and **Borders** toolbar is not displayed, click **Tables and Borders** on the **Standard** toolbar.
- To add a row at the end of a table, click the last cell of the last row and then press TAB.

### Select items in a table

Do any of the following:

- To select the next cell, press TAB.
- To select the previous cell, press SHIFT+TAB.
- To select rows, columns, or the entire table, drag across the rows, columns, or the entire table.
- To select a column, click just outside the top border of the column, when the pointer is a down-facing arrow.
- To select a cell, click in the cell.



You can also select rows, columns, or the entire table by clicking in the table and then using the **Select** commands on the **Table** menu located on the **Tables and Borders** toolbar. If the **Tables and Borders** toolbar is not displayed, click **Tables and Borders** on the **Standard** toolbar.

# Add, change, or remove a fill from a table cell

Use this process to modify Microsoft PowerPoint tables. Use the source program's Help for information about modifying tables that were created with another program.
1. Select the cells in which you want to add, change, or remove a fill.
How?
Do any of the following:
<ul> <li>To select the next cell, press TAB.</li> <li>To select the previous cell, press SHIFT+TAB.</li> <li>To select rows, columns, or the entire table, drag across the rows, columns, or the entire table.</li> <li>To select a column, click just outside the top border of the column, when the pointer is a down-facing arrow.</li> <li>To select a cell, click in the cell.</li> </ul>
Tip
You can also select rows, columns, or the entire table by clicking in the table and then using the <b>Select</b> commands on the <b>Table</b> menu located on the <b>Tables and Borders</b> toolbar. If the <b>Tables and Borders</b> toolbar is not displayed, click <b>Tables and Borders</b> on the <b>Standard</b> toolbar.
<ul><li>2. On the <b>Drawing</b> toolbar, click the arrow next to <b>Fill Color</b></li><li>3. Do one or more of the following:</li></ul>
Add or change a fill color

Do one of the following:

• To change the fill color back to its default, click **Automatic**.

- To change to a color in the color scheme, click one of the eight colors below **Automatic**.
- To change to a color that isn't in the color scheme, click More Fill Colors. On the Standard tab, click the color you want, or click the Custom tab to mix your own color.

Add or change a gradient, patterned, textured, or picture fill

- 1. Click **Fill Effects**, and then click the **Gradient**, **Texture**, **Picture** or **Pattern** tab.
- 2. Select the options you want.

Remove a fill

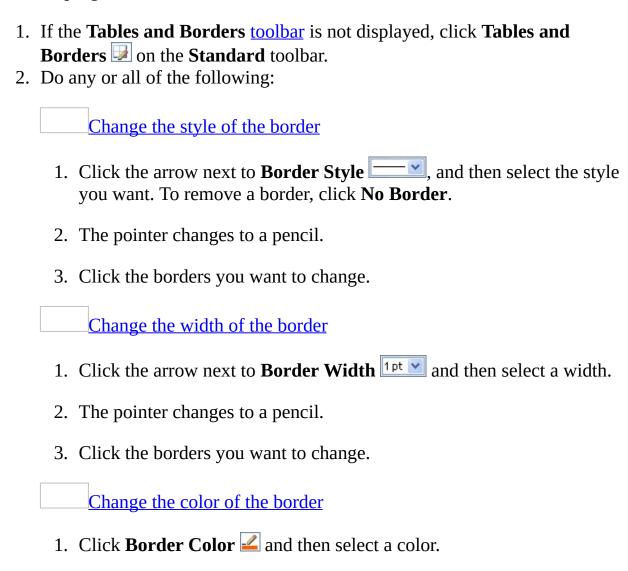
• Click **No Fill**.

## Change a table border

2. The pointer changes to a pencil.

3. Click the borders you want to change.

Use this process to modify Microsoft PowerPoint tables. Use the <u>source</u> <u>program's</u> Help for information about modifying tables that were created with another program.



# Change the column width or row height in a table

Use this process to modify Microsoft PowerPoint tables. Use the <u>source</u> <u>program's</u> Help for information about modifying tables that were created with another program.

- 1. Rest the pointer over the column or row boundary you want to change.
  - The pointer changes to a <del>+</del> or +||+.
- 2. Drag the column or row boundary to a new location.

## Change the direction of text or a table

The feature or some of the options described in this Help topic are only available if support for <u>right-to-left</u> languages is enabled through Microsoft Office Language Settings.

#### Change the direction of text on a slide

- 1. Select the text boxes or placeholders whose direction you want to change.
- 2. On the **Format** menu, point to **Paragraph Direction**, and then click **Left-to-Right** or **Right-to-Left**.

#### Change the direction of text on all slides, notes, and handouts

- 1. On the **View** menu, point to **Master**, and then click the master you want to change— either the **Slide Master**, **Notes Master**, or **Handout Master**.
- 2. Select the text boxes or placeholders whose direction you want to change.
- 3. On the **Format** menu, point to **Paragraph Direction**, and then click **Left-to-Right** or **Right-to-Left**.

#### Change the direction of a table

- 1. Select the table whose direction you want to change.
- 2. On the **Tables and Borders** toolbar, click **Table**, and then click **Table Direction**.
- 3. Do one of the following:
  - To change the table direction to <u>right-to-left</u>, click **Set Right-to-Left Table**.
  - To change the table direction to <u>left-to-right</u>, click **Set Left-to-Right Table**.

**Note** Objects within <u>text boxes</u> or <u>placeholders</u> must be moved manually to the right or left side of your selected slide or <u>master</u>.

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If you want your presentations to always open with a <u>right-to-left</u> direction, change the default version of Microsoft Office to Arabic or Hebrew through Microsoft Office Language Settings.

# Merge or split cells in a table

Use this process to modify Microsoft PowerPoint tables. Use the <u>source</u> <u>program's</u> Help for information about modifying tables that were created with another program.

- 1. If the **Tables and Borders** toolbar is not displayed, click **Tables and Borders** on the **Standard** toolbar.
- 2. Do one of the following:
  - To merge cells, click **Eraser** , and then click the cell boundaries you want to remove.
  - ∘ To split a cell, select the cell, and then click **Split Cell** ■.



• To merge multiple cells, select them and click **Merge Cells .** 

## **Delete a table and its contents**

- 1. Click the table to make it active, then click the table <u>placeholder</u>.
- 2. Press DELETE.

## **Delete table rows or columns**

Use this process to modify Microsoft PowerPoint tables. Use the <u>source</u> <u>program's</u> Help for information about modifying tables that were created with another program.

1. Select the rows or columns you want to delete.



- To select rows, columns, or the entire table, drag across the rows, columns, or the entire table.
- To select a column, click just outside the top border of the column, when the pointer is a down-facing arrow.
- 2. Right-click, and then click **Delete Rows** or **Delete Columns** on the shortcut menu.

## Delete the contents in a table cell

Use this process to modify Microsoft PowerPoint tables. Use the <u>source</u> <u>program's</u> Help for information about modifying tables that were created with another program.

- 1. Select the cell contents you want to delete.
- 2. Press DELETE.

**Note** When you delete the contents of cells, you do not delete the cells themselves.

# Position or align text in a table

Use this process to modify Microsoft PowerPoint tables. Use the <u>source</u> <u>program's</u> Help for information about modifying tables that were created with another program.

Do o	ne of the following:
	Align text in the top, middle, or bottom of a cell
	If the <b>Tables and Borders</b> toolbar is not displayed, click <b>Tables and Borders</b> on the <b>Standard</b> toolbar. Select the cells you want to change.
3.	Click <b>Align Top </b> , Center Vertically , or Align Bottom .
	Align text on the right or left, or in the center of a cell
2.	Select the cells you want to change. On the <b>Format</b> menu, point to <b>Alignment</b> , then click <b>Align Left, Center</b> <b>Align Right</b> , or <b>Justify</b> .
	Change cell margins
	Select the cells you want to change. On the <b>Format</b> menu, click <b>Table</b> , and then click the <b>Text Box</b> tab.
3.	Adjust the measurements under Internal margin.
	Insert a tab in a table cell
•	Press CTRL+TAB.

## Rotate text in tables

Use this process to modify Microsoft PowerPoint tables. Use the <u>source</u> <u>program's</u> Help for information about modifying tables that were created with another program.

- 1. Click the table cell containing the text you want to rotate.
- 2. On the **Format** menu, click **Table**, and then click the **Text Box** tab.
- 3. Select the **Rotate text within cell by 90 degrees** check box.

#### **Troubleshoot tables**

The text in my table doesn't appear in the <b>Outline</b> tab.
Only text in text <u>placeholders</u> appears in the <b>Outline</b> tab. Text in tables, <u>AutoShapes</u> , and other <u>drawing objects</u> doesn't appear in the <b>Outline</b> tab.
When I insert a picture into my table, it doesn't fit in my table or it looks distorted.

When you add a <u>picture</u> to a table, it is layered on top of the table— it does not become part of the table. After you add the picture, you can resize it to make it look like it fits. To resize a picture, drag the picture's <u>sizing handles</u> to a new location.

When you add a picture as a fill effect, it is resized to fit the cell, and may be distorted. To eliminate the distortion, you can resize the cell or table. To resize a cell, drag a column or row boundary to a new location. To resize the table, drag the table's sizing handles to a new location.

### **About headers and footers**

Headers and footers consist of the header and footer text, slide or page number, and date you want at the top or bottom of your slides or notes and handouts.

#### **Applying headers and footers**

You can use headers and footers on single slides or all slides. For notes and handouts, when you apply a header or footer, it applies to all notes and handouts. Headers and footers that you create for handouts also apply to printed outlines.

You do not have to include headers and footers. By default, notes and handouts include page numbers, but you can turn these off. You might choose to include no headers and footers on your slides but instead to reserve them for notes and handouts for that presentation.

Typical text footers in a presentation are a company name or labels such as "Draft" or "Confidential."

## Changing header and footer position, size, or formatting

When you want to change the font style for headers and footers or the position, size, and formatting of the <u>placeholders</u> that contain headers and footers, you can do so on the <u>slide master</u>, notes <u>master</u>, or handout master, as appropriate.

If you accidentally delete header or footer placeholders on the master, you can reapply the placeholders.

### **Editing in print preview**

When you view slides, notes, or handouts in <u>print preview</u>, you can also add, change, or delete headers and footers at the same time as you are previewing them.

#### Add headers and footers

To apply header and footer information to several but not to all slides, select the slides you want before starting this procedure. You can select them on the **Outline** tab or **Slides** tab in normal view, or in slide sorter view.

On the **View** menu, click **Header and Footer**, and then do one of the following:



- 1. Click the **Slide** tab, and then select the options you want.
  - To add an automatically updating date and time, under **Date and time**, click **Update automatically**, and select a date and time format. Or, to add a fixed date and time, click **Fixed**, and type a date and time.
  - To add a number, click **Slide number**.
  - To add footer text, click **Footer**, and type your text.
- 2. Do one of the following:
  - To add the information to the current slide or selected slides, click Apply.
  - To add the information to every slide in the presentation, click **Apply to All**.

#### **Notes**

- If you don't want the information to appear on the title slide, select the **Don't show on title slide** check box.
- If you are using multiple design templates and therefore have multiple
   master slides in your presentation, when you select **Apply to All** in the
   Header and Footer dialog box, the settings apply to all the designs in your
   presentation.

Add headers and footers to notes, handouts, and the printed outline

- 1. Click the **Notes and Handouts** tab, and then select the options you want.
  - To add an automatically updating date and time, under **Date and time**, click **Update automatically**, and select a date and time format. Or, to

add a fixed date and time, click **Fixed**, and type a date and time.

- To add page numbers, click **Page Number**.
- To add header text, click **Header**, and type your text.
- To add footer text, click **Footer**, and type your text.
- 2. Click **Apply to All**.

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You can add, change, or delete headers and footers while viewing your slides or notes and handouts in print preview. To open print preview, on the **Standard** toolbar, click **Print Preview**. After you select what you want to view, click the **Options** button, click **Header and Footer**, and then make your changes.

## Format, position, and resize headers and footers

- 1. On the **View** menu, point to **Master**, and then click the <u>master</u> you want to change— either the **Slide Master**, **Notes Master**, or **Handout Master**.
- 2. On the master, click the header or footer <u>placeholder</u> you want to make changes to.
- 3. Do any of the following:
  - To resize the placeholder, point to a sizing handle, and when the pointer becomes a two-headed arrow, drag the handle.
  - To reposition the placeholder, point to it, and when the pointer becomes a four-headed arrow, drag the placeholder to a new position.
  - To add or change a fill color and/or border, on the Format menu, click Placeholder, click the Colors and Lines tab, and select options under Fill and Line.
  - To change the font, on the **Format** menu, click **Font**, and select options in the **Font** dialog box.

#### **Notes**

- If you delete any of the header and footer placeholders on the master, do the
  following in master view: On the Formatting menu, click Master Layout,
  and then under Placeholders, select the check box for the deleted
  placeholder.
- Changes you make to the handout master will also appear when you print your presentation in outline view.

## Reapply placeholders for headers and footers

In <u>master</u> view, if you delete a header or footer <u>placeholder</u>, such as the **Number Area** or **Date Area**, you can reapply the placeholder.

- 1. If you are not already in master view, on the **View** menu, point to **Master**, and then click the type of master you want to change.
- 2. On the **Format** menu, do one of the following:
  - For the slide master, click **Master Layout**.
  - For the handout master, click **Handout Master Layout**.
  - For the notes master, click **Notes Master Layout**.
- 3. Under **Placeholders**, select the check box for the deleted placeholder.



If you delete the bracketed text, such as **date/time** or **\***, within a placeholder, you can type the text back in within the placeholder. Or, you can delete the entire placeholder and use the above steps to reapply the placeholder, which will include the bracketed text.

#### Remove headers and footers

To remove header and footer information from several but not all slides, select the slides you want before starting this procedure. You can select them on the **Outline** tab or **Slides** tab in normal view, or in slide sorter view.

On the **View** menu, click **Header and Footer**, and then do one of the following:

#### Remove headers and footers from slides

- 1. Click the **Slide** tab.
- 2. Clear the check boxes for any of the options— **Date and time**, **Slide number**, or **Footer**.
- 3. To remove headers and footers from the title slide, select the **Don't show on title slide** check box.
- 4. Do one of the following:
  - To remove the information from the current slide or selected slides, click **Apply**.
  - To remove the information from all slides in the presentation, click Apply to All.

Remove headers and footers from notes and handouts

- 1. Click the **Notes and Handouts** tab.
- 2. Clear the check boxes for any of the options— **Date and time**, **Page number**, **Header**, or **Footer**.
- 3. Click **Apply to All**.

## Add date and time or slide number anywhere on a slide

- 1. On the slide, position the insertion point in the <u>placeholder</u> or <u>text box</u> that you want to add the date and time or slide number to.
- 2. On the **Insert** menu, click either **Slide Number** or **Date and Time**.



To add a slide number or date and time to every slide, on the **View** menu, click **Header and Footer**, and then select the appropriate options. The slide number and date and time are positioned in default placeholders on the slide. You can change the position of these placeholders on the <u>slide master</u>.

### Change the starting slide number

- 1. On the **File** menu, click **Page Setup**.
- 2. Under **Number slides from**, enter the number you want the slides to start with.



If you want slide numbering to begin with your second slide and not your title slide and you want the starting number to be 1, in the **Page Setup** dialog, select **0** as the starting number. On the **View** menu, click **Header and Footer**, click the **Slide** tab, make sure the **Slide number** check box is selected, and then select the **Don't show on title slide** check box. Click **Apply to All**.

#### **Troubleshoot headers and footers**

Can I start with new page numbering in different places within one	
presentation?	
This isn't possible in Microsoft PowerPoint. If you want to start a new series o page numbers within a presentation, create another presentation for those slide and link to it with a hyperlink.	
My hidden slides are still being counted in my slide numbering.	
To avoid this, you might try the following:	
<ul> <li>Put all your hidden slides at the end of the presentation. That way, all the slides that you are showing will be numbered consecutively.</li> <li>If you use hidden slides, don't apply slide numbers or page numbers to slides or notes.</li> </ul>	

Can I create a header or footer that automatically shows the network path and file name of my presentation?

This can't be created automatically in Microsoft PowerPoint; instead, you should type in the path and file name as a header or footer and update it manually. On the **View** menu, click **Header and Footer**, select the tab you want, click **Footer** or **Header** as appropriate, and then type the path.

## Adjust text position in a placeholder

- 1. Click the text inside the placeholder.
- 2. On the **Format** menu, click **Placeholder**.
- 3. Click the **Text Box** tab, and in the **Text anchor point** box, click an option.

# Adjust space around text in a placeholder

- 1. Click the text inside the placeholder.
- 2. On the **Format** menu, click **Placeholder**.
- 3. Click the **Text Box** tab, and under **Internal margin**, use the arrows to change the numbers in the **Left**, **Right**, **Top**, and **Bottom** boxes.

## Format, position, and resize placeholders

- 1. Select the <u>placeholder</u> you want to change by doing one of the following:
  - To change a placeholder on a slide, click the placeholder.
  - To change a placeholder throughout a presentation, on the View menu, point to Master, click either the Slide Master, Notes Master, or Handout Master, and then click the placeholder you want to change.
- 2. Make the changes you want by doing any of the following:
  - To resize the placeholder, point to a <u>sizing handle</u>, and when the pointer becomes a two-headed arrow, drag the handle.
  - To reposition the placeholder, point to it, and when the pointer becomes a four-headed arrow, drag the placeholder to a new position.
  - To add or change a fill color or border, on the **Format** menu, click
     **Placeholder**, click the **Colors and Lines** tab, and select options under
     **Fill** and **Line**.
  - To change the font, on the **Format** menu, click **Font**, and select options in the **Font** dialog box.

#### **Notes**

- If you delete a placeholder on the <u>master</u> and you want to reinsert it, do the following in master view: On the **Format** menu, click either **Master Layout**, **Notes Master Layout**, or **Handout Master Layout**. Then, under **Placeholders**, select the check box for the deleted placeholder.
- Changes you make to the handout master will also appear when you print your presentation in outline view.

### Restore placeholders on the master

If you delete a <u>placeholder</u> on the <u>master</u> and you want to reinsert it, do any of the following:

#### Restore placeholders on the slide master

- 1. On the **View** menu, point to **Master**, and then click **Slide Master**.
- 2. On the **Format** menu, click **Master Layout**.
- 3. Under **Placeholders**, select the type of placeholder you want to restore.

#### Restore placeholders on the notes master

- 1. On the **View** menu, point to **Master**, and then click **Notes Master**.
- 2. On the **Format** menu, click **Notes Master Layout**.
- 3. Under **Placeholders**, select the type of placeholder you want to restore.

#### Restore placeholders on the handout master

- 1. On the **View** menu, point to **Master**, and then click **Handout Master**.
- 2. On the **Format** menu, click **Handout Master Layout**.
- 3. Under **Placeholders**, select the type of placeholder you want to restore.

**Note** If you want to restore a placeholder that you have moved or resized, select the placeholder and delete it; then restore it as described above.

## Troubleshoot text and formatting in placeholders

I changed a placeholder on the slide master, but now I want the original placeholder size and position back.

- 1. To select the placeholder, click its border, and then press **Delete**.
- 2. On the **Format** menu, click **Master Layout**, select the type of placeholder you want to restore (for example, on the slide master, if you deleted the placeholder for body text, you'd select the **Text** check box), and click **OK**.

You can restore placeholders in notes <u>master</u> view and handout master view by clicking **Notes Master Layout** or **Handout Master Layout**, respectively, on the **Format** menu.

I can't get the text in my list to wrap.

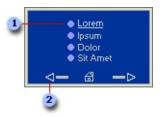
- 1. Click the text inside the <u>placeholder</u>.
- 2. On the **Format** menu, click **Placeholder**.
- 3. Click the **Text Box** tab, and then select the **Word wrap text in AutoShape** check box.

There's a border around the text on my printed notes page and I want to get rid of it.

- 1. On the **View** menu, click **Notes Page**.
- 2. Click the notes text in the <u>placeholder</u>, and on the **Format** menu, click **Placeholder**.
- 3. On the **Colors and Lines** tab, under **Line**, make sure the **Color** box is set to **No Line**.
- 4. Under **Fill**, make sure the **Color** box is set to **No Fill**.

### About hyperlinks and action buttons

In Microsoft PowerPoint, a hyperlink is a connection from a slide to another slide, a <u>custom show</u>, a Web page, or a file. The hyperlink itself can be text or an object such as a <u>picture</u>, graph, shape, or <u>WordArt</u>. An action button is a readymade button that you can insert into your presentation and define hyperlinks for.



- Hyperlink
- Action button

If the link is to another slide, the destination slide is displayed in the PowerPoint presentation. If the link is to a Web page, network location, or different type of file, the destination page or file is displayed in the appropriate application or in a Web browser.

In PowerPoint, hyperlinks become active when you run your presentation, not when you are creating it.

When you point to a hyperlink, the pointer becomes a hand (a), indicating that it is something you can click. Text that represents a hyperlink is displayed underlined and in a color that coordinates with your <u>color scheme</u>. Pictures, shapes and other object hyperlinks have no additional formatting. You can add action settings, such as sound or highlighting, to emphasize hyperlinks.

Use action buttons when you want to include buttons with commonly understood symbols for going to the next, previous, first, and last slides. PowerPoint also has action buttons for playing movies or sounds. Action buttons are most commonly used for self-running presentations— for example, at a booth or kiosk.

When you create a hyperlink to something other than a slide, its destination is encoded as a <a href="URL">URL (Uniform Resource Locator</a>) such as http://www.microsoft.com/ or file://Computer Name/Shared Folder/FileName.htm. When you create a hyperlink to a page or file on a local file system, the hyperlink destination is represented by the <a href="path">path</a> to the file, such as C:\Documents and Settings\myname\My Documents\file.xls

You can create hyperlinks that are <u>absolute links</u> or <u>relative links</u>.

Setting a hyperlink base

When you create a presentation with links to several files, it is a good practice to put the files in a common location on a <u>server</u> and set a <u>hyperlink base</u>. If the server URL changes, you only have to update the hyperlink base, not the paths to the hyperlink destinations.

Testing and repairing broken hyperlinks

Before you give a presentation, you should always check for broken hyperlinks and test hyperlinks to external destinations. A broken hyperlink is one that has an invalid destination— when the hyperlink is clicked, PowerPoint or the Web browser displays an error. The cause might be as simple as a URL that was mistyped, or a hyperlink to a destination that was moved or deleted.

### Create a hyperlink

3. Under Link to, click E-mail Address.

Do one of the following:
Create a hyperlink to a custom show or a location in the current
presentation
<u>presentation</u>
1. Select the text or object that you want to represent the hyperlink.
2. Click <b>Insert Hyperlink</b>
3. Under <b>Link to</b> , click <b>Place in This Document</b> .
4. Do one of the following:
Link to a custom show
1. In the list, select the <u>custom show</u> you want to go to.
2. Click the <b>Show and return</b> check box.
Link to a location in the current presentation
<ul> <li>In the list, select the slide you want to go to.</li> </ul>
in the fist, select the shae you want to go to.
Create a hyperlink to a specific slide in another presentation
1. Select the text or object you want to represent the hyperlink.
2. Click <b>Insert Hyperlink</b>
3. Under Link to, click Existing File or Web Page.
4. Locate and select the presentation that contains the slide you want to link
to.
5. Click <b>Bookmark</b> , and then select the title of the slide you want.
Create an e-mail hyperlink
1. Select the text or object you want to represent the hyperlink.
2. Click <b>Insert Hyperlink .</b>

4. Either type the e-mail address you want in the **E-mail address** box or select

an e-mail address in the **Recently used e-mail addresses** box.

5. In the subject box, type the subject of the e-mail message.

**Note** You must have an e-mail program installed on the computer that the presentation is being viewed on.

#### Create a hyperlink to a file or Web page

- 1. Select the text or object you want to represent the hyperlink.
- 2. Click **Insert Hyperlink S**.
- 3. Under Link to, click Existing File or Web Page.
- 4. Navigate to the page or file you want.

#### Create a hyperlink to a new file

- 1. Select the text or object you want to represent the hyperlink.
- 2. Click **Insert Hyperlink .**
- 3. Under **Link to**, click **Create New Document**.
- 4. Type the name of the new file.
- 5. To change the <u>path</u> of the new document, click **Change**.
- 6. Select either **Edit the new document later** or **Edit the new document now**.

**Note** To create a ScreenTip or short comment to be displayed when you rest the pointer on a hyperlink, click **ScreenTip** in the **Insert Hyperlink** dialog box, then type the text you want. If you do not specify a tip, a default tip is used.



By default, a hyperlink is automatically created when you type an e-mail or <u>Internet</u> address on a slide or outline.

# Create a hyperlink to a custom show or location in the current presentation

- 1. Select the text or object that you want to represent the hyperlink.
- 2. Click **Insert Hyperlink .**
- 3. Under Link to, click Place in This Document.
- 4. Do one of the following:

Link to a custom show

- 1. In the list, select the <u>custom show</u> you want to go to.
- 2. Click the **Show and return** check box.

Link to a location in the current presentation

• In the list, select the slide you want to go to.

# Change a hyperlink

Do one	of the	fol	lowing:
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Change the color of hyperlinks

- 1. On the **Format** menu, click **Slide Design**.
- 2. In the task pane, click **Color Schemes**, and then click **Edit Color Schemes**.
- 3. Click the **Custom** tab.
- 4. Under Scheme colors, click Accent and hyperlink or Accent and followed hyperlink, and then click Change Color.
- 5. Do one of the following:
  - Click the **Standard** tab to select from the **Standard** color palette. Click the color you want, and then click **OK**.
  - Click the **Custom** tab to mix your own color. Click to select a color, and then click **OK**.
- 6. Click Apply.



You can adjust the brightness of a custom color by clicking the vertical bar next to the **Custom** color palette.

Change a hyperlink destination

- 1. Select the hyperlink.
- 2. Click **Insert Hyperlink** ...
- 3. Select the <u>destination</u> you want.

Change hyperlink text

- 1. Select the hyperlink text.
- 2. Type the new text.

#### Change an action button destination

- 1. Select the action button on the slide or <u>master</u>.
- 2. Click **Insert Hyperlink .**
- 3. Select the destination you want in the **Hyperlink to** box.

## **Insert an action button**

Do one of the following:

- Insert an action button on a single slide
- 1. Select the slide you want to place a button on.
- 2. On the **Slide Show** menu, point to **Action Buttons**, and then select the button you want— for example, **Home**, **Back or Previous**, **Forward or Next**, **Beginning**, **End**, or **Return**.
- 3. Click the slide.
- 4. Make sure that **Hyperlink to** is selected. Click **OK** to accept the proposed hyperlink in the **Hyperlink to** list, or click the arrow and select the link you want.

Insert an action button on every slide

If you're using one <u>slide master</u>, you can insert an action button on the master and the button is available throughout the presentation. If you are using multiple slide masters (such as when you have applied more than one design template to your presentation), you must insert the action button on each master.

- 1. On the View menu, point to Master and then click Slide Master.
- On the Slide Show menu, point to Action Buttons, and then select the button you want— for example, Home, Back or Previous, Forward or Next, Beginning, End, or Return.
- 3. Click the slide.
- 4. Make sure that **Hyperlink to** is selected. Click **OK** to accept the proposed hyperlink in the **Hyperlink to** list, or click the arrow and select the link you want.

5. Click **Close Master View** on the **Master View** toolbar.

<u>Tips</u>

- If you add action buttons to the <u>title master</u>, they will only be displayed on slides with the title layout.
- To change the size of a button, drag the shape to the size you want. To maintain the shape's width-to-height ratio, hold down SHIFT as you drag one of the corner sizing handles.

# Set a hyperlink base

- 1. Open the presentation you want to set a <a href="https://hyperlink.base">hyperlink base</a> for.
- 2. On the **File** menu, click **Properties**, and then click the **Summary** tab.
- 3. In the **Hyperlink base** box, type the <u>path</u> to the files you hyperlink to.

**Note** You can override the hyperlink base by typing the full address for the hyperlink in the **Insert Hyperlink** dialog box.

# Remove a hyperlink

Do one of the following:

Remove the hyperlink, but not the text or object that represents it

- 1. Right-click the text or object that represents the hyperlink.
- 2. On the shortcut menu, click **Remove Hyperlink**.

Remove a hyperlink and the text or object that represents it

• Select the object or all of the text and press DELETE.

# Emphasize a hyperlink with highlighting or a sound

You can only apply highlighting to object hyperlinks such as pictures and shapes. You can apply sounds to text and object hyperlinks.

- 1. Select the text or object hyperlink.
- 2. On the **Slide Show** menu, click **Action Settings**.
- 3. Do one of the following:
  - To apply the action settings when the object is clicked, click the Mouse Click tab.
  - To apply the action settings when the object is pointed to, click the **Mouse Over** tab.
- 4. Do one or both of the following:
  - To play a sound, select the **Play sound** check box and then specify the sound you want.
  - To highlight an object, select **Highlight when mouse over** or **Highlight click**.

# Format Internet and network paths as hyperlinks

- 1. On the **Tools** menu, click **AutoCorrect Options**, and then click the **AutoFormat As You Type** tab.
- 2. Select the **Internet and network paths with hyperlinks** check box.

# Troubleshoot hyperlinks

#### When I click a hyperlink, nothing happens.

- Hyperlinks work only while a slide show presentation is running— not while you're working on your presentation in normal view or slide sorter view. On the **View** menu, select **Slide Show**.
- You might have set some special effects or a different activation method for the hyperlink. To check its settings, select the hyperlink, and then on the Slide Show menu click Action Settings.

#### When I click a hyperlink, a message appears.

- The <u>destination</u> of the hyperlink might have been deleted, moved, or renamed. If the destination is on an <u>intranet</u> or the <u>Internet</u>, use your Web browser to verify that the destination is valid.
- The destination of the hyperlink might have been entered incorrectly.
- You may not have access to the destination. If the destination is on an intranet, see your network administrator to make sure you have access to the destination. If the destination is on the Internet, you must have Internet access and a Web browser installed. Check to see whether your Internet connection is active by visiting a Web site.
- The security settings for your Web browser might not allow you to download or open files. Check the security options in your Web browser.
- The destination site might be too busy.

Downloading linked information or going to a hyperlink destination takes a long time.

The <u>server</u> or the <u>destination</u> site might be busy. Try the hyperlink again later, or try to download the linked information later. For information about the server, see your network administrator.

# **About smart tags**

You can save time by using <u>smart tags</u> to perform <u>actions</u> in Microsoft Office PowerPoint 2003 that you'd typically open other programs to do.

The purple dotted lines beneath text in your document indicate the smart tags.



Smart tag indicators

How to use smart tags

When PowerPoint recognizes types of data, it marks the data with a smart tag indicator, a purple dotted underline. To find out what actions you can take with a smart tag, move the insertion point over the underlined text until the **Smart Tag Actions** button appears. You can then click the button to see a list of actions you can take.



- Smart Tag Actions button
- Smart tag indicator

You have the option to embed smart tags so that they are available to anyone who opens the presentation. Smart tags are not automatically saved when you save a presentation.

How smart tags work

You enable smart tags by selecting smart tag recognizers from a list (**Tools** menu, **AutoCorrect Options** command, **Smart Tags** tab under **Recognizers**). Each smart tag recognizer identifies a type of data, such as names, dates, or financial symbols, and contains the logic needed to provide one or more actions for each data type.

When you have smart tags turned on and you type text into a new presentation or open an existing presentation, the logic in the smart tag looks for words that match the data types selected in the list of recognizers. When the smart tag finds a match, it places a smart tag indicator— a dotted purple line— under the term and enables the appropriate actions.

The actions you can take depend on the type of data that PowerPoint recognizes and labels with a smart tag.

For example, "Nate Sun" in the previous example is recognized as a "person name" smart tag with actions you can take, such as **Open Contact**, **Schedule a Meeting**, **Add to Contacts**, or **Insert Address**.

If you select the **Add to Contacts** action, you can add the name and address to your Outlook contact folder without copying the information, opening Outlook, and then pasting the information into a contact card.

#### How to get more smart tags

The smart tags that come with PowerPoint are just the beginning. You can check for more options in the **AutoCorrect** dialog box (on the **Tools** menu, click **AutoCorrect Options**, click the **Smart Tags** tab, and then click **More Smart Tags**) to find new smart tags and actions on the Web.

You may find additional smart tags created by Microsoft, by third-party companies, or by Information Technology (IT) professionals, who may design smart tags and actions for the specific products or services that you work with. For example, if you work in a sales department, you might be able to click a "product name" smart tag in your document that offers actions such as "check quantity in stock" or "check price."

Smart tag options

You can turn smart tags on or off, and save them with your presentation so they appear again when you open the presentation.

Creating smart tags and setting smart tag properties

Smart tags and actions are developed by Microsoft or third-party companies. Information Technology (IT) professionals may also create smart tags and actions that are customized for the specific products or services you work with.

Creators of smart tags can provide detailed information about a particular smart tag recognizer, which you can access by clicking **Properties** on the **Smart Tags** tab of the **AutoCorrect** dialog box. The **Properties** button is available only if the smart tag developer has provided information to be viewed when this button is clicked.

#### Other buttons you may see in your presentation

At times other buttons may appear as you work on your presentation.

#### AutoCorrect Options button

The **AutoCorrect Options** button papears after an automatic correction or change, such as a lowercased letter that's changed to a capital or a network path that's converted to a hyperlink. The button shows as a small, blue box when you rest the mouse pointer near text that was changed; it then becomes a button icon which, when you point to it and click it, displays a menu. If you don't want the correction, use the options on the menu to undo it; turn off this type of correction completely; or connect to the **AutoCorrect** dialog box to adjust settings.

#### Paste Options button

The **Paste Options** button gives you greater control and flexibility in choosing the format for a pasted item. The button appears just below a pasted item, such as text, a table, or a slide, with options for formatting. For example, if you copy and paste a slide and insert it after a slide that uses a different design template, you can choose to retain the original design for the slide or let the pasted slide assume the design of the slide it now follows.

#### AutoFit Options button

The **AutoFit Options** button appears when PowerPoint resizes text you're typing to make it fit the current <u>placeholder</u>. If you don't want the text to be resized, you can select options on the button menu to undo the resizing or to connect to the **AutoCorrect** dialog box to turn AutoFit settings off. Also, for single-column layouts, you can change to a two-column layout, start a new slide to accommodate the text, or split the text between two slides.

#### Automatic Layout Options button

The **Automatic Layout Options** button appears after you insert an item, such as a picture, diagram, chart, or table, that changes the initial <u>layout</u> of the slide. To accommodate the added item, PowerPoint will automatically adjust the slide layout. If you want, use the button options to undo the automatic layout or turn it off completely.

# **Use smart tags**

You can use <u>smart tags</u> to perform actions in Microsoft Office PowerPoint 2003 that you would normally open other programs to do. The purple dotted lines beneath text in your presentation indicate that a smart tag is available.



- Smart tag indicators
  - 1. Move the insertion point over text underlined with a purple dotted line until the **Smart Tag Actions** button appears.
  - 2. Click the down arrow Nate Sun to see the actions you can perform, and then select an action.

# **Change smart tag options**

Do one of the following:
Turn on or off smart tags
<ol> <li>On the Tools menu, click AutoCorrect Options, and then click the Smart Tags tab.</li> </ol>
2. Select or clear the <b>Label text with smart tags</b> check box.
Save or discard smart tags

Smart tags are not automatically saved when you close your presentation.

To save smart tags in your presentation:

- 1. On the **Tools** menu, click **AutoCorrect Options**, and then click the **Smart Tags** tab.
- 2. Select or clear the **Embed smart tags in this presentation** check box.

# Check for new smart tag recognizers

Additional <u>smart tags</u> and actions may be developed by Microsoft or third-party companies.

You may also find smart tags and actions created by information technology (IT) professionals for the specific products or services you work with.

- 1. On the **Tools** menu, click **AutoCorrect Options**, and then click the **Smart Tags** tab.
- 2. Click More Smart Tags.

A Web page listing smart tag items is displayed in your <u>Web browser</u>.

# **Remove smart tags**

Smart tags car	be either deleted or turned off in your presentations.
Remove	a single smart tag from text
1. Move the	insertion point over the text until the <b>Smart Tag Actions</b> button
2. Click the	button, and then click <b>Remove this Smart Tag</b> .
<b>Note</b> Microso edit text in the	oft PowerPoint will continue to mark smart tags when you add or presentation.
Remove	specific types of smart tags
Removes the s	mart tags that you specify, but leaves the feature turned on.
1. On the <b>T</b> o <b>Tags</b> tab.	ools menu, click AutoCorrect Options, and then click the Smart
•	ecognizers, clear the check boxes for the smart tags you want to
	your view, click <b>Check Presentation</b> .
Turn of	all smart tags
1. On the <b>T</b> o <b>Tags</b> tab.	ools menu, click AutoCorrect Options, and then click the Smart
2. Clear the	Label text with smart tags check box.
3. To update	e your view, click <b>Check Presentation</b> .

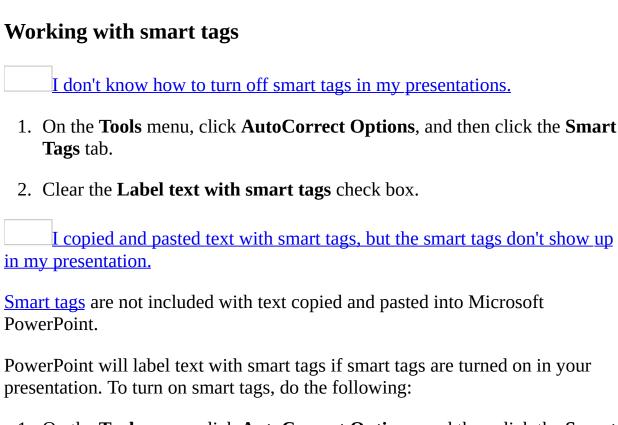
# Turn smart tags on or off

Smart tags are turned off by default in Microsoft Office PowerPoint 2003.

- 1. On the **Tools** menu, click **AutoCorrect Options**, and then click the **Smart Tags** tab.
- 2. Select or clear the **Label text with smart tags** check box.

# **Troubleshoot smart tags**

Some of the content in this topic may not be applicable to some languages.



- 1. On the **Tools** menu, click **AutoCorrect Options**, and then click the **Smart Tags** tab.
- 2. Select the **Label text with smart tags** check box.

The proofing icon is still on the status bar even though I turned off the automatic spelling checker.

When the spelling checker option is turned off, the checker continues to run in order to recognize <u>smart tags</u>.

If you want the spelling checker to be completely turned off, you also need to turn off smart tags.

<ol> <li>On the Tools menu, click AutoCorrect Options, and then click the Smart Tags tab.</li> </ol>
2. Clear the <b>Label text with smart tags</b> check box.
My document file size is larger when I save smart tags in my document.
<u>Smart tags</u> increase the file size. When document size is a concern, turn off the option to save smart tags.
<ol> <li>On the Tools menu, click AutoCorrect Options, and then click the Smart Tags tab.</li> </ol>
2. Clear the <b>Embed smart tags in this presentation</b> check box.
Smart tags aren't available
Smart tags aren't appearing in my slide show presentation.
Smart tags don't appear in Slide Show view.
My smart tags disappeared when I saved the presentation in an earlier version of PowerPoint.
If you save a Microsoft Office PowerPoint 2003 presentation in a format used in an earlier version of PowerPoint, your smart tags will not appear in the earlier version of the product. However, the smart tags will appear if you open the presentation again in Office PowerPoint 2003.
My smart tags don't show up when I view my presentation on the Web.
Microsoft Office PowerPoint 2003 does not support smart tags viewed in Internet Explorer.
I permanently removed a smart tag that I needed.
In the case that you mistakenly delete a specific <u>smart tag</u> , you can contact your Information Technology (IT) professional or do the following:

- 1. Navigate to directory: *drive*\**Documents and Settings**\*username*\**Application Data**\**Microsoft**\**Smart Tags**\**Exceptions**
- 2. Right-click Ignore.xml, and open the file using Notepad.
- 3. Browse through the file until you find the entry for the smart tag data that is mistakenly not recognized and delete all text starting with the first **<ST:item>** before it, and ending with the next **</ST:item>** after it (including the tags).

I don't see smart tags when I type a name not recognized by the English language.

If you are working in a language other than English, the name of any person you send an e-mail message to in Microsoft Outlook will later be recognized in Microsoft Office PowerPoint 2003 as a person name <u>smart tag</u>.

I don't see smart tags when I type a date.

Smart tags only recognize dates after 1970.

#### **About music and sounds**

You can add music and sounds from files on your computer, a network, the Internet, or Microsoft Clip Organizer. You can also record your own sounds to add to a presentation, or use music from a CD.

You insert music or sounds on a slide, and a sound icon that represents the sound file appears. To play the music or sound, you can set it to start automatically when the slide displays, start on a mouse-click, start automatically but with a time delay, or play as part of an animation sequence. If you don't want the icon to be visible, you can drag it off the slide and set up the sound to play automatically.

If Microsoft PowerPoint doesn't support a particular media type or feature and cannot play a sound file, you can try playing it in Microsoft Windows Media Player, which is part of Microsoft Windows and plays multimedia files in PowerPoint when you insert the sound as an object.

You need speakers and a sound card on your computer to play music and sounds. To find out what's installed and what settings are in use, check the multimedia and sounds settings in Windows Control Panel.

By default, sounds are automatically <u>linked</u> to your file, rather than <u>embedded</u> in it, if they are greater than 100 KB in size. You can change this default to be more or less than 100 KB. When your presentation has linked files, you must copy the linked files as well as the presentation if you are going to be giving the presentation on another computer.

## Add music or sound effects to a slide

- 1. Display the slide to which you want to add music or sound effects.
- 2. On the **Insert** menu, point to **Movies and Sounds**, and then do one of the following:

#### Insert a sound file

• Click **Sound from File**, locate the folder that contains the file, and then double-click the file you want.

#### Insert a sound clip from Clip Organizer

• Click **Sound from Clip Organizer**, scroll to find the clip you want, and click it to add it to the slide.

**Note** To do a search for clips in Clip Organizer, fill in the **Search for:** box and click **Go**. To get more information about finding the clip you want, click **Tips for finding clips** at the bottom of the task pane; it gives details on finding files using wildcards and adding your own clips to the Clip Organizer.

- 3. When a message is displayed, do one of the following:
  - To play the music or sound automatically when you go to the slide, click **Automatically**.
  - To play the music or sound only when you click the sound icon �, click **When Clicked**.
- 4. To adjust settings for when the sound file stops: click the sound icon ♠, right-click, and on the shortcut menu, click **Custom Animation**.
- 5. In the **Custom Animation** task pane, click the arrow on the selected item in the **Custom Animation** list, and then click **Effect Options**.
- 6. On the **Effect** tab, under **Stop playing**, do one of the following:
  - To stop the sound file on mouse-click of the slide, select **On click** (the default).
  - To stop the sound file after this slide, click **After current slide**.
  - To keep the sound file playing for several slides, click **After**, and then

set the total number of slides the file should play on.

#### <u>Tips</u>

- If the length of the sound file isn't long enough for continuous play on a slide, click the sound icon �, right-click, click **Edit Sound Object**, and in the **Sound Options** dialog box, select the **Loop until stopped** check box to repeat the sound continuously.
- You can also add music to a presentation by playing a CD, but in that case
  music files are not added to the slide. To create settings for the CD, on the
  Insert menu, point to Movies and Sounds, and click Play CD Audio
  Track.

#### Add a sound to an animation

The text or object must already have an <u>animation</u> applied to it before you can complete this process.

- 1. On the slide, select the text or object you want to add an additional effect to.
- 2. On the **Slide Show** menu, click **Custom Animation**.
- 3. In the **Custom Animation** <u>task pane</u>, click the arrow on the selected item in the <u>Custom Animation list</u>, and then click **Effect Options**.
- 4. On the **Effect** tab, under **Enhancements**, click the arrow in the **Sound** list, and do one of the following:
  - If you want to add a sound from the list, click an option.
  - If you want to add a sound from a file, click **Other sound**, and then navigate to the file.

# Change the default setting for linking sound files

- 1. On the **Tools** menu, click **Options**, and then click the **General** tab.
- 2. In the **Link sounds with file size greater than** box, click the arrows to change the minimum kilobytes required for sound files to be automatically <u>linked</u> to your presentation.

## Play a CD during a presentation

- 1. Insert the CD into the CD-ROM drive.
- 2. On the **Slides** tab in normal view, click the slide you want the music to start playing on.
- 3. On the **Insert** menu, point to **Movies and Sounds**, and then click **Play CD Audio Track**.
- 4. Under **Clip selection**, in the **Start at track** and **End at track** boxes, set the starting and ending track number. (To play only one track or part of a track, put the same number in both boxes.)
- 5. In the **time:** boxes, set the starting time for the starting track and ending time for the ending track. By default, the start time is zero and the end time is the total number of minutes for the ending track.
- 6. If you want the music to repeat, select the **Loop until stopped** check box.
- 7. Click **OK**, and when prompted, do one of the following:
  - To play the music automatically when you go to the slide, click **Automatically**.
  - To play the music when you click the CD icon \*, click When Clicked.

**Note** If you choose to start the music with a mouse click, the CD icon will appear on your slide even if you've selected the **Hide sound icon during slide show** check box.

- 8. To adjust settings for when to stop the music: on the slide, click the CD icon \$\mathbb{S}\$, right-click, and on the shortcut menu, click **Custom Animation**.
- 9. In the **Custom Animation** task pane, right-click the arrow on the selected item in the **Custom Animation** list, and then click **Effect Options**.
- 10. On the **Effect** tab, under **Stop playing**, do one of the following:
  - To stop the music on mouse-click of the slide, select **On click** (the default).
  - To stop the music after this slide, click **After current slide**.
  - To keep the music playing for several slides, click **After**, and then set the total number of slides the music should play on.

#### **Notes**

- You need to insert the CD into the CD-ROM drive to play it during the presentation.
- To change the settings for track number and start and end time, right-click the CD icon \*\*, and on the shortcut menu, click **Edit Sound Object** to display the **CD Audio Options** dialog box.

#### **About movies and animated GIFs**

"Movies" are desktop video files with formats such as AVI, QuickTime, and MPEG, and file extensions such as .avi, .mov, .qt, .mpg, and .mpeg. A typical movie might include a speaker talking— an executive, for example— who is not able to be at the actual presentation. Or, you might use a movie to demonstrate a type of training.

An animated GIF file includes motion and has a .gif file extension. Though not technically movies, animated GIFs contain multiple images which stream to create an animation effect; they are often used to accent a design or Web site.

You can add movies and animated GIFs to slides from files on your computer, the Microsoft Clip Organizer, a network or intranet, or the Internet. To add the movie or animated GIF, insert it onto the specific slide using commands on the **Insert** menu. There are several ways you can start it: have it play automatically when the slide displays; click it with the mouse; or create a timing for it so that it plays after a certain delay. It can also be part of an animation sequence.

Although accessed through the **Insert** menu, movie files are automatically <u>linked</u> to your presentation, rather than <u>embedded</u> inside it like pictures or drawings. When your presentation has linked files, you must copy the linked files as well as the presentation if you need to show the presentation on another computer.

#### **Using Microsoft Windows Media Player for movies**

If Microsoft PowerPoint won't play a movie file you try to insert, try to play the movie in Windows Media Player. First, test the movie outside of PowerPoint by opening Windows Media Player and opening your file from the **File** menu. If the movie doesn't play, Windows Media Player gives you detailed error messages and a Help link that can help you troubleshoot the problem.

If the movie plays in Windows Media Player, you can then insert it from within PowerPoint by clicking **Object** on the **Insert** menu and inserting it as a media clip.

A movie that you play in PowerPoint using Windows Media Player cannot have animation settings and special timings assigned to it; instead, you play it by clicking buttons in the Windows Media Player.

# Add a movie or animated GIF to a slide

"Movies" are desktop video files with formats such as AVI, QuickTime, and MPEG, and file extensions such as .avi, .mov, .qt, .mpg, and .mpeg. An animated GIF file always has a .gif file extension.

- 1. Display the slide to which you want to add a movie or animated GIF.
- 2. Do one of the following:

#### Add a movie or animated GIF file

1. On the **Insert** menu, point to **Movies and Sounds**, click **Movie from File**, locate the folder that contains the file you want, and then double-click the file.

**Note** A movie or .gif file that you've added to <u>Clip Organizer</u> is found in the **Clip Organizer** folder within the **My Pictures** folder on your hard disk. Or, go to the original location for these files.

- 2. When a message is displayed, do one of the following:
  - To play the movie or GIF automatically when you go to the slide, click **Automatically**.
  - To play the movie or GIF only when you click it, click **When Clicked**.

**Note** If you try to insert a movie and you get a message saying that Microsoft PowerPoint can't insert the file, try inserting the movie to play in Windows Media Player.

#### How?

- 1. In Windows, launch **Windows Media Player** (from the **Start** button, on the **Accessories** submenu).
- 2. On the **File** menu in Windows Media Player, click **Open**, and then

type the path or browse for the file you want to insert, and click **OK**.

- If the movie opens and plays, complete the remaining steps in this task.
- If the movie cannot play, then it won't play when you open the Windows Media Player in PowerPoint, so don't complete this task. You can consult Windows Media Player Help to try to troubleshoot the problem. Also, in PowerPoint, search on "Troubleshoot movies" in the **Ask a Question** box on the menu bar to get more suggestions.
- 3. Display the slide you want the movie on in PowerPoint, and on the **Insert** menu, click **Object**.
- 4. Under **Object Type**, click **Media Clip**, and make sure **Create new** is selected. If you want the movie to display as an icon, select the **Display as icon** check box.
- 5. Click **OK**.
- 6. On the **Insert Clip** menu in Windows Media Player, click **Video for Windows**.
- 7. In the **Files of type** list, select **All Files**, select the file, and then click **Open**.
- 8. To play it, click the **Play** button just below the menu bar, on the upper left; to insert it onto your slide, click outside the movie frame.

#### Add a motion clip from Microsoft Clip Organizer

- 1. On the **Insert** menu, point to **Movies and Sounds**, and click **Movie from Clip Organizer**.
- 2. In the **Clip Art** <u>task pane</u>, scroll to find the clip you want, and click it to add it to the slide.
- 3. If a message is displayed, do one of the following:
  - To play the movie or GIF automatically when you go to the slide, click **Automatically**.
  - To play the movie or GIF only when you click it, click When Clicked.

#### **Notes**

 Clip Organizer initially includes a collection of animated GIFs. Other GIF files and movie files you add to Clip Organizer will also appear in the task pane. To do a search for clips in Clip Organizer, fill in the Search for: box, fill in the search criteria and click Go. To get more information about finding the clip you want, click Tips for finding clips at the bottom of the task pane; it gives details on finding files using wildcards and adding your own clips to the Clip Organizer.



To preview a clip: in the **Clip Art** task pane, in the **Results** box that displays the clips available, move your mouse pointer over the clip's thumbnail; click the arrow that appears; and then click **Preview/Properties**.

# Preview a movie or animated GIF in a presentation

• In normal view, display the slide, and click **Slide Show** in the lower-left corner of the Microsoft PowerPoint window. If you set up the movie or animated GIF to play when you click it, you'll have to click it to play it. (Or, if you've inserted a movie as an object to play in Microsoft Windows Media Player, you may have to click **Stop**, **Start**, and **Pause** buttons.)

#### **Notes**

- You can also preview a movie in normal view by double-clicking it.
- If your movie or animated GIF is part of a custom animation sequence, you can preview it by clicking **Play** in the **Custom Animation** <u>task pane</u>.

# Rewind a movie after it plays

When you set a movie to rewind, it automatically goes back to the first frame and stops after playing once.

- 1. On the slide, right-click the movie.
- 2. On the **shortcut menu**, click **Edit Movie Object**.
- 3. Select the **Rewind movie when done playing** check box.

**Note** Some media formats, such as .GIF files, are categorized as movie clips by the Clip Art feature in Microsoft Office but are not actually digital video. The **Edit Movie Object** command is enabled only with digital video files.

# Delete a movie or animated GIF from a slide

• On the slide, click the movie or animated GIF to select it, and then press DELETE.

Repeat for each slide you want to delete the file from. (If the movie or .gif is on a <u>slide master</u>, you only need to delete it from the slide master. To display the slide master, on the **View** menu, point to **Master**, and then click **Slide Master**.)

#### Resize a movie

You can resize a movie to the full size of the slide (though that may not be the optimal size for viewing the movie).

- 1. Click the inserted movie you want to resize.
- 2. Do one of the following:

Resize to full screen

- 1. Right-click the movie and on the menu select **Edit Movie Object**.
- 2. In the **Movie Options** dialog box, under **Display options**, check the **Zoom to full screen** check box.

Resize by dragging

- 1. Position the mouse pointer over one of the sizing handles.
- 2. To increase or decrease the size in one or more directions, drag the mouse away from or toward the center. For additional control, do any of the following:
  - To keep the center of the movie in the same place, hold down CTRL while dragging the mouse.
  - To keep the movie from snapping to the <u>grid</u> after sizing, press ALT while dragging the mouse.

Release the mouse, and then release CTRL or ALT.

**Note** By default, Microsoft PowerPoint maintains the proportions (locks the aspect ratio) of the movie as you drag.

Resize to a selected height and width

- 1. On the **Format** menu, click **Picture**, and then click the **Size** tab.
- 2. To maintain the movie's height-to-width proportions, select the **Lock aspect ratio** check box.

- 3. Do one of the following:
  - Under Size and rotate, type a number or use the arrows to enter a number in the Height and Width boxes.
  - Under **Scale**, type a number or use the arrows to enter a number for the percentage of size you want relative to the movie's original size.

#### Reset to best scale for presentation

- 1. On the **Format** menu, click **Picture**, and then click the **Size** tab.
- 2. Select the **Best scale for slide show** check box, and then click **Reset**.

#### **Notes**

- Selecting the **Best scale for slide show** check box prevents videos from skipping when they're played.
- If you have inserted the movie as an object that plays in Microsoft Windows Media Player, the **Best scale for slide show** option may not be available.

# Loop a sound or movie

When you loop a sound or movie, the file plays until you advance to the next slide.

- 1. On the slide, right-click the sound icon **♦** or movie.
- 2. On the shortcut menu, click Edit Sound Object or Edit Movie Object.
- 3. Select the **Loop until stopped** check box.

**Note** Some media formats, such as .GIF files, are categorized as movie clips by the Clip Art feature in Microsoft Office but are not actually digital video. The **Edit Movie Object** command is enabled only with digital video files.

# Start a movie or sound automatically or on mouse-click

The steps below are for movie or sound files on a slide that has no custom animation sequences or <u>animation schemes</u>.

- 1. On the slide, right-click the sound icon **∜**or movie.
- 2. On the shortcut menu, click **Custom Animation**.
- 3. Under **Modify: Play** in the **Start** box, click one of the following:
  - To play the sound or movie automatically, click **With Previous**.
  - To play the sound or movie when you click the mouse, click **On Click**.

#### **Troubleshoot movies**

I tried to insert a movie, but I got a message saying PowerPoint can't play the file.

If the movie is in a format that Microsoft PowerPoint doesn't support, you might be able to play it in the Microsoft Windows Media Player. If the movie is a QuickTime file, see also the next item in this troubleshooter.

- 1. In Microsoft Windows, launch **Windows Media Player** (from the **Start** button, on the **Accessories** submenu).
- 2. On the **File** menu in Windows Media Player, click **Open**, and then type the path or browse for the file you want to insert, and click **OK**.
  - If the movie opens and plays, complete the remaining steps in this task.
  - If the movie cannot play, then it won't play when you open the Windows Media Player in PowerPoint, so don't complete this task.
     You can consult Windows Media Player Help to try to troubleshoot the problem. Also, see the next item in this troubleshooter regarding QuickTime movies.
- 3. Display the slide you want the movie on in PowerPoint, and on the **Insert** menu, click **Object**.
- 4. Under **Object Type**, click **Media Clip**, and make sure **Create new** is selected. If you want the movie to display as an icon, select the **Display as icon** check box.
- 5. Click **OK**.
- On the **Insert Clip** menu in Windows Media Player, click **Video for** Windows.
- 7. In the **Files of type** list, select **All Files**, select the file, and then click **Open**.
- 8. To play it, click the **Play** button just below the menu bar, on the upper left; to insert it onto your slide, click outside the movie frame.

When you insert a movie as an object, you cannot make it part of a custom animation.

I right-clicked my movie clip, but I can't edit the movie object.
Some media formats, such as .GIF files, are categorized as movie clips by the Clip Art feature in Office but are not actually digital video. The <b>Edit Movie Object</b> command works only with digital video files.
PowerPoint won't play my QuickTime movie file in either PowerPoint or Microsoft Windows Media Player.
Try to play the movie in Microsoft PowerPoint by creating a link to an application that will play it. The application must be installed on your computer.
1. Open the movie file from your desktop to see if you have another application installed that will play the file. If you can play the movie, continue with this task.
If you don't have a program that will play the movie, try downloading the appropriate QuickTime program from the Apple Computer, Inc., Web site, and proceed with this task.
<ol> <li>Display the slide you want the movie on in PowerPoint, and on the Slide Show menu, point to Action Buttons, then select the Movie action button.</li> <li>Draw a button on the slide. The Action Settings dialog box appears; click Run program and then click Browse.</li> <li>In the Browse dialog box, change Files of type to All Files. Then browse to your movie file and click OK.</li> <li>Click OK in the Action Settings dialog box.</li> </ol>
During a presentation, when you get to the slide with the movie object on it, click the movie object to launch the application that plays the movie. If the application doesn't automatically play the movie, you will have to click a command within the application to launch the movie.
The above steps are also useful for running other applications during a presentation when you want to use an unsupported multimedia type.
My movie is not smooth; how can I improve its playback quality?

• It may be that the computer you're playing it on doesn't have adequate

memory (RAM) to play the movie smoothly. Other factors that affect playback are the type of computer processor and its speed, plus the RPM speed of your hard disk.

- Video compression can affect playback. With greater video compression, there's less information to process and performance is enhanced.
- You may have to make the movie smaller. Try setting it to the best scale for a presentation:
  - 1. Click the movie to select it.
  - 2. On the **Format** menu, click **Picture**, and then click the **Size** tab.
  - 3. Select the **Best scale for slide show** check box, and then click **Reset**.
- For generally better performance, play movies from the presentation directory rather than from a CD or network.

#### Can I use my DVD to add a digital video movie?

This isn't possible in Microsoft PowerPoint. However, some third-party companies manufacture add-ins that allow PowerPoint to play DVD video during a presentation.

# About recording a voice narration for a presentation

You might want to add narration to a presentation in the following cases:

- For a Web-based presentation
- For archiving a meeting so that presenters can review it later and hear comments made during the presentation
- For self-running slide show presentations

Your computer must be equipped with a sound card, microphone, and speakers for you to record and hear a narration. You can record the narration before you run a presentation, or record it during the presentation and include audience comments in the recording.

If you don't want narration throughout the presentation, you can record comments on selected slides. When you're finished recording a narration, a sound icon appears on each slide where you've recorded. You can either click the icon to play the sound, or set up the sound to play automatically.

Because voice narration takes precedence over other sounds, if you've inserted another sound to play automatically in the presentation, it gets overridden by the narration.

### **Automatic slide timings**

As you record, Microsoft PowerPoint records the amount of time you take on each slide. You can choose to save these slide timings with the narration, or you can set slide timings separately. Slide timings are especially useful if you want the presentation to run through automatically. You can turn them off when you don't want the presentation to use them.

#### **Embed or link the narration**

You have a choice to either link or embed the narration.

- If you embed the narration, the narration sound file becomes part of the presentation and it travels with the presentation. However, embedding the narration results in a large file size.
- If you want the file size to be smaller, you can link the narration. The file is then stored where you specify on your hard drive and plays with the presentation. If you present the show on a different computer, you must carry the linked sound file with you and install it on that computer. A linked file will also play faster.

#### **Accompany the narration with notes**

Because audience needs and computer equipment varies, consider accompanying your narration with notes. This benefits anyone who is deaf or hard of hearing or whose computer lacks a sound card. If you save the presentation as a Web page (.htm file), the notes will appear beneath each slide as it displays. If you save it as a presentation (.ppt) file, you can print out the notes and make them available to your audience.

### Record a voice narration

When you record a narration, you run through the presentation and record on each slide. You can pause and resume recording.

To record a voice narration, you need a sound card, microphone, and speakers.

- 1. On the **Outline** tab or **Slides** tab in normal view, select the slide icon or thumbnail that you want to start the recording on.
- 2. On the **Slide Show** menu, click **Record Narration**.
- 3. Click **Set Microphone Level**, follow the directions to set your microphone level, and then click **OK**.
- 4. Do one of the following:
  Embed the narration
  Click **OK**.
  Link the narration
  - 1. Select the **Link narrations in** check box, and click **Browse**.
  - 2. Click a folder in the list, and then click **Select**.
  - 3. Click **OK**.
- 5. If in step 1 you selected the first slide to begin the recording on, go to step 6. If you selected a different slide to begin the recording on, the **Record Narration** dialog box appears. Do one of the following:
  - To start the narration on the first slide in the presentation, click **First Slide**.
  - To start the narration on the currently selected slide, click **Current Slide**.
- 6. In slide show view, speak the narrative text into the microphone, and click in the slide to advance. Speak the narrative text for that slide, advance to the next slide, and so on. You can pause and resume the narration.

#### How?

- To pause and resume the narration, right-click the slide, and on the shortcut menu, click **Pause Narration** or **Resume Narration**.
- 7. Repeat step 6 until you've run through the slides, and when you come to the black Exit screen, click in it.
- 8. The narration is automatically saved, and a message appears asking if you want to save the timings for the show as well. Do one of the following:
  - To save the timings, click **Save**. Your slides appear in slide sorter view, with the slide timings shown below each one.
  - To cancel the timings, click **Don't Save**. (You can record the timings separately.)

**Note** In your presentation, only one sound can play at a time. So if you have inserted a sound that is to play automatically, it will get overridden by voice narration.

### Tips

- To run the presentation without narration, on the **Slide Show** menu, click **Set Up Show**, and then select the **Show without narration** check box.
- If you have saved slide timings but want to run the presentation without the timings, on the **Slide Show** menu, click **Set Up Show**, and under **Advance slides**, click **Manually**. When you want the timings on again, click **Using timings**, **if present**.

# Record a sound or voice comment on a single slide

To record and hear a sound or comment, you need a sound card, microphone, and speakers.

- 1. Display the slide you want to add a sound or comment to.
- 2. On the **Insert** menu, point to **Movies and Sounds**, and then click **Record Sound**.
- 3. To record the sound or voice comment, click **Record** .
- 4. When you are finished recording, click **Stop** .
- 5. In the **Name** box, type a name for the sound, and then click **OK**.

A sound icon  $\P$  appears on the slide.

# Preview narration, music, or sound in a presentation

Do one of the following:

- In normal view, on the slide, double-click the sound icon ∜ or CD icon ♥.
- In normal view, display the slide, and click **Slide Show** in the lower left of the Microsoft PowerPoint window. If you set up the sound or music to play on a mouse click, you'll have to click the sound icon or CD icon to play it.

**Note** If you are previewing a CD audio track, you need to insert the CD into the CD-ROM drive to preview it.

### Re-record a voice narration

To record narration, you need a sound card, microphone, and speakers.

- 1. On the **Outline** tab or **Slides** tab in normal view, select the slide icon or thumbnail that you want to start re-recording on.
- 2. On the **Slide Show** menu, click **Record Narration**.
- 3. Do one of the following:
  - If you've already tested your microphone, click **OK**.
  - To test your microphone, click **Set Microphone Level**, follow the directions, click **OK**, and then click **OK** again.
- 4. If in step 1 you selected the first slide to begin the recording on, go to step5. If you selected a different slide to begin the recording on, the **Record**Narration dialog box appears. Do one of the following:
  - To start the narration on the first slide in the presentation, click **First Slide**.
  - To start the narration on the currently selected slide, click **Current Slide**.
- 5. When the slide appears in slide show view, record the narration for the slide, and then do one of the following:
  - To stop re-recording, press **ESC**.
  - To continue re-recording, click the mouse to advance to the next slide, speak the narration on the slide, and click to the next slide to continue re-recording. To end the re-recording before you go through all the slides, press ESC. If you want to re-record through all the slides, just click when you get to the black Exit screen.
- 6. The narration is saved, and a message appears asking if you want to save the timings for the slides as well. Do one of the following:
  - To save the timings, click **Save**.
  - To cancel the timings, click **Don't Save**.

# Delete narration, music, or sound from a slide

- 1. On the slide, select the sound icon **♦** or CD icon **♦**, and then press **DELETE**.
- 2. Repeat for each slide you want to delete the file from.



If you want to run the presentation without the narration but you don't want to delete the narration, on the **Slide Show** menu, click **Set Up Show**, and then select the **Show without narration** check box.

# Turn narration on or off in a presentation

- 1. On the **Slide Show** menu, click **Set Up Show**.
- 2. To turn narration on or off, under **Show options**, clear or select the **Show without narration** check box.

# Troubleshoot narration, music, and sounds

I want to hide the sound	icon

You can't hide it, but if you set it to play automatically, you can drag the icon off the slide so it doesn't show in the presentation, and it will play without your having to click it. You can set it to play automatically when you first add the sound file.

To create the automatic setting later:

- 1. Click the sound file to select it, and then right-click.
- 2. On the shortcut menu, click **Custom Animation**.
- 3. In the **Custom Animation** task pane, in the **Start** box under **Modify: Play**, click the arrow and select **With Previous**.

**Note** If there is a custom animation sequence or <u>animation scheme</u> on the slide, the **With Previous** command works in the context of the animations. Also, **After Previous** is an option for automating the sound, if it is part of an animation sequence.

I want to create a custom CD soundtrack for my slide show						_		_
I want to create a castom of soundination for my single show	I want to	create a	custom	CD	soundtrack	for m	v slide	show.

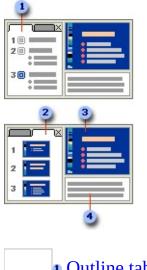
Microsoft PowerPoint doesn't support any custom CD soundtrack add-ins; however, you can insert a CD into the presentation computer and create settings for it to play during the presentation.

# **About PowerPoint views**

Microsoft PowerPoint has three main views: normal view, slide sorter view, and slide show view. You can select a view, based on these main views, to be your default view in PowerPoint.

#### **Normal view**

Normal view is the main editing view, which you use to write and design your presentation. The view has three working areas: on the left, tabs that alternate between an outline of your slide text (**Outline** tab) and your slides displayed as thumbnails (**Slides** tab); on the right, the slide pane, which displays a large view of the current slide; and on the bottom, the <u>notes pane</u>.



Outline tab

Showing your slide text in outline form, this area is a great place to start writing your content— to capture your ideas, plan how you want to present them, and move slides and text around.

Slides tab

Switch to this tab to see the slides in your presentation as thumbnail-sized images while you edit. The thumbnails make it easy for you to navigate through your presentation and to see the effects of your design changes. You can also rearrange, add, or delete slides.

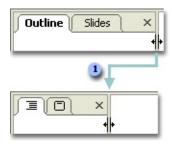
3 Slide pane

With the current slide shown in this large view, you can add text, insert pictures, tables, charts, drawing objects, text boxes, movies, sounds, hyperlinks, and animations.

#### Notes pane

Add notes that relate to each slide's content, and use them in printed form to refer to as you give your presentation, or create notes that you want your audience to see either in printed form or on a Web page.

The **Outline** and **Slides** tabs change to display an icon when the pane becomes narrow, and if you only want to see the current slide in the window as you edit, you can close the tabs with a **Close** box in the right corner.



• Drag the splitter bar to narrow the pane; the tab names turn into icons.

You can adjust the size of the different panes in normal view by dragging the pane borders.

#### Slide sorter view

Slide sorter view is an exclusive view of your slides in thumbnail form.



When you are finished creating and editing your presentation, slide sorter gives you an overall picture of it— making it easy to reorder, add, or delete slides and preview your transition and animation effects.

#### **Slide show view**

Slide show view takes up the full computer screen, like an actual slide show presentation. In this full-screen view, you see your presentation the way your audience will. You can see how your graphics, timings, movies, <u>animated</u> elements, and transition effects will look in the actual show.

# About working in an outline format

The outline format helps you edit your presentation's content and move bullet points or slides around. When you write using the **Outline** tab, buttons become available on the **Standard** and **Formatting** toolbars that let you increase or decrease text indents, collapse and expand content so that you see slide titles but no subordinate bullet points, and show or hide text formatting as you work.

The content in your outline can come from many sources: you can type it in originally; use prepared text provided by the **AutoContent** wizard; or insert text that has heading and subheading styles and is in another file format, such as .txt or .doc, from Microsoft Word.

When you save your presentation as a Web page, the text on the **Outline** tab becomes a table of contents so that you can navigate through the slides.

To use a toolbar that's dedicated to working with text in an outline, display the **Outlining** toolbar.

### Select a default view

When you select a default view, Microsoft PowerPoint will always open in that view. Among the views available are slide view, outline view, and variations on normal view.

- 1. On the **Tools** menu, click **Options**, and then click the **View** tab.
- 2. Under **Default View**, select the view you want.

**Note** By default, PowerPoint displays normal view with the **Outline** tab open. Changes you make to the size of panes in the view or to the view itself are saved and redisplayed with the presentation in which you made the changes, but those customizations are not saved outside that presentation. To make the default view apply every time you open PowerPoint, follow the steps above.

# Change the size of slide thumbnails

Do one of the following:

- Select the thumbnail, click **Zoom** on the **Standard** toolbar, and click the percentage of zoom that you want.
- On the **Slides** tab in normal view, drag the vertical splitter bar on the right of the tab to increase or decrease the size of the thumbnails.

# Show or hide the Outline and Slides tabs

In normal view, you can hide the pane containing the **Outline** and **Slides** tabs so that you see just the slide pane.

Do one of th	ne following:		
Hide	the tabs		
	he <b>Close</b> box in the upper-rig the right side of the tabs) al	•	0 1
Show	the tabs		
of the l	Normal View (Restore Pane Microsoft PowerPoint windo w and drag the splitter bar ba	w, or point to th	in the lower left corner e left border of the

**Note** If you want to display only slide thumbnails, click **Slide Sorter View** in the lower left corner of the Microsoft PowerPoint window.

# Hide the notes pane or outline pane for a Web presentation

Use this procedure for a presentation that is <u>published</u> as a <u>Web page</u> or a <u>Single File Web Page</u>. You must have other navigation controls (for example, <u>action buttons</u>) for the presentation to run without having the slide navigation option turned on.

- 1. In Microsoft PowerPoint, open the Web presentation you want.
- 2. On the **File** menu, click **Save as Web page**.
- 3. Do one of the following:

Hide both the outline and the notes panes

- 1. Click **Publish**, and then click **Web Options**.
- 2. On the **General** tab, clear the **Add slide navigation controls** check box.

Hide only the notes pane

- Clear the **Display speaker notes** check box.
- 4. Click Publish.



You can also temporarily hide or show the outline or notes for a presentation that has been published, when you view the presentation in a <u>browser</u>.

Do one or both of the following:

- To hide the notes pane, click **Notes** at the bottom center of the browser window.
- To hide the outline pane, click **Outline** at the bottom left of the browser window.

### Move the Outline and Slides tabs

The feature or some of the options described in this Help topic are only available if support for <u>right-to-left</u> languages is enabled through Microsoft Office Language Settings.

On the **View** menu, point to **View Direction**, and then do one of the following:

- To move the **Outline** and **Slides** tabs to the right side of the presentation window, click **Right-to-Left**.
- To move the **Outline** and **Slides** tabs to the left side of the presentation window, click **Left-to-Right**.

**Note** If you are using the Arabic or Hebrew version of Microsoft PowerPoint, the **Outline** and **Slides** tabs automatically appear to the right of the presentation window.

### Move text in an outline

	1.	Select	the	text	you	want	to	move.
--	----	--------	-----	------	-----	------	----	-------

How?

- To select all text on a slide, on the **Outline** tab in normal view, point to the slide icon , and when the pointer changes to a four-pointed arrow, click the icon.
- To select a bulleted item and all its subordinate paragraphs, point to the bullet, and when the pointer changes to a four-pointed arrow, click.
- To select just the paragraph and none of its subordinate paragraphs, either drag to select the text or use one of the following keyboard methods, with the insertion point at the start of the selection (the start can be either on the left or the right of the word or set of characters):
  - To select entire words, press CTRL+SHIFT+RIGHT/LEFT ARROW.
  - To select characters, press SHIFT+RIGHT/LEFT ARROW.
- 2. Do one of the following:

Drag text

- To drag a selected paragraph that's next to a bullet or slide icon, point to the bullet or icon, and when the four-pointed arrow appears, drag up, down, left, or right. As you drag, the pointer changes to a twopointed vertical or horizontal arrow, and a line appears to mark the destination of the text.
- To drag a few words you have selected, point to the selection, click, and when an empty, gray box appears on the pointer, drag the selection.

Move text using toolbar buttons

• On the **Formatting** toolbar, click **Decrease Indent** or **Increase Indent**.

#### Move text using the keyboard

- To decrease the indent of a selection, click SHIFT+TAB or ALT+SHIFT+LEFT ARROW.
- To increase the indent of a selection, click TAB or ALT+SHIFT+RIGHT ARROW.
- To move a selection up, click ALT+SHIFT+UP ARROW.
- To move a selection down, click ALT+SHIFT+DOWN ARROW.

# Decrease or increase text indents in an outline

On the **Outline** tab in normal view, click the text whose indent level you want to change.

- To decrease an indent, on the **Formatting** toolbar, click **Decrease Indent ;**, or press SHIFT+TAB.
- To increase an indent, on the **Formatting** toolbar, click **Increase Indent** , or press TAB.

#### Tips

- You can also press ALT+SHIFT+LEFT ARROW to decrease a text indent and ALT+SHIFT+RIGHT ARROW to increase a text indent.
- If you want a slide title to be part of the bulleted list in the preceding slide, click the title text, and then click **Increase Indent** or press TAB. The text position moves up to a bulleted list, and you can continue adding to the bulleted list. (Text below the original slide title also moves up).
- To change a bulleted list item to a slide title on the following slide, click the text, and then click **Decrease Indent** or press SHIFT+TAB. (Items below text in your original list move down to the next slide.)

# Send notes, handouts, or an outline to Word

Use this procedure when you want to send your notes, handouts, or outline to Microsoft Word before you print.

- 1. With your presentation open in Microsoft PowerPoint, on the **File** menu, point to **Send To**, and then click **Microsoft Word**.
- 2. Do one of the following:
  - To send notes, click either the **Notes next to slides** or **Notes below slides** check box.
  - To send handouts, click either **Blank lines next to slides** or **Blank lines below slides** check box.
  - To send an outline, click **Outline only**.

# Troubleshoot working on the Outline tab

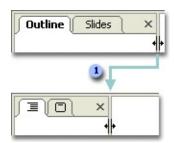
I clicked a Close box and now the Outline and Slides tabs have disappeared from the window.					
The <b>Close</b> box is in the upper-right corner of the <b>Outline</b> and <b>Slides</b> tabs. To redisplay normal view with the tabs restored, do one of the following:					
<ul> <li>On the View menu, click Normal (Restore Panes).</li> <li>In the lower left of the Microsoft PowerPoint window, click Normal View</li> </ul>					
(Restore panes)					
I inserted text into PowerPoint but I don't get all the text from the original document.					
Microsoft PowerPoint bases its formatting of outlines (inserted from other files, such as a .doc file in Microsoft Word) on heading styles in the original document. Even the lowest level of text on the slide has to be based on a heading, rather than the normal style (which is what body text in Word documents is styled as), in your original document. If there's body text in your original document that you want to be a level of text on your slide, make sure it's styled as a heading. PowerPoint formats up to five levels of text.					
I decreased the indent to move a bulleted list item on a slide to the level of a title, but after a certain point, the button wasn't available anymore.					
On a slide, you can decrease a text indent (using <b>Decrease Indent</b> or SHIFT+TAB) only up to the top level for body text; you cannot decrease it up to the level of title text. To decrease or increase indents for title text and body text, edit the text on the <b>Outline</b> tab instead of on the slide.					
I'm trying to drag my text to a new position on the slide, but I don't get the pointer or gray box that indicates I can drag the text.					

Drag-and-drop editing might be turned off. On the **Tools** menu, click **Options**. On the **Edit** tab, select the **Drag-and-drop text editing** check box. Now, when you select text on the slide and point to it, you'll see the pointer, and when you click, a gray box will appear, letting you know you can drag the text.

# **Troubleshoot PowerPoint views**

I want to display the old slide view.			
In normal view, if you close the <b>Outline</b> and <b>Slides</b> tabs, you will get slide view. Do one of the following:			
<ul> <li>To close the tabs, click the Close box to the right of the tabs. To return to normal view, click Normal View (Restore Panes) in the lower left corner of the Microsoft PowerPoint window.</li> <li>To hide the tabs, drag the vertical splitter bar, on the right side of the tabs, all the way to the left of the window. To show the tabs again, just drag the bar back to the right.</li> </ul>			
I want Microsoft PowerPoint to always open in a particular view.			
<ol> <li>On the <b>Tools</b> menu, click <b>Options</b>, and then click the <b>View</b> tab.</li> <li>Under <b>General</b>, select the view in which you want PowerPoint to always open.</li> </ol>			
I want to create a command or button for a view that I use a lot or for an earlier view in Microsoft PowerPoint that I still want.			
<ol> <li>On the <b>Tools</b> menu, click <b>Customize</b>, and then click the <b>Commands</b> tab.</li> <li>In the <b>Categories</b> list, click <b>View</b>.</li> <li>Drag the command for the view you want (<b>Slide</b>, <b>Outline</b>, or <b>Slide Miniature</b>, for instance) from the <b>Commands</b> list to the menu or toolbar you want to add it to.     </li> </ol>			
When you point to an area that's within a toolbar or on a menu or the menu bar, a plus sign shows as part of the pointer. Menus display when you point; a black line (horizontal for menus, vertical for toolbars) shows you where the command or button will be inserted.			
The tabs in normal view look different than they did before.			

The **Outline** and **Slides** tabs have two states, one with the labels spelled out, the other showing just icons for the tabs. The words switch to icons when you drag the splitter bar to narrow the tabs.



• When you narrow the pane, the tab names turn into icons.

I make to make the slide thumbnails on the Slides tab bigger.

- Drag the vertical splitter bar, on the right of the tabs, to the right. As the **Slides** tab gets wider, the thumbnails enlarge.
- On the **Standard** toolbar, increase the **Zoom** 100%

I want to change the sizes of panes in normal view.

• Drag the splitter bars that border the panes.

My slides aren't showing in color in **Print Preview**.

If you are printing to a grayscale printer, your slides will preview in grayscale.

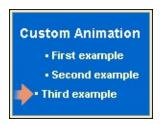
When I preview my slide in grayscale, the slide background shows as white instead of a shade that reflects a color background.

Microsoft PowerPoint shows you a preview of the printed slide in a modified grayscale because sometimes that produces a more readable printed version than you would get with color printed in true grayscale. For example, if your slide background is a dark color, it will print black or dark gray on a grayscale printer, and text on top of it might not be easily readable. The **Grayscale** mode shows you how it would look with some of the background switched to white. To preview the slide in true grayscale, on the **Print Preview** toolbar, click

**Color/Grayscale** , and then click the **Color** option.

# About animating text and objects

You can <u>animate</u> text, graphics, diagrams, charts, and other objects on your slides so that you can focus on important points, control the flow of information, and add interest to your presentation.



To simplify designing with animations, apply a preset <u>animation scheme</u> to items on all slides, selected slides, or some items on the <u>slide master</u>. Or, you can control how and when you want an item to appear on a slide during your presentation— to fly in from the left when you click the mouse, for example — using the **Custom Animation** <u>task pane</u>.

Custom animations can be applied to items on a slide, in a <u>placeholder</u>, or to a paragraph (which includes single bullets or list items). For instance, you can apply the fly-in animation to all items on a slide or you can apply it to a single paragraph in a bulleted list. Use entrance, emphasis, or exit options, in addition to preset or custom <u>motion paths</u>. Also, you can apply more than one animation to an item; so, you can make that bullet item fly in and then fly out.

Most animation options include associated effects to choose from. These might include options for playing a sound with the animation, and text animations usually let you apply the effect by letter, word, or paragraph (such as having a title fly in a word at a time instead of all at once).

You can preview the animation of your text and objects for one slide or for the whole presentation.

# **Animate text and objects**

Open the presentation you want to add <u>animation</u> to and do one or both of the following:

#### Apply a preset animation scheme

- 1. If you only want to apply the <u>animation scheme</u> to a few slides, click the **Slides** tab, and select the slides you want.
- 2. On the **Slide Show** menu, click **Animation Schemes**.
- 3. In the **Slide Design** <u>task</u> <u>pane</u>, under **Apply to selected slides**, click an animation scheme in the list.
- 4. If you want to apply the scheme to all slides, click the **Apply to All Slides** button.

#### Apply a custom animation

- 1. In normal view, display the slide that has the text or objects you want to animate.
- 2. Select the object you want to animate.
- 3. On the **Slide Show** menu, click **Custom Animation**.
- 4. In the **Custom Animation** <u>task pane</u>, click <u>★ Add Effect ▼</u>, and do one or more of the following:
  - If you want to make the text or object enter the slide show presentation with an effect, point to **Entrance** and then click an effect.
  - If you want to add an effect to text or an object that is on the slide, point to **Emphasis** and then click an effect.
  - If you want to add an effect to text or an object that makes it leave the slide at some point, point to **Exit** and then click an effect.
  - If you want to add an effect that makes an object move in a specified pattern, point to Motion Paths and then click an effect.

**Note** The effects appear in the <u>Custom Animation list</u>, top to bottom, in the order you apply them. The animated items are noted on the slide by a non-printing numbered tag that correlates to the effects in the list. This tag does not show up in the slide show view.



If you preview animations for a slide using the **Play** button on the **Custom Animation** <u>task pane</u>, you do not need to click to trigger any animation sequences. To preview how <u>triggered</u> animations work, click the **Slide Show** button instead.

# Animate a diagram or organization chart

- 1. In normal view, display the slide that has the diagram or organization chart you want to <u>animate</u> and select it.
- 2. On the **Slide Show** menu, click **Custom Animation**.
- 3. Do one of the following:

Animate the diagram as a whole

- - If you want to make the text or object enter the slide show presentation with an effect, point to **Entrance** and then click an effect.
  - If you want to add an effect to text or an object that is on the slide, point to **Emphasis** and then click an effect.
  - If you want to add an effect to text or an object that makes it leave the slide at some point, point to **Exit** and then click an effect.
  - If you want to add an effect that makes an object move in a specified pattern, point to Motion Paths and then click an effect.

Animate elements of a diagram

1. Apply an animation to the diagram.

How?

- - If you want to make the text or object enter the slide show presentation with an effect, point to **Entrance** and then click an effect.

- If you want to add an effect to text or an object that is on the slide, point to **Emphasis** and then click an effect.
- If you want to add an effect to text or an object that makes it leave the slide at some point, point to **Exit** and then click an effect.
- 2. In the **Custom Animation** task pane, select the animation you applied to the chart, click the down arrow, and then click **Effect Options**.
- 3. On the **Diagram Animation** tab, in the **Group Diagram** list, click an option.

**Note** Effects appears in the <u>Custom Animation list</u>, top to bottom, in the order you apply them. If you add diagram effect options, they will appear in a collapsed list under the effect that you applied to the chart. The animated items are noted on the slide by a non-printing numbered tag that correlates to the effects in the list. This tag appears only in normal view with the Custom Animation task pane displayed.

# Animate text by letter, word, or paragraph

1.	Animate the text you want with an entrance, emphasis, exit, or motion path effect.
	Add an entrance, emphasis, or exit animation
	Open the presentation you want to add <u>animation</u> to and do one or both of the following:
	Apply a preset animation scheme
	1. If you only want to apply the <u>animation scheme</u> to a few slides, click the <b>Slides</b> tab, and select the slides you want.
	2. On the <b>Slide Show</b> menu, click <b>Animation Schemes</b> .
	3. In the <b>Slide Design</b> <u>task pane</u> , under <b>Apply to selected slides</b> , click a animation scheme in the list.
	4. If you want to apply the scheme to all slides, click the <b>Apply to All Slides</b> .
	Apply a custom animation
	1. In normal view, display the slide that has the text or objects you want to animate.

- 2. Select the object you want to animate.
- 3. On the **Slide Show** menu, click **Custom Animation**.
- 4. In the **Custom Animation** task pane, click Madd Effect ▼, and do one or more of the following:
  - If you want to make the text or object enter the slide show presentation with an effect, point to **Entrance** and then click an effect.
  - If you want to add an effect to text or an object that is on the slide, point to **Emphasis** and then click an effect.
  - If you want to add an effect to text or an object that makes it leave

the slide at some point, point to **Exit** and then click an effect.

**Note** The effects appear in the <u>Custom Animation list</u>, top to bottom, in the order you apply them. The animated items are noted on the slide by a non-printing numbered tag that correlates to the effects in the list. This tag does not show up in the slide show view.



If you preview animations for a slide using the **Play** button on the **Custom Animation** task pane, you do not need to click to trigger any animation sequences. To preview how triggered animations work, click the **Slide Show** button instead.

#### Add a motion path

- 1. In normal view, display the slide that has the text or objects you want to create a motion path for.
- 2. Select the text item or object you want to <u>animate</u>.

For text items, you can select a <u>placeholder</u> or paragraph (including a bullet).

- 3. If the **Custom Animation** <u>task pane</u> is not displayed, on the **Slide Show** menu, click **Custom Animation**.
- 4. In the **Custom Animation** task pane, click Add Effect ▼, point to Motion Paths, and do one of the following:

#### Apply a preset motion path

 Click a preset path or click **More Motion Paths** to choose from more options.

#### Create a custom motion path

- 1. Point to **Draw Custom Path** and then do one of the following:
  - Click **Freeform** to draw a path with both curved and straight segments. Drag to draw freehand shapes; click and

move the mouse to draw straight lines.

- Click **Scribble** and drag to draw a path that looks more like it was drawn with a pen or to create smooth curves.
- Click **Line** \( \subseteq \) and drag to draw a straight path.
- Click Curve and click where you want the curved path to start, and then continue to move the mouse and click wherever you want to add a curve.
- 2. Do one of the following:
  - If you want to end the <u>freeform</u> or curved path and leave it open, double-click at any time.
  - If you want to end a line or scribbled path, let go of the mouse button.
  - If you want to close a shape, click at its starting point.

### Tip

- To make the path mimic an exit effect, set effect options to fade or hide the item after the animation plays, or draw the motion path off the slide.
- 2. In the **Custom Animation** <u>task pane</u>, in the <u>Custom Animation list</u>, click the animated text item that you want.
- 3. Click the arrow, click **Effect Options**, and then do one or more of the following:
  - If you want to animate by letter, on the **Effect** tab, in the **Animate text** list, click **By letter**.
  - If you want to animate by word, on the **Effect** tab, in the **Animate text** list, click **By word**.
  - If you want to animate by paragraph level or bullet, on the **Text Animation** tab, in the **Group Text** list, click an option.

**Note** If you want a delay in action between letter, word, or paragraph animations, on the **Timing** tab, enter a number in the **Delay** box.



To animate the text all at once, on the **Effect** tab, in the **Animate text** list, click

As one object.

# Change a text or object animation

- 1. Display the slide in which you want to change an animation.
- 2. If the **Custom Animation** task pane is not displayed, on the **Slide Show** menu, click **Custom Animation**.
- 3. In the **Custom Animation** task pane, in the <u>Custom Animation list</u>, click the animation item you want to change.

If more than one animation has been applied to a single object, each animation will be noted within the list. You may need to expand a list item to see all animations applied, however.

4.	Click	, and do one or n	nore of the following:
	<ul> <li>If you want to m</li> </ul>	nake the text or object e	nter the slide show presentation
	with an effect, p	ooint to <b>達 Entrance</b> and	d then click an effect.

- If you want to add an effect to text or an object that is on the slide, point to **Emphasis**, and then click an effect.
- If you want to add an effect that makes text or an object leave the slide, point to **Exit** and then click an effect.
- If you want to add an effect that makes an object move in a specified pattern, point to **Motion Paths** and then click an effect.

<b>Note</b> If you want to remove a	n effect, select the anir	nation item in the Custom
Animation list, and then click		

# Create a smooth start or finish for animated text and objects

The item must already have an <u>animation</u> applied to it before you can complete this process.

- 1. If the **Custom Animation** <u>task pane</u> is not displayed, on the **Slide Show** menu, click **Custom Animation**.
- 2. In the **Custom Animation** task pane, click the down arrow on the item in the <u>Custom Animation list</u>, and then click **Effect Options**.
- 3. On the **Effect** tab, under **Settings**, select either one or both of the **Smooth start** or **Smooth end** check boxes.

**Note** This option is not available for some animations.

# Apply or draw a motion path

- 1. In normal view, display the slide that has the text or objects you want to create a motion path for.
- 2. Select the text item or object you want to <u>animate</u>.

For text items, you can select a <u>placeholder</u> or paragraph (including a bullet).

- 3. If the **Custom Animation** <u>task pane</u> is not displayed, on the **Slide Show** menu, click **Custom Animation**.
- 4. In the **Custom Animation** task pane, click ★ Add Effect ▼, point to ★ **Motion Paths,** and do one of the following:

Apply a preset motion path

 Click a preset path or click **More Motion Paths** to choose from more options.

Create a custom motion path

- 1. Point to **Draw Custom Path** and then do one of the following:
  - Click **Freeform** to draw a path with both curved and straight segments. Drag to draw freehand shapes; click and move the mouse to draw straight lines.
  - Click **Scribble** and drag to draw a path that looks more like it was drawn with a pen or to create smooth curves.
  - Click **Line** \( \sum \) and drag to draw a straight path.
  - Click **Curve** 5 and click where you want the curved path to start, and then continue to move the mouse and click wherever you want to add a curve.
- 2. Do one of the following:
  - If you want to end the <u>freeform</u> or curved path and leave it open, double-click at any time.

- If you want to end a line or scribbled path, let go of the mouse button.
- If you want to close a shape, click at its starting point.

<u>Tip</u>

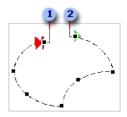
• To make the path mimic an exit effect, set effect options to fade or hide the item after the animation plays, or draw the motion path off the slide.

# Change a motion path

- 1. In normal view, display the slide that has the text or objects you want to change a motion path for.
- 2. On the **Slide Show** menu, click **Custom Animation**, and in the <u>Custom Animation list</u>, select the motion path you want to change.
- 3. Do one or more of the following:

#### Move a start or end point

- 1. On the slide, right-click on the motion path and then click **Edit Points**.
- 2. Drag the start or end point to the new location.



- End point
- Start point
- 3. Right-click on the motion path and then click **Exit Edit Points**.

#### Close an open motion path

• Right-click the end point or the start point and then click **Close Path**.

#### Resize a motion path

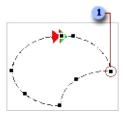
- 1. Position the mouse pointer over one of the sizing handles.
- 2. To increase or decrease the size in one or more directions, drag the mouse and do one of the following:
  - If you want to keep the center of the path in the same place, hold down CTRL while dragging.
  - If you want to maintain proportions, hold down SHIFT while

dragging.

- If you want to maintain the proportions while keeping the center in the same place, hold down CTRL and SHIFT while dragging.
- 3. Release the mouse, and then release CTRL or SHIFT.

Adjust a motion path

- 1. On the slide, right-click on the motion path and then click **Edit Points**, and drag an edit point on the motion path to adjust the shape.
- 2. When you are finished, right-click on the motion path and then click **Exit Edit Points**.



Edit point

Move a motion path

- 1. Position the mouse pointer over the motion path until the pointer changes to the cross-hair with arrows.
- 2. Drag the motion path to the new location.

**Note** The text or object associated with this path will not move when you move the path. When the <u>animation</u> plays, the associated item will jump to the starting point and then follow the path.

Reverse a motion path

On the slide, right-click on the motion path and then click **Reverse** Path Direction.

Change to a different motion path

o In the **Custom Animation** task pane, click the down arrow on the Change →, point to Motion Paths, and then click an option.

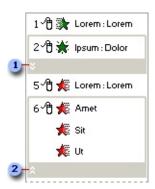
# Change the sequence of animations

- 1. In normal view, display the presentation with the <u>animations</u> you want to reorder.
- 2. On the **Slide Show** menu, click **Custom Animation**.

The effects appear in the <u>Custom Animation list</u>, top to bottom, in the order you apply them. The animated items are noted on the slide, in normal view, with a non-printing numbered tag that correlates to the effects in the list.

3. In the **Custom Animation** <u>task pane</u>, select the item in the list that you want to move and drag it to another position in the list.

**Note** If you do not see the animation that you want to select in the list, make sure that each animation in the list is fully expanded.



- Collapsed list
- Expanded list



Changes you make are reflected on the slide as well as in the list by renumbering each animated item on the slide. The numbers appear in gray boxes attached to the <u>placeholder</u> of the animated item.

# Add an enhancement to an animated object

The text or object must already have an <u>animation</u> applied to it before you can complete this process.

- 1. On the slide, select the text or object you want to add an additional effect to.
- 2. On the **Slide Show** menu, click **Custom Animation**.
- 3. In the **Custom Animation** <u>task pane</u>, click the arrow on the selected item in the <u>Custom Animation list</u>, and then click **Effect Options**.
- 4. On the **Effect** tab, under **Enhancements**, click an option in the **After animation** list.

**Note** If you don't select an option in the **After animation** list, the item remains on the screen after the animation occurs unless it has an **Exit** effect applied to it.

### Dim text after an animation

The text must already have an <u>animation</u> applied to it before you can complete this process.

- 1. If the **Custom Animation** <u>task pane</u> is not displayed, on the **Slide Show** menu, click **Custom Animation**.
- 2. In the **Custom Animation** task pane, click the item you want in the <u>Custom Animation list</u>, click the arrow, and then click **Effect Options**.
- 3. On the **Effect** tab, under **Enhancements**, in the **After animation** list, click a color that offers the dimming effect you want.

**Note** This option is not available for **Exit** effects.

## Change the color of text after an animation

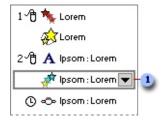
The text must already have an <u>animation</u> applied to it before you can complete this process.

- 1. If the **Custom Animation** <u>task pane</u> is not displayed, on the **Slide Show** menu, click **Custom Animation**.
- 2. In the **Custom Animation** task pane, click the arrow on the item in the <u>Custom Animation list</u>, and then click **Effect Options**.
- 3. On the **Effect** tab, under **Enhancements**, in the **After animation** list, click a color or click **More Colors** for more options.

#### Remove an animated effect

- 1. If the **Custom Animation** <u>task pane</u> is not displayed, on the **Slide Show** menu, click **Custom Animation**.
- 2. In the **Custom Animation** task pane, in the <u>Custom Animation list</u>, click the item that has the <u>animation</u> you want to remove.

If you have applied more than one animation to an object on the slide, it is listed one time for each effect you have applied, along with icons that indicate the start time (for example, "on click") and effect type (for example, "entrance").



• The second of three effects applied to a single item.





To remove an <u>animation scheme</u>, on the **Slide Show** menu, click **Animation Schemes**. In the <u>task pane</u>, under **Apply to selected slides**, click **No animation**.

## Loop an animation

- 1. If the **Custom Animation** <u>task pane</u> is not displayed, on the **Slide Show** menu, click **Custom Animation**.
- 2. In the **Custom Animation** task pane, in the <u>Custom Animation list</u>, click the item that you want to change the timings for.
- 3. Click the arrow and click **Timing**.
- 4. In the **Repeat** list, do one of the following:
  - If you want to repeat the <u>animation</u> a set number of times and then stop, type in a numerical value.
  - If you want to allow the animation to repeat until you click the slide, click **Until Next Click**.
  - If you want to allow the animation to repeat until all other animations on the slide are finished, click **Until End of Slide**.

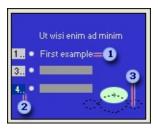
# Automatically rewind an animation after it plays

- 1. If the **Custom Animation** <u>task pane</u> is not displayed, on the **Slide Show** menu, click **Custom Animation**.
- 2. In the **Custom Animation** task pane, select the item in the <u>Custom Animation list</u> that you want to automatically rewind.
- 3. Click the arrow and click **Timing**.
- 4. Select the **Rewind when done playing** check box.

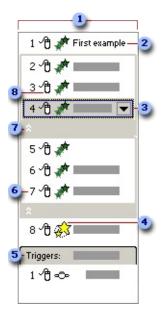
**Note** With this option selected, the <u>animated</u> item will return to its original state after the animation plays. For instance, if you apply the **Fly out** effect, the item will fly out, but then will reappear on the slide in its original location.

### **Custom Animation task pane**

The following diagrams illustrate how <u>animations</u> that you apply to text and objects on a slide appear on the slide and in the Custom Animation <u>task pane</u>.



- First animation item for a slide. The title for the item in the corresponding <a href="Custom Animation list">Custom Animation list</a> is created with text from the slide.
- 2 Animation tag that labels the order in which items are animated. These numbers correspond to items in the list. An ellipsis on the tag indicates that more sequences exist for that item (for example, the second and third animation effects may be contained within the item labeled with 4).
- **Motion path** outline. If you draw or apply a motion path, this outline appears in normal view when the Custom Animation task pane is displayed.



Custom Animation task pane list.

- **2** Each list item represents an animation event and is labeled with part of the text from the item on the slide.
- **3** Drop-down menu for a list item. Select a list item to see the menu icon and then click it to reveal the menu.
- Icon that represents the type of animation; for example, an **Emphasis** effect.
- Triggers are animation events that are set to play only when a specified object is clicked.
- Numbers indicate the order in which animations play and correspond to the labels associated with the animated items in normal view, with the Custom Animation task pane displayed.
- Click this to expand the list item to reveal additional sequences for a particular list item. For example, if an entrance effect is applied to a list, and the option to introduce the text by paragraph is selected, then a list item for each paragraph will be included in a collapsed list.
- **8** Icon that indicates the timing of the animation event in relation to the other events on the slide. Choices include:
  - Start on click: Animation event begins on click of the mouse on the slide.
  - Start with previous: Animation sequence begins at the same time as the previous item in the list (that is, one click executes 2 animation effects).
  - Start after previous: Animation sequence begins immediately after the previous item in the list if finished playing (that is, no additional click is required to make the next sequence start).

#### **Preview animations**

On the **Slide Show** menu, click **Custom Animation**, and do one or more of the following:

• To preview animations for a slide, display the slide you want to preview, and then click the **Play** button in the **Custom Animation** task pane.

**Note** This will show <u>triggered</u> animations automatically; you do not have to click the item to see it animate.

• To preview all animations, including triggered animations, click in the **Custom Animation** task pane.

**Note** This will show triggered animations when you click the specified item.



By default, a preview of all animated effects on a slide is shown when you apply an animation to an item. To turn this feature off, clear the **AutoPreview** check box in the **Custom Animation** task pane.

### **Troubleshoot animations**

I want to start an effect when I click an item, but the option is unavailable.

If you want an effect to run only when you click an item, you need to set it to use interactivity.

- 1. After you have added the effect, select the object.
- 2. In the **Custom Animation** task pane, click the down arrow on the selected item and then click **Timing**.
- 3. On the **Timing** tab, click **Triggers**, and then select the **Start effect on click of:** option.
- 4. Choose from the list to select an item, and click **OK**.

**Note** You can preview this interaction by clicking **Slide Show** in the **Custom Animation** task pane.

All of my triggered effects have disappeared from the list in the **Custom Animation** task pane.

If the gray band labeled **Trigger** is still in the list, you just need to click the band below it to expand the list of effects. If the gray band is gone, you have probably deleted the items that were associated with the effects. You may be able to recover these items by clicking **Undo** on the **Edit** menu. Otherwise, you will have to recreate the items and the interactive effects.

I can't drag a gray banded item that's in the animation sequence list.

The gray band indicates that the items listed below it are set to use <u>animation</u> <u>triggers</u>. You can't drag this band in the list. To change the interactivity settings:

- 1. Select the item you want to add or remove the interactivity settings for.
- 2. In the **Custom Animation** task pane, click the down arrow on the selected item and then click **Timing**.
- 3. On the **Timing** tab, click **Triggers**.
- 4. Do one of the following:

- To turn off the interactivity, click **Animate as part of click sequence**.
- To change the interactivity trigger, select a different item from the **Start effect on click of:** list.

I want to see animation and transition effects in my browser.

To show animation and transition effects when viewing your presentation in a browser, do the following:

- 1. Open your presentation in PowerPoint.
- 2. On the **Tools** menu, click **Options**, and then click the **General** tab.
- 3. Click **Web Options**.
- 4. On the **General** tab, select the **Show slide animation while browsing** check box.

I can't see some of the animated effects when I publish to the Web.

Some animation effects are not supported when the presentation is <u>published</u> to the Web or saved as <u>HTML</u> or <u>Single File Web Page (MHTML)</u>.

- Sound only plays for a single slide (it doesn't continue playing when you jump to another slide).
- Chart effects are not supported.
- Linked and embedded objects don't play.
- The **Spiral**, **Stretch**, **Spin**, **Swivel**, and **Zoom** paragraph effects are not supported.
- Rotated text isn't animated separately from the attached shape (the AutoShape and text are animated together).
- If you have automatic slide transitions, all mouse-click animations on the slide behave as automatic animations.
- OLE object effects are not supported (OLE objects are static).
- Animated GIF pictures are static if they are grouped together.

When I click an object for a triggered event, nothing happens.

**You might be clicking on the shadow of an object** If you have applied a shadow to an object with a <u>triggered</u> effect, you must click on the object itself — not the shadow— to trigger the event.

**You might be in preview or normal view** You must be in slide show view to trigger this event.

I added an animation effect to an item on the slide, but it doesn't play first, even though it is labeled with "1".

There are probably animations applied to items on the <u>master</u> slide. If this is the case, the effects are listed in the <u>Custom Animation list</u> as Master: *itemname*. If you did not add these items to the master yourself, they are probably the result of applying an <u>animation scheme</u>.

To make a custom animation effect play before a Master effect, try one of the following:

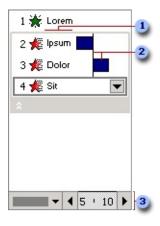
Break the link to the master for this particular slide. This procedure applies only to the slide you are working on. The animation scheme (and the Master effects it applies) is still applied to the other slides following that master in the presentation. To do this, in the custom animation list, click a Master effect. Click the arrow and then click Copy Effects to Slide. All Master effects show up on the slide instead of the master. In the custom animation list, drag the effects into the order you want.

**Note** This process cannot be undone.

Put the effect you want to add on the master. This will put the effect (in
addition to any text or object you add with it) on every slide that is
associated with that master. To do this, in the custom animation list, click a
Master effect. Click the arrow and then click View Master. On the master,
add the animation that you want.

### **About timing animations**

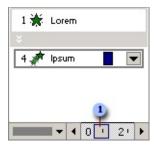
When you add <u>animations</u> to your slides, you have a variety of timing options available to ensure that every piece flows smoothly and looks professional. Set up your custom animations or adjust the preset <u>animation schemes</u> you have applied with options for start times (including delays), <u>triggers</u>, speed or duration, looping (repeating), and automatic rewind.



- Title of animated item, based on text used on the slide.
- <sup>2</sup> Time blocks and moving timeline; only visible when you preview animations.
- 3 Indicates seconds and includes zooming options and a scrollbar; only visible when Advanced Timeline is shown.

You can change the order of an animation or groups of animation sequences by selecting the item in the <u>Custom Animation list</u> and dragging it to a new location in the list. The expand or collapse arrows let you see sequences within each item and move them within or outside of the item. The arrow on a selected list item displays a menu with options such as Timing and Effects. When you preview animations on the slide, a small timeline appears at the bottom of the **Custom Animation** task pane, illustrating the timing for each animation in seconds.

The Advanced Timeline looks almost the same as the timeline you see when you preview animations. It allows you to edit relative timings for animations by selecting the item from the Custom Animation list and then dragging the timeline marker.



• Timeline marker, which only appears with the Advanced Timeline.

### Add transitions between slides

Do one of the following:
Add the same transition to all slides in a slide show presentation
1. On the <b>Slide Show</b> menu, click <b>Slide Transition</b> .
2. In the list, click the <u>transition</u> effect you want.
3. Click <b>Apply to All Slides</b> .

Add different transitions between slides

Repeat the following process for each slide you want to add a different <u>transition</u> to.

- 1. On the **Slides** tab in normal <u>view</u>, select the slides you want to add a transition to.
- 2. On the **Slide Show** menu, click **Slide Transition**.
- 3. In the list, click the transition effect you want.

## **Set timings for a slide show**

Do one of the following:
Set timings manually
Repeat the following process for each slide you want to set the timing for.
<ol> <li>On the <b>Slides</b> tab in normal <u>view</u>, select the slides you want to set the timing for.</li> <li>On the <b>Slide Show</b> menu, click <b>Slide Transition</b>.</li> </ol>
3. Under <b>Advance slide</b> , select the <b>Automatically after</b> check box, and then enter the number of seconds you want the slide to appear on the screen.
<u>Tip</u>
If you want the next slide to appear either when you click the mouse or automatically after the number of seconds you enter— whichever comes first— select both the <b>On mouse click</b> and the <b>Automatically after</b> check boxes.
Record timings while you rehearse
1. On the <b>Slide Show</b> menu, click <b>Rehearse Timings</b> to start the show in rehearsal mode.
<ol> <li>Click the advance button → when you're ready to go to the next slide.</li> <li>When you reach the end of the slide show, click <b>Yes</b> to accept the timings or <b>No</b> to start over.</li> </ol>
<u>Tip</u>
If you know the timing you want for a slide, you can enter it directly in the <b>Slide Time</b> box of the <b>Rehearsal</b> toolbar.

# Turn slide timings on or off in a presentation

Turning off timings does not delete them; you can turn them back on at any time without having to recreate them.

- 1. On the **Slide Show** menu, click **Set Up Show**.
- 2. Do one of the following:
  - To turn timings on, under **Advance slides**, click **Using timings, if present**.
  - To turn timings off, under **Advance slides**, click **Manually**.

## **Change timings for animations**

- 1. If the **Custom Animation** <u>task pane</u> is not displayed, on the **Slide Show** menu, click **Custom Animation**.
- 2. In the **Custom Animation** task pane, click the item in the <u>Custom Animation list</u> that you want to change the timings for.
- 3. Click the arrow, click **Timing**, and then do one or more of the following:

Change start time in relation to other animations on the slide

- 1. If you want to create a delay between the end of one animation and the start of the next item in the list, click an option in the **Delay** list.
- 2. In the **Start** list, do one of the following:
  - If you want to start the animation by clicking the slide, click **On Click** .
  - If you want to start the animation at the same time as the previous animation in the list, click **With previous**.
  - If you want to start the animation right after the previous animation in the list finishes, click **After previous** .

If this is the first animation on the slide, it will be marked as "0" and will start as soon as the slide appears in the slide show.

**Note** You can change the order of animations on a slide by selecting the text item or object in the Custom Animation list and then dragging it to a new location in the list.

Change timings for animated paragraphs or bullets

- 1. On the **Text Animation** tab, do one of the following:
  - If you want the paragraphs to play each on separate click of the slide, clear the **Automatically after** *n* **seconds** check box.
  - If you want the paragraphs to play consecutively after one click of the slide, select the **Automatically after** *n* **seconds** check box and type a number in the box if you want to delay the start of the animation between paragraphs.

■ If you want all paragraphs to animate at the same time, in the **Group text** box, select **All paragraphs at once**, and clear the **Automatically after** *n* **seconds** check box.

**Note** This works only for animations that have been applied to a text

placeholder and contain 2 or more paragraphs (including bullets).
Set an animation to play when the text or object is clicked
<ol> <li>Click the <b>Triggers</b> button.</li> <li>Select the <b>Start effect on click of</b> option.</li> <li>Select an item from the list.</li> </ol>
Change speed or duration of the animation
<ul> <li>Click an option in the <b>Speed</b> or <b>Duration</b> list.</li> </ul>
<b>Note</b> This option is dependent on the animation you choose.
Loop an animation
<ul> <li>Click an option in the <b>Repeat</b> list.</li> </ul>
Automatically rewind an animation after it plays
<ul> <li>Select the <b>Rewind when done playing</b> check box.</li> </ul>
<b>Note</b> With this option selected, the animated item will return to its original state. For instance, if you apply the <b>Fly out</b> effect, the item will fly out, but

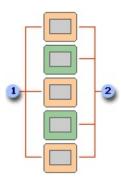
then will reappear on the slide in its original location.

#### **About custom shows**

You can adapt a single presentation to a variety of audiences by creating custom shows. Custom shows are either slides that you group together within your presentation that you can present independent of the entire show or groups of slides in your presentation that you <a href="https://www.hyperlink">hyperlink</a> to.

#### **Basic custom show**

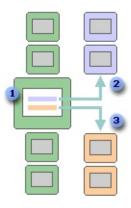
For instance, you might want to give a presentation to two groups in your company that work at two different sites. The slide show includes slides 1 through 5. You can create a custom show named "Site 1" for the first group that includes just slides 1, 3, and 5, and create a custom show named "Site 2" for the second group that includes slides 1, 2, 4, and 5. Of course, you can always choose to run the slide show in its original sequential order.



- Slides for Site 1
- Slides for Site 2

#### **Linked custom shows**

Use hyperlinked custom shows as a way to organize content in a show. For instance, you might create a primary custom show about your company's new overall organization. You could then create custom shows that represent each department (e.g., departments A and B) within the organization and link to these shows from the primary show.



- Slide with hyperlinks
- Custom show for Department A
- Custom show for Department B

You can use hyperlinked custom shows to create a table of contents slide that acts as a means of navigation to slide show sections. That way, you can choose which sections to show to a particular audience at any time.

## **Create a custom show**

	the <b>Slide Show</b> menu, click <b>Custom Shows</b> , and then click <b>New</b> . one of the following:
	Create a custom show
1.	Under <b>Slides in presentation</b> , select the slides you want to include in the <u>custom show</u> , and then click <b>Add</b> .
	To select multiple slides, hold down CTRL as you click the slides.
2.	To change the order in which slides appear, select a slide under <b>Slides in custom show</b> , and then click one of the arrows to move the slide up or down in the list.
3.	Type a name in the <b>Slide show name</b> box, and then click <b>OK</b> .
4.	Repeat steps 1 through 3 to create more custom shows with any slides in your presentation.
	Create a hyperlinked custom show
1.	Create a hyperlinked custom show  Under Slides in presentation, select the slides you want to include in the main custom show, and then click Add.
1.	Under <b>Slides in presentation</b> , select the slides you want to include in
	Under <b>Slides in presentation</b> , select the slides you want to include in the main <u>custom show</u> , and then click <b>Add</b> .
2.	Under <b>Slides in presentation</b> , select the slides you want to include in the main <u>custom show</u> , and then click <b>Add</b> .  To select multiple slides, hold down CTRL as you click the slides.  To change the order in which slides appear, select a slide under <b>Slides in custom show</b> , and then click one of the arrows to move the slide up or down in the list.
2.	Under <b>Slides in presentation</b> , select the slides you want to include in the main <u>custom show</u> , and then click <b>Add</b> .  To select multiple slides, hold down CTRL as you click the slides.  To change the order in which slides appear, select a slide under <b>Slides in custom show</b> , and then click one of the arrows to move the slide up or down in the list.  Type a name in the <b>Slide show name</b> box, and then click <b>OK</b> .  Repeat steps 1 through 3 to create more supporting custom shows with
<ol> <li>3.</li> <li>4.</li> </ol>	Under <b>Slides in presentation</b> , select the slides you want to include in the main <u>custom show</u> , and then click <b>Add</b> .  To select multiple slides, hold down CTRL as you click the slides.  To change the order in which slides appear, select a slide under <b>Slides in custom show</b> , and then click one of the arrows to move the slide up or down in the list.  Type a name in the <b>Slide show name</b> box, and then click <b>OK</b> .

- Select the text or object that you want to represent the hyperlink.
   Click Insert Hyperlink .
   Under Link to, click Place in This Document.
- 4. Do one of the following:

Link to a custom show

- 1. In the list, select the <u>custom show</u> you want to go to.
- 2. Click the **Show and return** check box.

Link to a location in the current presentation

■ In the list, select the slide you want to go to.

Tip

To see a preview of a <u>custom show</u>, select the name of the show in the **Custom Shows** dialog box, and then click **Show**.

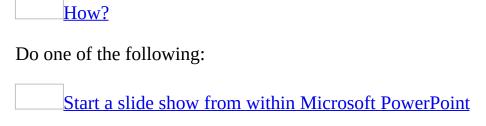
# Add or remove slides in a custom show

- 1. On the **Slide Show** menu, click **Custom Shows**.
- 2. Select the name of the <u>custom show</u> you want to change, and then click **Edit**.
- 3. Add or remove the slides you want, and then click  $\mathbf{OK}$ .

#### Present a custom show

Use this procedure when you want to display only the slides in the <u>custom show</u> instead of the entire presentation.

- 1. On the **Slide Show** menu, click **Set Up Show**.
- 2. Under **Show slides**, click **Custom show**, and then select the show you want in the list.
- 3. Click **OK**.
- 4. Start the slide show.



- 1. Open the presentation you want to view as a slide show.
- 2. Do one of the following:
  - Click **Slide Show** 🖳 at the lower left of the PowerPoint window.
  - On the **Slide Show** menu, click **View Show**.
  - Press F5.

Start a slide show from your desktop

- 1. In My Computer or Microsoft Windows Explorer, locate the presentation file you want to open as a slide show.
- 2. Right-click the file name, and then click **Show**.

Start a PowerPoint Show (.pps)				
<u>Otare a rowerronic onow (.pps</u>	Start a	PowerPoint Show	(.p)	DS)

Use this procedure to open and play a slide show you have saved as a PowerPoint Show (.pps).

- 1. In My Computer or Microsoft Windows Explorer, locate the PowerPoint Show file you want to open.
- 2. Double-click the file name to open it.



To create a shortcut to your PowerPoint Show, use the right mouse button to drag the file to your desktop. When you release the mouse button, click **Create Shortcut Here**.

## Remove a custom show

- 1. On the **Slide Show** menu, click **Custom Shows**.
- 2. Select the <u>custom show</u> you want to remove, and then click **Remove**.
- 3. Click Close.

**Note** The slides remain in the presentation, but they are no longer marked as a custom show.

## **About handouts**

You can print your presentation in the form of handouts— with one, two, three, four, six, or nine slides on a page— that your audience can use for future reference.



• The three-slides-per-page handout includes lined space for note-taking by the audience.

You can select a layout for your handouts in <u>print preview</u> or in the **Print** dialog box.

#### **Previewing your handout**

Print preview allows you to select a type of layout for your handout and to see exactly what the printed version will look like. You can also apply, preview, and edit headers and footers, such as page numbers. Layout options include landscape or portrait orientation. In the one-slide-per-page layout, you can apply headers and footers to the handout only and not the slides, if you don't want header and footer text, date, or slide numbers appearing on the slides.

#### **Handout master**

If you want to change the look, position, and size of the header and footer text, date, or page number on your handouts, make the changes to the handout <u>master</u>. To include a name or logo that should appear on every page of the handout, add it to the master. Changes you make to the handout master also appear when you print an outline.

## **Additional layout options**

There are additional options for the look of your handout if you send the presentation from Microsoft PowerPoint to Microsoft Word.

#### **About notes**

Use the <u>notes pane</u> in normal view to type notes about your slides.



#### Notes pane

Type and format your notes as you work in normal view. To see how your notes will print and to see the full effect of your text formatting (such as font colors), switch to <u>print preview</u>. You can also check and change your notes headers and footers in print preview.

You can print the notes as <u>notes pages</u> and use them either as notes to yourself while you give your presentation, or, if they're notes you intend for your audience, hand them out to accompany your slide show presentation.

If you want to enlarge, reposition, or format the slide image area or notes area, go to notes page view and make the changes.

#### **Notes page view**

Each notes page shows a small version of the slide and the notes that go with the slide. In notes page view, you can embellish your notes with charts, <u>pictures</u>, tables, or other illustrations.



- Notes pages include all your notes and each slide in the presentation.
- **2** Each slide prints on a notes page.
- **3** Your notes accompany the slide.
- Data such as charts or pictures can be added to your notes pages.

A picture or object that you add in notes page view will appear on your printed notes page, but not in normal view. If you save your presentation as a Web page, the picture or object does not appear when you display your presentation in the Web browser, though your notes do.

The changes, additions, and deletions you make on the notes page apply only to that notes page and the note text in normal view.

#### **Notes master**

To have your notes apply to all notes pages in the presentation, change the notes master. For example, to put a company logo or other piece of art on all your notes pages, add it to the notes <u>master</u>. Or, if you want to change the font style used for notes, change it on the notes master. You can change the look and position of the slide area, notes area, headers, footers, page number, and date.

#### Displaying notes in a Web page

If you save your presentation as a Web page, your notes automatically display. Slide titles become a table of contents in the presentation, and your slide notes appear beneath each slide. Your notes can fill the role of the speaker, giving your audience the background and details that a speaker would provide during a live presentation.

If you don't want your notes to display in the Web page, you can turn them off before you save the file as a Web page.

#### **Additional layout options**

For a few more layout options, you can send the presentation to Microsoft Word from Microsoft PowerPoint. For example, if you wanted to include two slides and their notes on a single page, you could apply that layout in Word.

# Create notes while working on a presentation

- 1. In the <u>notes pane</u>, type your notes for the current slide.
- 2. To navigate between slides as you add your notes to the notes pane, click the slide thumbnails on the **Slides** tab or click the icons on the **Outline** tab.

**Note** If your text exceeds the size of the <u>placeholder</u> on the <u>notes page</u>, Microsoft PowerPoint reduces the font size and line spacing incrementally as you type, to make the text fit.

#### Tips

- To see more of the notes pane, point to the top border of the notes pane until the pointer becomes a double-headed arrow ‡, and then drag the border.
- To see the formatting and layout of your printed notes, click **Print Preview** on the **Standard** toolbar.

## Make changes to notes pages

Changes you might want to make on the <u>notes page</u> include resizing and repositioning the slide and notes areas and adding a piece of art.

Change a single notes page

- 1. On the **View** menu, click **Notes Page**.
- 2. Make your changes.
- 3. To return to normal view, in the lower left of the Microsoft PowerPoint window, click **Normal View** \_\_\_\_\_\_.

Make global changes to your notes pages

- 1. On the View menu, point to Master, and then click Notes Master.
- 2. Make your changes.
- 3. On the **Notes Master** toolbar, click **Close Master View**.

Tip

To see how your notes will look when they print, on the **Standard** toolbar, click **Print Preview**. Click the arrow in the **Print What** list, and then click **Notes Pages**.

# Change the layout for notes and handouts

Do any of the following:

Change the layout for a single notes page

- 1. On the **View** menu, click **Notes Page**.
- 2. On the **Format** menu, click **Notes Layout**, and then do any of the following:
  - To display or delete the slide <u>placeholder</u>, select or clear the **Slide image** check box.
  - To display or delete the body text placeholder, select or clear the **Body** check box.
- 3. Click **OK**.
- 4. If you want to resize or reposition the placeholders, click the slide or notes area to display the placeholder, and then do any of the following:
  - To resize a placeholder, point to a <u>sizing handle</u>, and when the pointer becomes a two-headed arrow, drag the handle.
  - To reposition the placeholder, point to it, and when the pointer becomes a four-headed arrow, drag the placeholder to a new position.

Tip

If you want the original placeholders and their properties back again, on the **Format** menu, click **Notes Layout**, and then click **Reapply master**.

Change the layout for all notes or handouts

- 1. On the **View** menu, point to **Master**, and then click either **Notes Master** or **Handout Master**.
- 2. On the <u>master</u>, do any of the following:
  - To resize a <u>placeholder</u>, click the placeholder (or slide area if that's what you want to change), point to a <u>sizing handle</u>, and when the pointer becomes a two-headed arrow, drag the handle.

- To reposition the placeholder, click the placeholder (or slide area if that's what you want to change), and when the pointer becomes a fourheaded arrow, drag the placeholder to a new position.
- To delete a placeholder, click the placeholder and then press DELETE.
- To select a different number of slides-per-page for your handout, on the **Standard** toolbar, click **Print Preview**. Click the arrow in the **Print What** list, and then click the type of handout you want.

#### <u>Tip</u>

• If you delete a placeholder on the master and you want to reinsert it, do the following in master view: On the **Format** menu, click either **Notes Master Layout** or **Handout Master Layout**. Then, under **Placeholders**, select the check box for the deleted placeholder.

## Reapply the layout to a notes page

- 1. On the **View** menu, click **Notes Page**.
- 2. If the page you want isn't displayed, scroll to display it.
- 3. On the **Format** menu, click **Notes Layout**.
- 4. Click the **Reapply master** check box.

## Change the notes background

- 1. On the **View** menu, click **Notes Page**. 2. On the **Format** menu, click **Notes Background**. 3. Under **Background fill**, click the arrow below the image, and then do one of the following: Select a color from the color scheme Click one of the eight colors displayed. Select a color outside the color scheme 1. Click **More Colors**. 2. Click the color you want on the **Standard** tab, or click the **Custom** tab to mix your own color, and then click **OK**. Select a fill effect or picture • Click **Fill Effects**, and then do one of the following: • To use shading, click the **Gradient** tab, click a type under **Colors**, click a shading style, and then click **OK**. • To use a texture, click the **Texture** tab, click the texture you want or click **Other Texture** to select a file and insert it, then click OK. • To use a pattern, click the **Pattern** tab, select the pattern you want, select foreground and background colors, then click **OK**. • To use a picture, click the **Picture** tab, click **Select Picture** to find the picture file you want, click **Insert**, and then click **OK**.
  - Click Automatic.
- 4. Do one of the following:
  - If you want to apply the background to this <u>notes page</u>, click **Apply**.

Use the background fill from the notes master

• If you want to apply the background to all notes pages, click **Apply to** 

## **Change the handout background**

1.	On the <b>View</b> menu, point to <b>Master</b> , and then click <b>Handout Master</b> .
2.	On the <b>Format</b> menu, click <b>Handout Background</b> .
3.	Under <b>Background fill</b> , click the arrow below the image, and then do one
	of the following:
	Select a color from the color scheme
	<ul> <li>Click one of the eight colors displayed.</li> </ul>
	Select a color outside of the color scheme
	1. Click <b>More Colors</b> .
	2. Click the color you want on the <b>Standard</b> tab, or click the <b>Custom</b> tab to mix your own color, and then click <b>OK</b> .
	Select a fill effect or picture
	<ul> <li>Click Fill Effects, and then do one of the following:</li> </ul>
	<ul> <li>To use shading, click the <b>Gradient</b> tab, click a type under <b>Colors</b>,</li> </ul>
	click a shading style, and then click <b>OK</b> .
	■ To use a texture, click the <b>Texture</b> tab, click the texture you want
	or click <b>Other Texture</b> to select a file and insert it, then click
	OK.
	<ul><li>To use a pattern, click the <b>Pattern</b> tab, select the pattern you</li></ul>
	want, select foreground and background colors, then click <b>OK</b> .
	<ul> <li>To use a picture, click the <b>Picture</b> tab, click <b>Select Picture</b> to find</li> </ul>
	the picture file you want, click <b>Insert</b> , and then click <b>OK</b> .
	Use the background fill from the handout master

- Click **Automatic**.
- 4. To apply the background to the <a href="handout">handout</a>, click **Apply**.

## Apply a color scheme to notes or handouts

- 1. On the **Formatting** toolbar, click **Design** , and in the <u>task pane</u>, click **Color Schemes**.
- 2. Do any of the following:

Apply a color scheme to notes pages

- 1. If you want to apply a color scheme to one <u>notes page</u> only, select the slide you want on the **Slides** tab.
- 2. On the **View** menu, click **Notes Page**.
- 3. In the task pane, under **Apply a color scheme**, point to the color scheme you want, click the arrow, and then do one of the following:
  - To apply the color scheme to this notes page, click **Apply to** Notes Page.
  - To apply the color scheme to all notes pages, click Apply to All
     Notes Pages (this changes the color scheme on the notes master).

Apply a color scheme to handouts

- 1. On the **View** menu, point to **Master**, and then click **Handout Master**.
- 2. Point to the color scheme you want, click the arrow, and then click **Apply to Handout Master**.

## **Change the handout master**

Changes you make to the handout <u>master</u> might include repositioning, resizing, or formatting the header and footer <u>placeholders</u>. Any changes you make to the handout master also appear when you print your outline.

- 1. On the **View** menu, point to **Master**, and then click **Handout Master**.
- 2. To see slide positioning using different layouts, click the various layout buttons on the **Handout Master View** toolbar.
- 3. Make your changes.
- 4. On the **Handout Master View** toolbar, click **Close Master View**.



To see how your handouts will look when they print, on the **Standard** toolbar, click **Print Preview**. Click the arrow in the **Print What** list, and then click **Handouts** for the number of slides you want per page.

#### Troubleshoot notes and handouts

Note
------

I want	more	than	one	notes	page	for	a si	ngle	slide.

There is only one <u>notes page</u> per slide. The text AutoFit feature in Microsoft PowerPoint helps in fitting text to the <u>placeholder</u> by reducing the font size if there's text overflow. To verify that AutoFit is turned on, on the **Tools** menu, click **AutoCorrect Options**. On the **AutoFormat as you type** tab, make sure the **AutoFit body text to placeholder** check box is selected.

#### Additional suggestions are:

- On the notes page, make the slide area smaller by clicking to select the slide placeholder and dragging it by the sizing handles. Use the same procedure to make the notes area larger.
- In the presentation, create an additional slide after the current one so you get another notes page. You might move part of the text from your original slide to the additional slide, and add the notes that correlate to that text.
- Send the notes to Microsoft Word (File menu, point to Send to, then click Microsoft Word, and select one of the notes options), where you can have as many pages for notes as you want.

When I print my notes pages I don't see all the text that I entered into the notes pane.

The <u>notes pane</u> is not a preview of your printed notes, so the text you don't see probably didn't fit on the <u>notes page</u>. To see an accurate preview as you type notes, on the **Standard** <u>toolbar</u>, click **Print Preview**, click the arrow in the **Print What** list, and then click **Notes Pages**.

I formatted my notes text, but the formatting is not showing.

To see formatted text in the <u>notes pane</u>, click **Show Formatting** an the

Standard toolbar.

#### **Handouts**

	I want a three-slides-per-page handout but without the ruled lines for
	1 1 0
audier	nce notes.

In Microsoft PowerPoint, the three-slide layout includes ruled lines. You could try a different PowerPoint layout for number of slides per page (the other layouts don't include ruled lines). Also, you can send the handout to Microsoft Word (on the **File** menu, point to **Send To**, and then click **Microsoft Word**), select one of the layout options with ruled lines, and then delete the lines in Word.

I want to reprint only one page that's in the middle of my handout and have it display the original page number.

A single handout page will print starting with page number 1. Outlines also always start at page 1. If you think you might need to reprint a handout page and want to avoid having a page number that's out of sequence with the rest of your handout, you could turn off page numbers before you originally print the handout by doing the following:

 On the View menu, click Header and Footer, click the Notes and Handouts tab, clear the Page number check box, and then click Apply to All.

An alternative is to send the handout to Microsoft Word (on the **File** menu, point to **Send To**, and then click **Microsoft Word**), use headers and footers in Word to number your pages, and select only the page you want when you need to reprint.

I'd like to print more than nine slides per page.

The maximum number of slides per page in Microsoft PowerPoint is nine. However, if you're using a PostScript printer, you may have the option of printing multiple pages on one sheet of paper. So, for example, if you were using a six-slides-per-page handout in PowerPoint and you then selected to print two handout pages on a sheet, you would have 12 slides on that page. See the Help for your PostScript printer to find out the exact steps.

## **About photo albums**

You can use Microsoft PowerPoint to easily create a presentation as a photo album if you simply want to add a large group of your favorite pictures to a presentation without the hassle of customizing each picture. PowerPoint allows you to add multiple pictures from your hard disk, scanner, digital camera, or Web camera to your photo album.

When creating, changing, or updating a photo album, you can choose from the following options to give your photo album a unique look:

- Select various layouts and frames
- Add captions
- Apply design templates
- Add text boxes in combination with layouts to create custom designs
- Display pictures in black and white



- Title slide with design template
- Picture
- Empty text box used for spacing
- Frame shape
- **5** Caption

If you want to change or update your photo album after you have created it, use the **Format Photo Album** dialog box.

Once you have created your photo album, you can share it with others by sending your photo album as an attachment in an e-mail message, publishing it to the Web, or printing it.

## Show All

## Create a photo album

Microsoft PowerPoint creates a new presentation when you use the photo album feature. Any presentations you currently have open in PowerPoint will not be affected by this task.

- 1. On the **Insert** menu, point to **Picture**, and then click **New Photo Album**.
- 2. In the **Photo Album** dialog box, add the pictures you want to appear in your photo album.

Add a picture from a file or disk

- 1. Under **Insert picture from**, click **File/Disk**.
- 2. Locate the folder or disk that contains the picture you want to add to your photo album, click the picture file, and then click **Insert**.

Add a picture from a scanner or camera

- 1. Under **Insert picture from**, click **Scanner/Camera**.
- 2. If you have more than one device attached to your computer, under **Device** select the device you want to use.

Do one of the following:

- If you want to use a scanner to add a picture, place the picture in your scanner, click **Web Quality** or **Print Quality**, and then click **Insert** to scan the picture.
- If you want to use a digital camera or Web camera to add a picture, click **Custom Insert**, and then follow the instructions that come with the device you're using.

**Note** Make sure your device is <u>TWAIN</u>- or <u>WIA</u>-compatible and is connected to your computer. You should also make sure that you have installed the device software that supports TWAIN or WIA.



If you want to customize any settings before you scan, or if your scanner software doesn't support an automatic scan, click **Custom Insert** in the **Scanner/Camera** dialog box.

- 3. Repeat Step 2 for as many pictures as you want to add to your photo album.
- 4. Under **Album Layout**, do any of the following:
  - If you want to select the layout of your pictures and text boxes on the slides in your photo album, select a layout in the **Picture layout** list. If you select **Fit to slide** as your picture layout, you are unable to add or change frame shapes and design templates.
  - If you want to select the shape of a frame to use with your pictures, select a shape in the **Frame shape** list.
  - If you want to select a design template to use for your photo album, click **Browse**, and then in the **Choose Design Template** dialog box, locate the design template you want to use, and then click **Select**.
- 5. Click Create.

**Note** Always use the **Format Photo Album** dialog box when making changes or updates to your photo album.



If you want to add a large group of pictures to a new photo album all at once, after clicking **File/Disk** in the **Photo Album** dialog box, select all the pictures that you want to add to your photo album, click **Insert**, and then click **Create**.

# Set layout and design options in a photo album

- 1. Open the photo album you want to make changes to.
- 2. On the **Format** menu, click **Photo Album**.
- 3. In the **Format Photo Album** dialog box, under **Album Layout**, do any of the following:
  - If you want to select the layout of your pictures and text boxes on the slides in your photo album, select a layout in the **Picture layout** list. If you select **Fit to slide** as your picture layout, you are unable to add or change frame shapes and design templates.
  - If you want to select the shape of a frame to use with your pictures, select a shape in the **Frame shape** list.
  - If you want to select a design template to use for your photo album, click **Browse**, and then in the **Choose Design Template** dialog box, locate the design template you want to use, and then click **Select**.
- 4. Click **Update**.

## Show All

# Add a picture or text box to a photo album

- 1. Open the photo album you want to make changes to.
- 2. On the **Format** menu, click **Photo Album**.
- 3. Do one of the following:
  - Add a picture from a file or disk
    - 1. In the **Format Photo Album** dialog box, under **Insert picture from**, click **File/Disk**.
    - 2. Locate the folder or disk that contains the picture you want to add to your photo album, click the picture file, and then click **Insert**.
  - Add a picture from a scanner or camera
    - 1. In the **Format Photo Album** dialog box, under **Insert picture from**, click **Scanner/Camera**.
    - 2. If you have more than one device attached to your computer, under **Device**, select the device you want to use.
    - 3. Do one of the following:
      - If you want to use a scanner to add a picture, place the picture in your scanner, click **Web Quality** or **Print Quality**, and then click **Insert** to scan the picture.
      - If you want to use a digital camera or Web camera to add a picture, click **Custom Insert**, and then follow the instructions that come with the device you're using.

**Note** Make sure your device is <u>TWAIN-</u> or <u>WIA-compatible</u> and is connected to your computer. You should also make sure that you have installed the device software that supports TWAIN or WIA.

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If you want to customize any settings before you scan, or if your scanner software doesn't support an automatic scan, click **Custom Insert** in the **Scanner/Camera** dialog box.

Add a text box

If you select **Fit to Slide** as your picture layout, text boxes are added as blank slides.

• In the **Format Photo Album** dialog box, under **Insert text**, click **New Text Box**.

**Note** Use text boxes to add individual captions to pictures or to create customized layouts on each slide in your photo album.

4. Click **Update**.

# Move pictures and text boxes in a photo album

- 1. Open the photo album you want to make changes to.
- 2. On the **Format** menu, click **Photo Album**.
- 3. In the **Format Photo Album** dialog box, under **Pictures in album**, select a picture or text box, and then click **Move Up** or **Move Down**
- 4. Click **Update**.

# Delete a picture or text box from a photo album

- 1. Open the photo album you want to make changes to.
- 2. On the **Format** menu, click **Photo Album**.
- 3. In the **Format Photo Album** dialog box, under **Pictures in album**, select a picture or text box, and then click **Remove**.

## Add captions to a photo album

- 1. Open the photo album you want to make changes to.
- 2. On the **Format** menu, click **Photo Album**, and then under **Picture Options**, select the **Captions below ALL pictures** check box.

**Note** If your picture layout is **Fit to slide**, you cannot add captions below your pictures.

- 3. Click **Update**.
- 4. In normal view, add the text you want in each text box under each picture if you don't add your own text for each caption, Microsoft PowerPoint will automatically use the file name of each picture as the caption.

## Rotate a picture in a photo album

- 1. Open the photo album you want to make changes to.
- 2. On the **Format** menu, click **Photo Album**.
- 3. In the **Format Photo Album** dialog box, under **Pictures in album**, select the picture you want to rotate, and then click **Rotate Left** or **Rotate Right**.
- 4. Click **Update**.

# Adjust the contrast or brightness of a picture in a photo album

- 1. Open the photo album you want to make changes to.
- 2. On the **Format** menu, click **Photo Album**.
- 3. In the **Format Photo Album** dialog box, under **Pictures in album**, select the picture you want to adjust, and then do one or both of the following:
  - If you want to adjust the contrast of a picture, click **More Contrast** or **Less Contrast**.
  - If you want to adjust the brightness of a picture, click **More Brightness** or **Less Brightness**.
- 4. Click **Update**.

## Show All

## **Troubleshoot photo albums**

I inserted a shape to use with a picture in my photo album, but when I clicked update, the shape moved to a slide at the end of my album.
If you insert a shape to use with a picture in your photo album, the shapes are inserted on new slides at the end of the photo album the next time you use the <b>Format Photo Album</b> dialog box and click <b>Update</b> . To preserve a shape with a picture, you can group the shape with the picture if you select the two objects, and then on the <b>Drawing</b> toolbar, click <b>Draw</b> , and then click <b>Group</b> .
I added a picture to a photo album slide, but now I don't see it in the list of pictures.
If you add a picture to your photo album without using the <b>Format Photo Album</b> dialog box, the next time you use the <b>Format Photo Album</b> dialog box and click <b>Update</b> , the new picture is deleted because it is not recognized as part of the photo album format. Always use the <b>File/Disk</b> and <b>Scanner/Camera</b> buttons in the <b>Format Photo Album</b> dialog box to add new pictures to your photo album.
I deleted a picture from the photo album and now all my pictures are out of order.
If you delete a picture from your photo album without using the <b>Format Photo Album</b> dialog box, the next time you use the <b>Format Photo Album</b> dialog box and click <b>Update</b> , a text box replaces the deleted picture and the order of the pictures adjusts to match the order of the pictures in the <b>Pictures in album</b> list. Use the <b>Remove</b> button in the <b>Format Photo Album</b> dialog box to delete a picture in your photo album.
I rotated a picture, but when I clicked update, it returned to its original
position.
If you rotate a nicture in your photo album without using the <b>Format Photo</b>

If you rotate a picture in your photo album without using the **Format Photo Album** dialog box, the next time you use the **Format Photo** Album dialog box

and click <b>Update</b> , the picture returns to the position designated in the <b>Pictures</b>
<b>in album</b> list. Use the <b>Rotate Left</b> 📤 and <b>Rotate Right</b> 📤 buttons in the
<b>Format Photo Album</b> dialog box to rotate a picture in your photo album.

The **Update** button doesn't work in the **Format Photo Album** dialog box.

You must have at least one picture in a photo album to make updates. You will not be able to make any updates if your photo album contains only text boxes.

## Show All

## **About delivering presentations**

Microsoft PowerPoint gives you many ways to deliver your presentation, including on-screen, online, overhead transparencies, paper printouts, and 35mm slides.

#### On-screen presentations

You can use all of the PowerPoint special effects and features to make an on-screen (electronic) presentation exciting and complete. You can use slide transitions, timings, movies, sounds, animation, <a href="https://hyperlinks.nih.gov/hyperlinks">hyperlinks</a>, and smart tags. After you decide that you are going to use a computer to give your presentation, you have several options on how to deliver it.

**Presentation with a live speaker** Presenting in a large room by using a monitor or projector is the most common way of delivering presentations. The speaker has complete control of the show and can run the show automatically or manually and even record narration as the show progresses.

**Self-running presentation** You might want to set up a presentation to run unattended in a booth or kiosk at a trade show or convention. You can make most <u>controls</u> unavailable so that users can't make changes to the presentation. A self-running presentation can restart when it's finished and also when it's been idle on a manually advanced slide for longer than five minutes.

#### Online presentations

**Collaborative meetings** Using the Microsoft NetMeeting program with PowerPoint allows you to share a presentation and exchange information with people at different sites in <u>real time</u> as if everyone were in the same room.

In a NetMeeting conference, you can share programs and documents, send text messages in <u>Chat</u>, transfer files, and work on the <u>Whiteboard</u>. By collaborating, participants can take control of the presentation to review and edit its contents. During the meeting, only one person can control the presentation at a time, but multiple users can work in Chat or on the Whiteboard simultaneously if

collaboration is turned on.

**Presentation broadcasting** You can broadcast a presentation, including video and audio, over the Web. You can use broadcasting for a company meeting, presenting to remote groups, or holding a team meeting whose participants are at several locations. By using Microsoft Outlook or any other e-mail program, you schedule the broadcast just like any other meeting. The presentation is saved in <a href="Hypertext Markup Language">Hypertext Markup Language</a> (HTML) format, so all that your audience needs in order to see the presentation is Microsoft Internet Explorer 5.0 or later. The broadcast can be recorded and saved on a Web server where it's available for playback at any time.

**Presentations on the Web or intranet** You can design your presentation specifically for the World Wide Web or intranet, by publishing it as a web page. To publish a presentation means to place a copy of the presentation in HTML format on the Web. You can publish copies of the same presentation to different locations. You can publish a complete presentation, a <u>custom show</u>, a single slide, or a range of slides. Because navigation is a critical element in a presentation, PowerPoint presentations in HTML format include a link bar that you can use to move through the slides by using the outline pane. Speaker notes are also visible to all viewers in a presentation published to the Web, so you can use that feature like a caption.

#### Overhead transparencies

You can create a presentation that uses overhead transparencies by printing your slides as black-and-white or color transparencies. You can design these slides in either landscape or portrait orientation.

#### Paper printouts

You can design your presentation so that it looks great both on the screen in color and when printed in grayscale or pure black and white on a laser printer.

#### 35mm slides

A service bureau can transform your electronic slides into 35mm slides. Contact your local service bureau for instructions.

#### Notes, handouts, and outlines

To support your presentation, you can give your audience handouts—smaller versions of your slides that are printed in a variety of layouts. You can also print your speaker notes for the audience. And, as you're working on a presentation, you can print your outline, including slide titles and main points.

# About running a presentation on two monitors

Using Microsoft Office PowerPoint 2003 and Microsoft Windows 2000 with Service Pack 3 (or later) or Microsoft Windows XP, you can run your presentation from one monitor and let the audience view it on another monitor. This allows you to keep other programs running that the audience won't see, plus you have access to presenter view, which offers a variety of tools for making it easier to present.

#### Presenter view



- Slide thumbnails
- 2 Displayed slide
- Start and End Show button
- Black screen button
- **5** Preview of next text to appear
- 6 Move forward or backward through the slide show by using these buttons
- Slide number (for example, Slide 7 of 12)
- 8 Elapsed time since the start of the slide show
- Speaker's notes

In presenter view, icons and buttons are large enough to navigate easily, even when you are using an unfamiliar keyboard or mouse. Presenter view features the following:

- You can use the thumbnails to select slides out of sequence, creating a customized show for a given audience.
- Preview text ("Up Next") shows you what your next click will add to the screen, whether it's a new slide or the next bullet item.
- Speaker's notes are shown in large, clear type so that you can use them as a script for the presentation.
- You can black out the screen during a presentation, and then resume the presentation where you left off.

## Show All

# Start a slide show presentation

Do one of the following:
Start a slide show from within Microsoft PowerPoint
1. Open the presentation you want to view as a slide show.
2. Do one of the following:
<ul> <li>Click <b>Slide Show</b> at the lower left of the PowerPoint window.</li> <li>On the <b>Slide Show</b> menu, click <b>View Show</b>.</li> <li>Press F5.</li> </ul>
Start a slide show from your desktop
<ol> <li>In My Computer or Microsoft Windows Explorer, locate the presentation file you want to open as a slide show.</li> <li>Right-click the file name, and then click <b>Show</b>.</li> </ol>
Start a PowerPoint Show (.pps)
Use this procedure to open and play a slide show you have saved as a PowerPoint Show (.pps).
<ol> <li>In My Computer or Microsoft Windows Explorer, locate the PowerPoint Show file you want to open.</li> <li>Double-click the file name to open it.</li> </ol>
Tip

To create a shortcut to your PowerPoint Show, use the right mouse button to drag the file to your desktop. When you release the mouse button, click **Create Shortcut Here**.

## Show All

## Run a presentation on two monitors

Before you can turn on multiple monitor support, you must have the proper hardware installed according to the manufacturer's instructions. This support is available for Microsoft Windows 2000 with Service Pack 3 (or later) or Microsoft Windows XP.

1. To turn on dual monitor support, see Windows Help for information about using the same desktop on multiple monitors and changing the primary monitor.

#### **Notes**

- You can only show the presenter view on and run the slide show from one monitor. Typically you'll use monitor 1 for this.
- Your computer may have the capability to support multiple monitors, but PowerPoint supports the use of two for a slide show.
- 2. Once you have your monitors set up, open the presentation that you want to show on them.



- 1. On the **Slide Show** menu, click **Set Up Show**.
- 2. In the **Display slide show on** list, click the monitor you want the show to appear on (for instance, the projector or large monitor, rather than the presenter's monitor or laptop).
- 3. Select the **Show Presenter View** check box.
- 4. Click **OK**.
- 5. To start the slide show, click 🖭.

**Note** If you are not using the presenter view, clear the **Show Presenter View** check box in the **Set Up Show** dialog box, and run the show as you would on a single monitor, clicking to advance the slides.

6. To move between slides or trigger the next <u>animation</u>, click the arrow buttons. To show a slide out of sequence, click a slide in the thumbnail list.

7. To end the show, click the **End Show** button.

# Navigate between slides during a presentation

Use the following commands in slide show view. For each type of navigation, choose from several methods.

### Go to the next slide

- Click the mouse.
- Press SPACEBAR or ENTER.
- Right-click, and on the shortcut menu, click **Next**.

## Go to the previous slide

- Press BACKSPACE.
- Right-click, and on the shortcut menu, click **Previous**.

## Go to a specific slide

- Type the slide number, and then press ENTER.
- Right-click, point to **Go to Slide** on the shortcut menu, and then click the slide you want.

## See previously viewed slide

• Right-click, and on the shortcut menu, click **Last Viewed**.

## Show All

## Always show the pointer during a slide show

• Right-click, point to **Pointer Options**, and then click **Arrow**.

**Note** By default, the arrow is set at **Automatic**, which means it's hidden automatically after 3 seconds of inactivity. The arrow appears again when you move the mouse. To keep the arrow displayed all the time, right-click, point to **Pointer Options**, point to **Arrow Options**, and then click **Visible**.



If you select one of the pen pointers instead, it's displayed at all times for drawing or writing on the slide during the slide show.

## Hide the pointer during a slide show

• Click or tap the pointer arrow on the **Slide show** toolbar, point to **Arrow Options**, and then click or tap **Hidden**.

**Note** If you choose the **Automatic** option, the pointer is hidden after three seconds of no movement. The pointer appears again when you move the mouse.



After you hide the pointer, it remains hidden until you choose one of the other commands on the **Pointer Options** <u>submenu</u> or you exit the presentation.

## Temporarily black out the screen during a presentation

To do this, you must be running the show on more than one monitor and select to use presenter view during the slide show.

• In presenter view, click **Black Screen**.

This turns the audience's monitor black, but maintains the presenter view on the primary monitor. The slide area in presenter view is black to reflect the audience's view.

**Note** To resume the slide show, click **Resume Show**.

## About video ports on laptop computers

Many laptop computers require a function key or software command to activate or deactivate the video output signal from the back of the computer. Most laptops allow you to use the activation/deactivation command to toggle through the display states. First you choose the command to display the image on the laptop screen; repeat the command to view the external display (projector); and repeat the command again to display both simultaneously.

Contact your laptop manufacturer for the function key or software command for your laptop.

## Set up a presentation to run on a second monitor

To use this procedure, you must be using Microsoft Windows 2000 with Service Pack 3 (or later) or Microsoft Windows XP and have the proper hardware installed according to the manufacturer's instructions.

Use this procedure to run a slide show on the full screen of a secondary monitor while you view the presentation in normal <u>view</u> on the primary monitor.

- 1. On the **Slide Show** menu, click **Set Up Show**.
- 2. Under Multiple monitors, in the **Display slide show on:** list, click the monitor you want the slide show to appear on.

## Turn on dual monitor support

Before you can turn on dual monitor support (sometimes called multiple monitor support), you must have the proper hardware installed according to the manufacturer's instructions. Dual monitor support is available for desktop computers running Microsoft Windows 2000 with Service Pack 3 or later, and laptop computers running Microsoft Windows XP.

- 1. If Control Panel is not already visible, click the **Start** menu, point to **Settings**, click **Control Panel**, and then double-click the **Display** icon.
- 2. On the **Settings** tab, select the monitor icon for the presenter's monitor (usually 1), and then select the **Use this device as the primary monitor** check box.

If this check box is selected and unavailable, the monitor is already designated as the primary monitor. Only one monitor can be selected as the primary monitor at a time. When you select a different monitor icon and complete step 2, this setting for the previous monitor is automatically cleared and becomes accessible again.

3. Select the secondary monitor icon, and then select the **Extend my Windows Desktop onto this monitor** check box.

#### **Notes**

- You can only show the presenter view on one monitor and run the slide show from the other monitor.
- Your computer may have the capability to support multiple monitors, but PowerPoint supports the use of two for a slide show.
- You can turn off dual monitor support by selecting the second monitor and then clearing the Extend my Windows Desktop onto this monitor check box.

## Set up a presentation to run in a continuous loop

- 1. On the **Slide Show** menu, click **Set Up Show**.
- 2. Select the **Loop continuously until 'Esc'** check box.



If you want a self-running presentation— for example, at a trade show kiosk—click **Browsed at a kiosk (full screen)** in the **Set Up Show** dialog box. This causes the presentation to loop and also restricts users from changing it.

## Set up a laptop computer to run a slide show on a projector

Use this procedure when you need a presentation on your laptop computer to appear on an external monitor or projection system.

- 1. Connect the external display port on the laptop computer to the monitor or projection system, and turn on the projector.
- 2. For information about connecting external devices, see the documentation for your laptop computer.
- 3. Set your laptop computer display resolution to match the resolution of the projector system.

#### How?

- 1. Open the **Display Properties** dialog box for your laptop computer, and click the **Settings** tab.
- 2. Under **Screen Area**, move the slider to adjust the display resolution of your laptop. If you are unsure which setting to choose, try 800x600 pixels; this is a common setting for many projector systems.
- 3. If you will be using audio in your presentation, connect the cable between your laptop computer and the projector, and test the volume by playing a sound file or part of your presentation.



You can run a slide show on one monitor while viewing slides, notes, and the presentation outline on another if you have dual-monitor hardware installed and are using Microsoft Windows 2000 with Service Pack 3 (or later) or Microsoft Windows XP.

## Improve slide show performance

If your presentation seems to be running slowly, try one or more of the following:

#### **Settings**

• Reduce the resolution for the slide show presentation display.

How?

- 1. On the **Slide Show** menu, click **Set Up Show**.
- 2. Under **Performance**, in the **Slide show resolution** box, click **640x480** in the list.

**Note** Changing resolution may cause the slide image to be slightly shifted. If this happens, either choose a different resolution or click **Use Current Resolution**.

- Set the color depth to 16 bit for optimal performance. For information on changing the number of colors displayed on your monitor, see Microsoft Windows Help.
- On the **Slide Show** menu, click **Set Up Show.** Under **Performance**, select the **Use hardware graphics acceleration** check box. If your computer has this capability, Office PowerPoint 2003 will attempt to use it.

**Note** If you notice performance problems with the slide show after you change this setting, turn off the option. Your computer may not have this capability.

#### **Animations**

- Animation performance will be much better with a video card that has
  Microsoft Direct 3D. (Direct 3D is a component of Microsoft DirectX,
  which is a set of advanced multimedia system services built into the
  Microsoft Windows operating system.) Many video card manufacturers
  take advantage of this technology; check with the documentation you
  received with your computer to find out if Direct 3D is supported.
- Reduce the size of pictures and text that are animated. Click the picture or text <u>placeholder</u>, and drag the <u>sizing handles</u> to reduce the size of the object.
- Don't use animations that include fading, rotating, or scaling. You can replace these effects with other animations.
- Try not to use large gradients or transparent objects. Instead, choose solid color fills.
- Reduce the number of simultaneous animations. Try changing the simultaneous animations to sequential animations.
- Reduce the number of by-letter and by-word animations. For example, use these only for the title of a slide, instead of applying them to every bullet.

## Troubleshoot running a presentation on more than one monitor

I have two monitors connected to my computer, but I do not get the presenter view when I run a show.
If your computer is enabled for multiple monitors, you just need to set Microsoft Office PowerPoint 2003 to run the slide show with presenter view. On the <b>Slide Show</b> menu, click <b>Set Up Show</b> , and then select the <b>Show Presenter View</b> check box.
I want to show my presentation in a large room on three monitors.
At this time, Microsoft PowerPoint can run a slide show on only two monitors: a primary (presenter's) monitor and the monitor that the audience views.
I can connect a monitor to my laptop, but I don't get the presenter view on the laptop when I try to run the slide show.
You may need to turn on the multiple monitor support for your laptop.
How?

Before you can turn on dual monitor support (sometimes called multiple monitor support), you must have the proper hardware installed according to the manufacturer's instructions. This support is available for desktop and laptop computers running Windows XP Professional or later.

- 1. If Control Panel is not already visible, click the **Start** menu, point to **Settings**, click **Control Panel**, and then double-click the **Display** icon
- 2. Select the monitor icon for the presenter's monitor (usually 1), and then select the **Use this device as the primary monitor** check box.

If this check box is selected and unavailable, the monitor is already designated as the primary monitor. Only one monitor can be selected as the

primary monitor at a time. When you select a different monitor icon and complete step 2, this setting for the previous monitor is automatically cleared and becomes accessible again.

3. Select the secondary monitor icon, and then select the **Extend my Windows Desktop onto this monitor** check box.

#### **Notes**

- You can only show the presenter view on and run the slide show from one monitor.
- Your computer may have the capability to support multiple monitors, but PowerPoint supports the use of two for a slide show.
- You can turn off dual monitor support by clearing the **Extend my Windows Desktop onto this monitor** check box.

The diagrams and charts I had included with my speaker's notes don't show up in presenter view.

Only text notes show up in presenter view. If you want the graphics to show up with your notes, you can print them out or view the Notes Pages view in addition to presenter view while you run the slide show. To do this, in presenter view, switch to normal view. In normal view, on the **View** menu, click **Notes Page**. To move between the Notes Pages view and presenter view, click the appropriate icon in the task bar.

## Troubleshoot running a slide show on a laptop and a projector

The projected image is cropped or the text quality is poor.

If the entire computer image is not projected onto the screen or if the text appears choppy, try the following:

**Adjust screen area** For optimal image quality, adjust the screen area of the computer's display settings to match the projector's native resolution. The Projector Wizard will help you set this up correctly.

**Disable laptop display** With certain laptops, you might need to disable the laptop display to obtain the best image, especially when the native resolution of the laptop exceeds the native resolution of the projector.

**Get font smoothing** Font smoothing will automatically generate a cleaner font outline on your laptop and on the projector.

Refer to your projector documentation for the optimum or native resolution setting for your projector model. If you cannot find this information or are uncertain, most projectors support a maximum of 800 x 600 pixels (SVGA resolution).

The projected image goes blank during periods of computer inactivity.

This might be caused by a power-saving utility on the computer that disables the video output signal after a specified period of inactivity.

Disable all power-saving utility programs and screen savers on the computer to prevent signal interruption. These can sometimes be disabled by using the **Power** and **Display** icons in **Control Panel** (Windows **Start** menu, **Settings** submenu). On some computers, it might be necessary to check the system BIOS settings. See your computer documentation if necessary.

Some projectors use a metal halide lamp, the brightness of which will fade over time. Check your projector documentation for information regarding lamp timers. If the lamp life is expired, replace the lamp for maximum brightness.  The projected image is not rectangular.  To fix this, try one or both of the following:  Check the projector Make sure the projector is perpendicular to the viewing screen.  Adjust elevator mechanism Raise or lower the elevating mechanism on the projector to obtain a rectangular image. You might need to place the projector on a higher or lower surface to completely eliminate the distortion.  The projected image displays vertical lines, "bleeding," or spots.  Try one or more of the following:	The projected image is dimmer than it used to be.								
To fix this, try one or both of the following:  Check the projector Make sure the projector is perpendicular to the viewing screen.  Adjust elevator mechanism Raise or lower the elevating mechanism on the projector to obtain a rectangular image. You might need to place the projector on a higher or lower surface to completely eliminate the distortion.  The projected image displays vertical lines, "bleeding," or spots.	time. Check your projector documentation for information regarding lamp								
Check the projector Make sure the projector is perpendicular to the viewing screen.  Adjust elevator mechanism Raise or lower the elevating mechanism on the projector to obtain a rectangular image. You might need to place the projector on a higher or lower surface to completely eliminate the distortion.  The projected image displays vertical lines, "bleeding," or spots.	The projected image is not rectangular.								
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projector to obtain a rectangular image. You might need to place the projector on a higher or lower surface to completely eliminate the distortion.  The projected image displays vertical lines, "bleeding," or spots.									
	projector to obtain a rectangular image. You might need to place the projector on								
Try one or more of the following:	The projected image displays vertical lines, "bleeding," or spots.								
	Try one or more of the following:								

- Adjust the brightness of the image.
- Check the projector lens to see whether it needs cleaning.
- Adjust the sync and tracking on the projector.

No sound is emitted from the projector.

Try one or more of the following:

**Volume adjustments** Adjust the volume on the projector and the laptop. The volume must be turned up and the mute turned off on both the video source and the projector.

- Adjust the audio source on the laptop. Double-click the **Multimedia** icon in **Control Panel** (Windows **Start** menu, **Settings** submenu). Some laptops also have volume controls on the hardware.
- Adjust the audio on the projector. Some projectors have sound buttons on the remote control and/or the projector. Refer to your projector documentation for information about volume control.

**Audio input connections** Make sure your audio input connectors are working.

- Make sure the audio input connectors are completely plugged in and are connected to the correct outlets.
- Make sure you are using the sound cables that were provided by the projector manufacturer.

No image or light is projected onto the screen.

Try one or more of the following:

**Power source** Make sure the projector has an active power source.

- Check the AC electrical outlet for functionality.
- Check the connection of the power cord to the projector.
- If the projector is plugged into a power strip, make sure the strip is turned on.
- Make sure the power for the projector is turned on.

**Projector lamp** If you have power to the projector but the lamp still isn't working, try the following:

- Check to see whether the projector is in standby mode.
- If your lamp has a timer, check to see whether the lamp life has expired.

**Video connection cable** Check for bent pins on the video connection cable between the video source and the projector.

**Lens cap** Make sure you have removed the lens cap on the lens in the front of the projector.

The computer desktop image isn't projected onto the screen.

This is usually caused by a lack of signal transmission between the computer and the projector.

• Turn off the projector and the computer. Turn on the projector first, and then turn on the computer.

If you are using a laptop, you might need to manually activate or deactivate

the laptop video port in order for your laptop to send a signal to the projector.

Some laptops provide three states for video port activation:

**State 1**: Activation of laptop display only

**State 2**: Activation of external video port only

**State 3**: Activation of both the laptop display and the external video port simultaneously

The command for activating the video port will toggle through these three options. If activation of the video port does not cause an image to be projected, wait 45 seconds and then press the function keys again.

## About packaging and copying a presentation to CD

The Package for CD feature in Microsoft Office PowerPoint 2003 allows you to copy one or more presentations along with supporting files onto a CD. The Microsoft Office PowerPoint Viewer is included by default on the CD and will run the packaged presentations on another computer even if PowerPoint is not installed.

#### Customizing the package

When you package your presentation, <u>linked</u> files are included automatically, although you have the option to exclude them. You can also add other files to the presentation package.

Before you give others a copy of the presentation, it is a good idea to review personal and hidden information, and decide whether it is appropriate to include. You may want to remove comments, ink annotations, and markup before you package your presentation.

The PowerPoint Viewer is packaged with your presentation automatically, but you can exclude it if you know that the computer you will use to run the CD has PowerPoint installed, or if you are copying presentations to an archive CD.

If you use TrueType fonts, you can <u>embed</u> them in the presentation. Embedding fonts guarantees that they will be available when you run the presentation on a different computer. However, the CD cannot package TrueType fonts that have built-in copyright restrictions.

By default, the CD is set up to play all presentations automatically in the order you specify (sometimes referred to as an autorun CD), but you can change this default setting to automatically play only the first presentation, to automatically display a dialog box from which people can select the presentations they want to play, or to disable the automatic features and require people to manually start the CD.

You can protect content on the CD by adding open or modify passwords that will apply to all packaged presentations. For presentations that require more security, you can add Information Rights Management. Presentations protected by Information Rights Management can be viewed only in Office PowerPoint 2003 or later and cannot be viewed in the PowerPoint Viewer. It is possible to remove Information Rights Management from a presentation if you have the rights to do so.

**Note** If you added a password to open a presentation before you packaged the presentation, the password requirement remains with the packaged presentation on the CD. You can remove the password before you package the presentation if you want unrestricted access to your packaged presentation. Because the Microsoft PowerPoint Viewer does not allow presentation editing, a password to modify a presentation is ignored when a presentation is packaged.

#### Copying to a CD or to a folder

If you have CD burning hardware, the Package for CD feature can copy presentations to a blank recordable CD (CD-R), a blank rewritable CD (CD-RW), or a CD-RW with existing content. However, existing content on the CD-RW will be overwritten. You can also use the Package for CD feature to copy the presentation to a folder on your computer, a network location, or, if you do not include the viewer, a floppy disk instead of directly to CD.

#### Operating system requirements

Copying packaged presentations onto a CD requires Microsoft Windows XP or later. If you have an earlier operating system, you can use the Package for CD feature to copy packaged presentations only to a folder on your computer, a network location, or a floppy disk if you do not include the viewer. After you have packaged the files, you can use a CD burning program to copy the files to CD.

## Package a presentation for CD

#### Microsoft Windows XP or later

1. Open the presentation you want to package. If you are working with a new presentation that hasn't been saved previously, it is recommended that you save the presentation.

**Note** Before you give others a copy of the presentation, it is a good idea to review personal and hidden information, and decide whether it is appropriate to include. You may want to remove comments, ink annotations, and markup before you package your presentation.

2. Insert a CD into the CD drive.

#### **Notes**

- You will need one of the following types of CDs: a blank recordable CD (CD-R), a blank rewritable CD (CD-RW), or a CD-RW with existing content that can be overwritten.
- If you use a CD-R, make sure you copy all the files you need onto the CD the first time. After the files are copied, you can't add more files to the CD.
- 3. On the **File** menu, click **Package for CD**.
- 4. In the **Name the CD** box, type a name for the CD.
- 5. To specify the presentations to include and the play order, do any of the following:
  - To add more presentations or other files that aren't included automatically, click **Add Files**. Select the files you want to add, and then click **Add**.
  - By default, presentations are set up to run automatically in the order in which they are listed in the **Files to be copied** list. To change the play order, select a presentation, and then click UP ARROW or DOWN ARROW to move it to a new position in the list.

**Note** By default, the presentation that is currently open is already in the **Files to be copied** list. Files linked to the presentation, such as graphic files, are included automatically but won't appear in the **Files to be Copied** list. In addition, the Microsoft Office PowerPoint Viewer is included by default so you can run the packaged presentation on a computer that does not have Microsoft PowerPoint installed.

- To remove a presentation, select it, and then click **Remove**.
- 6. To change the default settings, click **Options**, and then do any of the following:
  - To exclude the Viewer, clear the **PowerPoint Viewer** check box.
  - To prevent presentations from playing automatically or to specify a different automatic play option, select your preference from the Choose how presentations will play in the PowerPoint Viewer list.
  - To include TrueType fonts, select the **Embedded TrueType fonts** check box.
  - To require a password to open or edit all packaged presentations, under **Secure the PowerPoint files**, enter the password you want to use.
  - To close the **Options** dialog box, click **OK**.
- 7. Click Copy to CD.

**Note** You can use the procedure above to package one or more presentations into a folder on your computer or a network location instead of onto a CD. Instead of clicking **Copy to CD**, click **Copy to Folder**, and then provide the folder information.

#### Earlier than Windows XP

You can use the Package for CD feature to copy all the files to a folder only. You can't use it to copy the files directly to a CD. To copy the packaged presentation to a CD, use a CD burning program.

1. Open the presentation you want to package. If you are working with a new presentation that hasn't been saved previously, it is recommended that you save the presentation.

**Note** Before you give others a copy of the presentation, it is a good idea to review personal and hidden information, and decide whether it is appropriate to include. You may want to remove comments, ink

annotations, and markup before you package your presentation.

- 2. On the **File** menu, click **Package for CD**.
- 3. To specify the presentations to include and the play order, do any of the following:
  - To add more presentations or other files that aren't included automatically, click **Add Files**. Select the files you want to add, and then click **Add**.
  - By default, presentations are set up to run automatically in the order in which they are listed in the **Files to be copied** list. To change the play order, select a presentation, and then click UP ARROW or DOWN ARROW to move it to a new position in the list.

**Note** By default, the presentation that is currently open is already in the **Files to be copied** list. Files linked to the presentation, such as graphic files, are included automatically but won't appear in the **Files to be Copied** list. In addition, the Microsoft Office PowerPoint Viewer is included by default so you can run the packaged presentation on a computer that does not have Microsoft Office PowerPoint installed.

- To remove a presentation, select it, and then click **Remove**.
- 4. To change the default settings, click **Options**, and then do any of the following:
  - To exclude the Viewer, clear the **PowerPoint Viewer** check box.
  - To prevent presentations from playing automatically or to specify a different automatic play option, select your preference from the **Select how presentations will play in the viewer** list.
  - To include TrueType fonts, select the **Embedded TrueType fonts** check box.
  - To require a password to open or edit all packaged presentations, under Help protect the PowerPoint files, enter the password you want to use.
  - To close the **Options** dialog box, click **OK**.
- 5. Click **Copy to Folder**.
- 6. Use the CD burning program of your choice to burn the contents of the folder, and not the folder itself, to the CD.

#### **Notes**

- If you package a Web presentation, it is copied as a Microsoft PowerPoint (.ppt) file rather than a Web (.mht) file. Only .mht files that are generated by PowerPoint are converted to .ppt format. Standard .mht files that PowerPoint doesn't generate remain .mht files.
- When you set passwords in Package for CD, those passwords apply to .ppt, .pot, .pps, and PowerPoint .mht files that have been converted to .ppt files, in the package. The passwords apply to the packaged versions of the presentations only and do not affect passwords you may have set in the original files.
- If you choose to <a href="mailto:embed">embed</a> TrueType fonts, keep in mind that PowerPoint can't embed TrueType fonts that have built-in copyright restrictions. It is a good idea to preview your presentation before you show it to see if you have all the fonts you want.
- If a file changed after you copied it to the CD, you must repackage the files to a new CD.

# Troubleshoot packaging a presentation and using the PowerPoint Viewer

The	Packag	ge for	CD	command is	disabled.
		,			

• You must have a presentation open in Microsoft PowerPoint to make the **Package for CD** command available on the **File** menu.

The Microsoft Office PowerPoint Viewer would not open my presentation.

The PowerPoint Viewer does not support PowerPoint 95 or earlier file formats. Only files compatible with PowerPoint 97 or later can be viewed with the PowerPoint Viewer.

The modify password I added to my presentation doesn't work when the presentation is packaged.

Because the Microsoft Office PowerPoint Viewer does not allow presentation editing, a password to modify a presentation is ignored when a presentation is packaged. However, you can add open or modify passwords to protect all packaged content on the CD.

### **About the PowerPoint Viewer**

The Microsoft Office PowerPoint Viewer is a program used to run presentations on computers that don't have Microsoft PowerPoint installed. The Office PowerPoint Viewer is added by default to the same disk or network location that contains one or more presentations you packaged by using the Package for CD feature.

The PowerPoint Viewer is installed by default with your Microsoft Office 2003 installation for use with the Package for CD feature. The PowerPoint Viewer file is also available for download from the Microsoft Office Online Web site.

Presentations password-protected for opening or modifying can be opened by the PowerPoint Viewer. The Package for CD feature allows you to package any password-protected file or set a new password for all packaged presentations. The PowerPoint Viewer prompts you for a password if the file is open password-protected.

The PowerPoint Viewer supports opening presentations created using PowerPoint 97 and later. In addition, it supports all file content except <u>OLE</u> objects and scripting.

# Install and run the PowerPoint Viewer

1. Do one of the following:

Install the Microsoft Office PowerPoint Viewer directly from the Web site

- 1. Go to the Microsoft Office Online Web site, and follow the Microsoft PowerPoint links that direct you to downloads.
- 2. Click to download the PowerPoint Viewer, and follow the instructions for installing.

Package your presentation and the PowerPoint Viewer by using the Package for CD feature

- 1. In Microsoft PowerPoint, open the presentation you want to package.
- 2. On the **File** menu, click **Package for CD**.
- 3. In the **Package for CD** dialog box, click **Options**, and then select the options you want.

**Note** The PowerPoint Viewer is included by default when you use the Package for CD feature.

- 2. To run the PowerPoint Viewer, in Microsoft Windows Explorer, go to the folder where you packaged the PowerPoint Viewer.
- 3. Double-click the PowerPoint Viewer file, Pptview.exe, to open it.
- 4. Click the presentation you want to run or browse to it, if necessary, and then click **Open**.

# Run a presentation with the PowerPoint Viewer

To use the Microsoft Office PowerPoint Viewer for a presentation, you must have it installed on your computer. The Office PowerPoint Viewer is installed by default when you use the Package for CD feature. You can also install the PowerPoint Viewer directly from the Microsoft Office Online Web site.

- 1. Start the Office PowerPoint Viewer in one of two ways:
  - If you packaged the PowerPoint Viewer and one or more presentations with the Package for CD feature, in Windows Explorer, go to the folder where you installed the packaged presentation, and then doubleclick the PowerPoint Viewer file, Pptview.exe.
  - If you downloaded the PowerPoint Viewer from the Web rather than installing it with your Office installation, you can open it from your Start menu. Click the Start button, point to All Programs, and then click Microsoft Office PowerPoint Viewer.
- 2. Locate and select the presentation you want to show.
- 3. Click **Open**.

# Find the presentation broadcast feature

The Microsoft Office PowerPoint 2003 presentation broadcast feature can be downloaded from the Microsoft Office Online Web site.

You can broadcast a presentation, including live video and audio narration, over the Web. Broadcasting a presentation over the Web allows you to deliver a presentation, even when audience members are geographically separated or large audiences can't be accommodated in one conference room. You can record and save a broadcast for on-demand viewing or broadcast a live presentation at any time or at a scheduled time.

# Tips for broadcasting

#### Setting up a broadcast

- Check the Microsoft Windows Media Web site to review hardware requirements for streaming media before you begin setting up for a broadcast.
- For more technical information about setting up for large broadcasts, see the Microsoft Office 2003 Resource Kit Web site.
- If you want your broadcast to include live video and broadcast to more than 10 viewers at a time, you should use a Windows Media Server.
   Broadcasting video without one could place a great deal of strain on your computer's resources, and could further limit the number of people who are able to view your presentation.
- Because of the unique requirements of the Advanced Streaming Format (ASF), online broadcasting requires sound capability in the computer used to control your broadcast presentation.
- PowerPoint can't save online broadcasts to Web locations. Broadcast files can be saved only locally or to a file server on a network. To share the files, specify a shared folder using the Universal Naming Convention (UNC), or \\servername\sharename.

#### For a live broadcast

- Do a practice run, especially if this is your first broadcast. You can broadcast with the same settings and view it on a second computer. Or, you can first record and save your presentation and review it before you deliver the presentation live. If you have time, you should do the dry run at least two days before the scheduled broadcast so that you'll have time to fix any problems.
- For small meetings, you do not need a server; you can broadcast from your own computer and use the default settings provided by the Online Broadcast tool.
- If you are broadcasting without scheduling, make sure you are prepared with e-mail addresses and that you remember to invite everyone before you start the broadcast. Give everyone time to receive the invitation before starting the broadcast.
- If you schedule a live broadcast, set up early to allow time to fix any lastminute problems and still broadcast on time.

#### For a recorded broadcast

- If you have chosen to record the broadcast, send the shared folder location of the broadcast as an invitation for recipients to play the broadcast on demand.
- Make sure the location of the broadcast file is accessible to those trying to view it.
- If you need to move the recorded broadcast files to a different location (for example, a different server), remember to move the filename.htm that is in the My Broadcast folder, and the associated folder (the folder takes the same name as the file), to the new location.

# **Broadcast settings**

The **Broadcast Settings** dialog box contains the **Presenter** tab, on which you can set options for the presenter of your broadcast, and the **Advanced** tab, on which you can select <u>Microsoft Windows Media Server</u> or chat server locations for your broadcast.

### **Presenter settings**

**Audio/Video** Presentation broadcasts are automatically set up to include audio and video streams, so that you can give a presentation much the way you would if you were in the same room as the viewers. If you want to conserve computer resources, or just want to run a timed presentation, you can select **Audio only** or **None** (no audio or video). If you will be using the audio and video options, you should use a Windows Media Server or a Windows Media service provider for the best performance.

**Speaker notes** Select the **Display speaker notes with presentation** check box if you want to automatically view speaker notes during the broadcast.

**File location** If you are broadcasting live, you will need to specify a shared location for your presentation broadcast files. If you are recording a broadcast, you can save anywhere you want; however, for others to view your broadcast you will have to move the files to a shared location or share the folder you designate.

**Resizable screen or full screen** This refers to the Microsoft Internet Explorer window that shows the presentation and that you use to control the presentation once the broadcast begins. Select the resizable screen option if you want to be able to easily access other programs (including Microsoft PowerPoint) during a broadcast.

### **Advanced settings**

**Remote Windows Media Encoder** If you want to use a remote <u>Windows Media encoder</u>, type in the computer name here. It is not necessary to include back or forward slashes with the computer name.

**Audience feedback (chat room)** If you want to include real-time chat capability during the broadcast, type in the chat <u>URL</u> here (for example, mic://servername/%23roomname). PowerPoint does not check the validity of the URL or chat server.

**Windows Media Server** Use Windows Media Services if you will be broadcasting to more than 10 people at the same time. If you have access to a Windows Media Server, type the name of the <u>server</u> or computer in the **Use this Windows Media Server on this LAN** field. It is not necessary to include back or forward slashes with the computer name.

# Graphics file types and filters

You can insert many popular graphics file formats into your presentation, either directly or with the use of separate graphics filters. You don't need a separate filter to insert the following file formats:

- Enhanced Metafile (.emf)
- Graphics Interchange Format (.gif)
- Joint Photographic Experts Group (.jpg)
- Portable Network Graphics (.png)
- Microsoft Windows Bitmap (.bmp, .rle, .dib)

The following is information about common file types and filters available.

		_			0.7		
Com	puter	Gra	phics	Meta	file (	cg.	m)

The Computer Graphics Metafile graphics filter (Cgmimp32.flt) supports Version 1 of CGM 1992. The filter handles all three encodings and interprets and supports all elements, and will correctly handle all valid .cgm graphics files.

The major industry profiles of ATA (Air Transport Association) and CALS (Continuous Acquisition and Life Cycle Support) are fully supported by the Computer Graphics Metafile filter. The filter has been certified as ATA-compliant and CALS-compliant by testing administered by the National Institute of Standards and Technology (NIST).

If you install the filter during Setup, the following files are installed: Cgmimp32.flt, Cgmimp32.fnt, Cgmimp32.cfg, and Cgmimp32.hlp.

This filter has the following limitation: CGM 1992 Versions 2, 3, and 4 are not supported.

CorelDRAW	(.cdr)

The CorelDRAW graphics filter (Cdrimp32.flt) supports .cdr, .cdt, .cmx, and .pat files from CorelDRAW 3.0 through 9.0.

This filter has the following limitations:

- Object and PostScript texture fills are replaced with solid gray fills.
- Gradient fills are split into monocolored stripes.
- There is no support for:
  - CorelDRAW preferences, such as page size and orientation, units, grid, and guidelines.
  - Lenses and powerclips.
  - Pages, layers, and groups.
  - OLE objects.
  - Rotated bitmaps.
  - Vector fills.
  - Multiarea paragraph text.

Hanako (.jsh, jah, and .jbh)

The Hanako graphics filter is used for the Japanese language version of Microsoft Office 2000.

The Hanako graphics filter (Jshimp.flt, Jahimp.flt, and Jbhimp.flt) supports and converts .jsh, .jah, and .jbh files from Hanako 2.0 and 3.0 to the Microsoft Windows Metafile format.

The filter has the following limitations:

- Image data will be deleted when the files are opened.
- Files with large amounts of data might take time to convert, or might not convert. If this occurs, delete any unnecessary data or objects, or resave the file as multiple files, and then try reopening the files.
- Complex text formatting or image properties that can't be expressed in the Windows Metafile format will be deleted or simplified when the file is opened. This might affect the alignment of text or images.

Macintosh PICT (.pct)

The Macintosh PICT graphics filter (Pictim32.flt) is used to import Macintosh PICT graphics. Rename your Macintosh PICT files with the .pct extension when you copy them to a computer that uses Microsoft Windows so that Microsoft Office for Windows can recognize the files as PICT graphics. For example, if

you have a graphics file named Bear on the Macintosh, you should rename the file to Bear.pct before you insert the file into a file for Windows.

WordPerfect Graphics (.wpg)

The WordPerfect Graphics import filter (Wpgimp32.flt) supports WordPerfect Graphics Versions 1.0, 1.0e, and 2.0, which correspond to WordPerfect Version 6.*x* and earlier. For .wpg images created in DrawPerfect, the picture frame size is the size of the screen.

This filter has the following limitations:

- PostScript information is lost in Encapsulated PostScript images embedded in WordPerfect Graphics files.
- WordPerfect Graphics files with large, embedded bitmaps might not appear properly on computers that use the Mach series video drivers from ATI. If you think you have this problem, try running Microsoft Windows Setup and changing your video driver to the 8514/a drivers supplied with Windows.

# **Modify clip art**

If you insert a Microsoft Windows Metafile (.wmf file) from the Clip Organizer, you can convert it into a drawing object. If the picture is a bitmap, .jpg, .gif, or .png file, it can't be converted into drawing objects and ungrouped.

- 1. Right-click the Clip Organizer picture you want to modify and click **Edit Picture**.
- 2. Click **Yes** when the message box appears.
- 3. Use the tools on the **Drawing** toolbar to modify the objects.

# Recolor a picture from the Clip Organizer

When you insert a <u>Microsoft Windows Metafile</u> from the Clip Organizer, you can change the colors in the picture (for example, to match the color scheme of your presentation). If the picture is a <u>bitmap</u>, .jpg, .gif, or .png file, you need to edit its colors in an image editing program.

- 1. Select the picture you want to modify.
- 2. On the **Picture** toolbar, click **Recolor Picture ...**
- 3. Do one of the following:
  - Click **Colors** to change any color in the picture.
  - Click **Fills** to change only background or fill colors in the picture.
- 4. Select the check box for each color you want to change. To choose a different color, click the arrow next to the new color to see more colors.

# **Troubleshoot pictures**

I can't change an animated GIF picture.

I can't change the color of some parts of a picture.
<ul> <li>If the image is a drawn picture (<u>vector-based</u>), select the picture and then click <b>Recolor Picture</b> on the <b>Picture</b> toolbar.</li> <li>If the picture is <u>clip art</u>, try ungrouping the image, and then use the drawing tools to change the colors.</li> </ul>
I can't ungroup an imported picture.
The image is a bitmap, which can't be ungrouped and converted to an object.
You can modify the image in an imaging program, and then insert it into your work

You cannot crop or change the fill, border, shadow, or transparency of an animated GIF picture by using the **Picture** or **Drawing** toolbar or the **Format Picture** dialog box. Make these changes in an animated GIF editing program, and then insert the file again.

# Troubleshoot drawing objects

#### **Appearance**

Freeforms I drew won't align evenly.

- Instead of using the **Align or Distribute** (**Drawing** toolbar, **Draw** menu) command, try aligning the objects by moving them.
- Hold down CTRL and press the ARROW keys to nudge the freeform in 1-pixel increments.
- If **Snap to Grid** (**Drawing** toolbar, **Draw** menu, **Grid and Guides** command) is selected, temporarily turn it off by pressing ALT as you drag a freeform.

I can't resize an object.

Either the **Resize object to fit text** option or the **Lock aspect ratio** option is selected. Select the object and then do one of the following:

- On the **Format** menu, click **AutoShape** or **Text Box**, and then click the **Text Box** tab. Clear the **Resize AutoShape to fit text** check box.
- On the **Format** menu, click the command for the type of object you selected— for example, **AutoShape** or **Picture**. Click the **Size** tab, and then clear the **Lock aspect ratio** check box.

Colors within objects or on the background aren't smooth.

If your monitor is capable of showing only 16 colors, colors might not appear smooth. Objects are displayed best on monitors that have more than 256 colors.

I can't make an area transparent.

It might be difficult to see the transparent effect in a photograph or picture; the color you select might appear in a very small area. What might appear to be a single color, such as blue sky, can actually be a range of subtle color variations.

### **Drawing**

#### Freehand drawing is hard to control.

- Try increasing the magnification in the **Zoom** box. It's easier to draw details at 200 percent.
- Use the **Freeform** tool instead of the **Scribble** tool .
- Try setting your mouse to the slowest tracking speed available in the Windows Control Panel. You have greater control when you draw at a slow speed.
- You can adjust the shape of <u>freeforms</u> to make them look smoother.

I can't add a	picture	or	drawing	ob	iect	to m	v notes	pane.

You can't draw or place pictures in the notes pane in normal view. Switch to notes page view (on the **View** menu, click **Notes Page**), and draw or add the picture there. Drawing objects and pictures appear when you print notes pages or switch to notes page view.

An object or picture doesn't appear on every slide.

Add the drawing object or picture to the <u>slide master</u>. On the **View** menu, point to **Master**, and then click **Slide Master**. Add the drawing object or picture you want, and then click **Close Master View** on the **Master View** toolbar to return to normal view. If you have a <u>title master</u>, you will also need to add the object or picture to the title slide.

If you have added the object or picture to the slide master, the background may be set to omit graphics. On the **Format** menu, click **Background**, and ensure that the **Omit background graphics from master** check box is cleared.

### **Selecting**

I can't select or change an object or text.

If the picture or texture is added to the slide background or is on a <u>master</u>, it can't be selected in normal view.

- To change a picture or texture background, on the **Format** menu, click **Background**.
- To select a picture on the slide master, change to master view: On the **View** menu, point to **Master**, and then click **Slide Master**.

I want to select an object that I inserted, but I can't see it.

The object might be hidden behind another object or it might not have a fill or border. If the object is in a stack of objects, select the object on top. Press the TAB key to cycle through the objects until sizing handles appear on the object you want to select.

I want to select an object that is difficult to select because it's too close to other objects.

- Select another object, and then press the TAB key until the object you want is selected.
- Try working in a larger view. Click **Zoom** to magnify the view and make it easier to select objects that are close together.

# Add a picture

- 1. Click where you want to insert the picture.
- 2. Insert one of the following:

A picture from a file

- 1. On the **Drawing** toolbar, click **Insert Picture .**
- 2. Locate the folder that contains the picture that you want to insert, then click the picture file.
- 3. Do one of the following:
  - To <u>embed</u> the picture, click **Insert**.
  - To <u>link</u> the picture to the picture file on your hard disk, click the arrow next to **Insert**, and then click **Link to File**.

A picture directly from a scanner or digital camera

For this procedure, make sure your device is <u>TWAIN</u>- or <u>WIA</u>-compatible and is connected to your computer. You should also make sure that you have installed the device software that supports TWAIN or WIA.

- 1. Set up the picture in the scanning device.
- 2. On the **Insert** menu, point to **Picture**, and then click **From Scanner or Camera**.
- 3. If you have more than one device attached to your computer, under **Device** select the device you want to use.
- 4. Do one of the following:

If the selected device is a scanner, and you want to use default settings for scanning the image, click **Web Quality** (if you are going to show your picture on the screen) or **Print Quality** (if you are going to print your picture), and then click **Insert** to scan your picture.

If the selected device is not a scanner (for example, if it's a digital camera) or you want to customize any settings before you scan the

picture, click **Custom Insert**. Follow the instructions that come with the device you're using.

**Note** The **Insert** button might be unavailable with some scanners because the scanner software doesn't support an automatic scan. Use the **Custom Insert** button instead.

# Add a picture throughout a presentation

To make a picture appear on multiple slides, add it to the <u>slide master</u>. If you want the picture only on slides with a **Title Slide** layout, add it to the <u>title master</u>.

- 1. On the **View** menu, point to **Master**, and then click **Slide Master**.
- 2. In the thumbnails on the left, click the slide master or title master you want.
- 3. On the slide master or title master, add the picture.

How?

- 1. Click where you want to insert the picture.
- 2. Insert one of the following:

A picture from a file

- 1. On the **Drawing** toolbar, click **Insert Picture From File**
- 2. Locate the folder that contains the picture that you want to insert, then click the picture file.
- 3. Do one of the following:
  - To <u>embed</u> the picture, click **Insert**.
  - To <u>link</u> the picture to the picture file on your hard disk, click the arrow next to **Insert**, and then click **Link to File**.

A picture directly from a scanner or digital camera

For this procedure, make sure your device is <u>TWAIN</u>- or <u>WIA</u>-compatible and is connected to your computer. You should also make sure that you have installed the device software that supports TWAIN or WIA.

1. Set up the picture in the scanning device.

- 2. On the **Insert** menu, point to **Picture**, and then click **From Scanner or Camera**.
- 3. If you have more than one device attached to your computer, under **Device** select the device you want to use.
- 4. Do one of the following:

If the selected device is a scanner, and you want to use default settings for scanning the image, click **Web Quality** (if you are going to show your picture on the screen) or **Print Quality** (if you are going to print your picture), and then click **Insert** to scan your picture.

If the selected device is not a scanner (for example, if it's a digital camera) or you want to customize any settings before you scan the picture, click **Custom Insert**. Follow the instructions that come with the device you're using.

**Note** The **Insert** button might be unavailable with some scanners because the scanner software doesn't support an automatic scan. Use the **Custom Insert** button instead.

4. To return to normal view, on the **Slide Master View** toolbar, click **Close Master View**.

#### **Notes**

- Use the same approach as above to add other items you want on every slide
  or on multiple slides, including <u>AutoShapes</u>, <u>WordArt</u>, tables, charts, <u>clip</u>
  <u>art</u>, and diagrams.
- If there is more than one slide master in your presentation, you will need to add the picture to the other masters as well in order for it to appear on all slides.

# Keys for working with shapes, text boxes, and WordArt

#### Insert a shape

- 1. Press ALT+U to choose **AutoShape** on the **Drawing** toolbar.
- 2. Use the arrow keys to move through the categories of <u>AutoShapes</u>, and select the AutoShape you want.
- 3. Press CTRL+ENTER.

**Note** To edit the AutoShape, select the AutoShape, and then use the keyboard to choose **AutoShape** on the **Format** menu. Select the options you want on the available tabs.

#### Insert a text box

- 1. Use the keyboard to choose **Text Box** on the **Insert** menu.
- 2. Press CTRL+ENTER.
- 3. Type the text you want in the <u>text box</u>.
- 4. When you are finished typing and want to switch back to editing text in your slide, press SHIFT+F10, choose **Exit Edit Text** on the shortcut menu, and then press ESC.

**Note** To format the text box (to add a fill color or change the size, for example) select the text box, choose **Text Box** on the **Format** menu, and then select the options you want on the available tabs.

#### Insert WordArt

- 1. Use the keyboard to choose **WordArt** on the **Insert** menu, **Picture** submenu.
- 2. Use the arrow keys to select the <u>WordArt</u> style you want, and then press ENTER.
- 3. Type the text you want, and then use the TAB key to select other options in the dialog box.

4. Press ENTER to insert the WordArt.

**Note** To edit the WordArt, select the object, choose **WordArt** on the **Format** menu, and then select the options you want on the available tabs.

Select a shape

**Note** If your insertion point is within text, press ESC.

Do one of the following:

• Select a single shape

To select a single shape, press the TAB key to cycle forward (or SHIFT+TAB to cycle backward) through the objects until sizing handles appear on the object you want to select.

- Select more than one shape
  - 1. If it is not on your **Drawing** toolbar, add the **Select Multiple Objects** button.

How?

- 1. Press ALT+F, and then press CTRL+TAB until you select the **Drawing** toolbar.
- 2. Press the RIGHT ARROW key until you reach the **More Buttons** arrow.
- 3. Press the DOWN ARROW key. The **Add or Remove Buttons** menu will appear.
- 4. Press the DOWN ARROW key, press the RIGHT ARROW key, and then press TAB until you reach the **Select Multiple Objects** button, and then press ENTER.
- 2. On the **Drawing** toolbar, click **Select Multiple Objects** ...
- 3. Select the checkbox next to the object or objects you want, and then tab to OK and press ENTER.

Group or ungroup shapes, pictures, WordArt objects

• To group <u>AutoShape</u>, <u>picture</u>, or <u>WordArt</u> objects, select the items you want

- to group and then press CTRL+SHIFT+G.
- To ungroup a group, select the group, and then press CTRL+SHIFT+H.

Rotate a shape, picture, or WordArt

- 1. Select the AutoShape, picture, or WordArt you want to rotate.
- 2. On the **Format** menu, use the keyboard to choose the command for the type of object you selected— for example, **AutoShape** or **Text Box** and then select the **Size** tab.
- 3. Under **Size and rotate**, use the TAB key to select **Rotation**, and then type the amount of rotation you want.
- 4. To preview the rotation, choose **Preview**.

You might have to move the dialog box in order to preview.

Show or hide a grid or guides

#### SHIFT+F9

Show or hide the grid

#### ALT+F9

Show or hide guides

#### CTRL+G

Change grid or guide settings

Change the position of a shape, picture, or WordArt on a slide

- 1. Select the AutoShape, picture, or WordArt you want to change.
- 2. On the **Format** menu, use the keyboard to choose the command for the type of object you selected— for example, **AutoShape** or **Text Box** and then select the **Position** tab.
- 3. Under **Position on slide**, select the options you want.
- 4. To preview the change, choose **Preview**.

You might have to move the dialog box in order to preview.

#### Change the size of a shape, picture, or WordArt

- 1. Select the AutoShape, picture, or WordArt you want to change.
- 2. On the **Format** menu, use the keyboard to choose the command for the type of object you selected— for example, **AutoShape** or **Text Box** and then select the **Size** tab.
- 3. Select the options you want.
- 4. To preview the changes, choose **Preview**.

You might have to move the dialog box in order to preview the drawing object.

#### Copy the attributes of a shape

1. Select the <u>AutoShape</u> with the <u>attributes</u> you want to copy.

If you select an AutoShape with attached text, you copy the look and style of the text as well as the attributes of the AutoShape.

- 2. Press CTRL+SHIFT+C to copy the object attributes.
- 3. Press the TAB key or SHIFT+TAB to select the object you want to copy the attributes to.
- 4. Press CTRL+SHIFT+V.

### Add a picture or object to notes

- 1. On the **View** menu, click **Notes Page**.
- 2. Add the <u>picture</u> or <u>object</u>. If you are adding a <u>drawing object</u>, first click the slide area to select it or click the notes area to activate the <u>placeholder</u>.
- 3. To return to normal view from <u>notes page</u> view, click **Normal View** at the lower left of the Microsoft PowerPoint window.

**Note** You won't see your picture in the <u>notes pane</u>, but you will see it in print preview (on the **Standard** toolbar, click **Print Preview**, click the arrow in the **Print What** list, and then click **Notes Pages**) and in the printed notes.

# Display pictures in black and white in a photo album

- 1. Open the photo album you want to make changes to.
- 2. On the **Format** menu, click **Photo Album**, and then under **Picture Options**, select the **ALL pictures black and white** check box.
- 3. Click **Update**.

# Save the original version of an edited picture

When you modify a graphic with the Graphics Interchange Format (.gif), JPEG File Interchange Format (.jpg), or Portable Network Graphics Format (.png), you can save the original picture.

- 1. Select the edited picture you want to save as the original.
- 2. Right-click the picture and click **Save as Picture**.
- 3. Click the arrow on the **Save** button and click **Save Original Picture**.

## Resize a shape or text box to fit its text

- 1. Select the <u>AutoShape</u> or <u>text box</u> you want to resize.
- 2. Double-click the <u>selection rectangle</u> of the AutoShape or text box, and then click the **Text Box** tab in the **Format** dialog box.
- 3. Select the **Resize AutoShape to fit text** check box.

### Save a picture, shape, or WordArt

- 1. Select the <u>picture</u>, <u>WordArt</u>, <u>AutoShape</u>, or group of objects you want to save.
- 2. Do one of the following:

### Save in the Clip Organizer

- 1. Open the Microsoft Clip Organizer.
- 2. Drag the picture, WordArt, AutoShape, or group of objects into the Clip Organizer.
- 3. When prompted, give the object a name.

#### Save as a file

- 1. Right-click the picture, WordArt, AutoShape, or group of objects.
- 2. Click **Save as Picture**.
- 3. In the **Save** dialog box, select the format or use the default format.
- 4. Click Save.

**Note** If you want to edit drawn objects (such as AutoShapes) later, select the Windows Metafile format.

# Set an alternative text description for a picture or shape on a Web page

When you save your work as a Web page, the alternative text description is used by the Web <u>browser</u> if pictures or shapes are slow to load or if they are missing.

- 1. Click the picture or shape.
- 2. On the **Format** menu, click **AutoShape** or **Picture** and then click the **Web** tab.
- 3. In the **Alternative text** box, type the text you want. The text can be as long as you want, but some Web browsers might be able to display only a limited number of the characters.

### Resize a picture or shape

- 1. Click the <u>picture</u>, <u>AutoShape</u>, or <u>WordArt</u> that you want to resize.
- 2. Do one of the following:

#### Resize manually

- 1. Position the mouse pointer over one of the sizing handles.
- 2. To increase or decrease the size in one or more directions, drag the mouse away from or toward the center, while doing one of the following:
  - To keep the center of an object in the same place, hold down CTRL while dragging the mouse.
  - To maintain the object's proportions, hold down SHIFT while dragging the mouse.
  - To maintain the proportions while keeping the center in the same place, hold down CTRL and SHIFT while dragging the mouse.

Release the mouse, and then release CTRL or SHIFT.

Resize to an exact height and width

- 1. On the **Format** menu, click **AutoShape** or **Picture**.
- 2. On the **Size** tab, under **Size and rotate**, enter measurements for the height and width of the object.

Resize to an exact proportion

- 1. On the **Format** menu, click **AutoShape** or **Picture**, and then click the **Size** tab.
- 2. Under **Scale**, type the percentage of the width or height you want.

<u>Tip</u>

To turn off or turn on the settings for grid and guides, hold down ALT while

you drag the mouse.

## Restore a picture to its original size

You can undo resizing and <u>cropping</u> changes that you made to your picture, restoring your picture to its original state.

- 1. Select the picture you want to restore.
- 2. On the **Picture** toolbar, click **Format Picture .**
- 3. Do one of the following:
  - To restore a resized picture to its original dimensions, click the Size tab, make sure the Lock aspect ratio check box is cleared, and then click Reset.
  - To restore a cropped picture to its original dimensions, click the **Picture** tab, and then click **Reset**.

**Note** You will not be able to restore your work if you selected one of these options from the **Compress Pictures** dialog box: **Web/Screen**, **Print**, or **Delete cropped areas of pictures**.

### Add or remove a text shadow

Do one of the following:
Add or remove a shadow for selected text
<ol> <li>Select the text you want to change.</li> <li>On the <b>Formatting</b> toolbar, click <b>Shadow</b> sto turn the shadow on or of</li> </ol>
<b>Note</b> You may need to add the <b>Text Shadow</b> button ( <b>S</b> ) to the <b>Formatting</b> toolbar.
Add or remove a shadow for all text in a text box
1. Select the text box that has the text you want to change.
2. On the <b>Drawing</b> toolbar, click <b>Shadow Style</b> , and do one of the
following:.
<ul> <li>To add a shadow, click the option you want.</li> </ul>
<ul> <li>To remove a shadow, click <b>No Shadow</b>.</li> </ul>
Insert WordArt

- 1. Click where you want to insert the WordArt text.
- 2. On the **Drawing** toolbar, click **Insert WordArt** <a>4</a>.
- 3. Click the WordArt effect you want, and then click **OK**.
- 4. In the **Edit WordArt Text** dialog box, type the text you want.
- 5. Do any of the following:
  - $\circ~$  To change the font type, in the  $\boldsymbol{Font}$  list, select a font.
  - $\circ~$  To change the font size, in the Size list, select a size.
  - To make text bold, click the **Bold** button.
  - To make text italic, click the **Italic** button.

## Change colors, patterns, lines, fills, and borders in charts

Use this procedure to change color, texture or style for <u>data markers</u>; the <u>chart area</u>; the <u>plot area</u>; gridlines, <u>axes</u>, and <u>tick marks</u> in 2-D and 3-D charts; <u>error bars</u> in 2-D charts; and the <u>walls</u> and floor in 3-D charts.

- 1. In Microsoft PowerPoint, double-click the chart.
- 2. Double-click the chart item you want to change.
- 3. On the **Patterns** tab, do one or both of the following:
  - To change the colors, patterns, or lines, select the options you want.
  - To specify a fill effect, click **Fill Effects**, and then select the options you want on the **Gradient**, **Texture**, **Pattern**, or **Picture** tabs.
- 4. To return to the slide, click outside the chart.

**Note** Formatting applied to an axis is also applied to the tick marks on that axis. Gridlines are formatted independently of axes.

# Add or remove an embossed effect from text

- 1. Select the text you want to change.
- 2. On the **Format** menu, click **Font**.
- 3. Select or clear the **Emboss** check box.

## About aligning and arranging objects

You can align objects several ways with Microsoft PowerPoint:

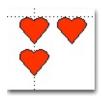
• With other objects, such as when you align the sides, middles, or top or bottom edges of objects.



• In relation to the entire slide— for example, at the top or left edge of a slide.



• By using guides to align them visually.



• By using the <u>grid</u> to align them with a corner of the grid as you draw or move the objects.

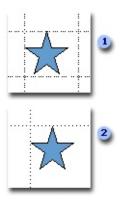


• By distributing objects so they are equal distances from each other— either vertically or horizontally, or in relation to the entire slide.



## About guides and the grid

<u>Guides</u> and the <u>grid</u> can make it easier for you to align objects, because they give you a visual cue in relation to the objects and the slide.



- Use the grid to help align objects more precisely, particularly in relation to each other.
- <sup>2</sup> Use one or more guides to arrange objects evenly, with or without the grid turned on.

Both the guide and the grid can be shown or hidden, and you can add or delete guides as well. Guides are adjustable by dragging, and you can set spacing between grid lines by choosing from a range of preset measurements. Guides and grids are not visible in a presentation and they do not print.

The grid includes an option called snap-to, which aligns objects to the nearest intersection of the grid or to another object as you draw or move objects. The snap-to option is turned on by default and works even when the grid is not visible.

### Align objects

- 1. Select the objects you want to align.
- 2. Do one of the following:

Align or distribute objects relative to the slide

- 1. On the **Drawing** toolbar, click **Draw**, and then point to **Align or Distribute**.
- 2. Do one of the following:
  - If Relative to Slide is selected, click the alignment option you want.
  - If **Relative to Slide** isn't selected, click it, click **Draw** again, point to **Align or Distribute**, and then click the option you want.

Set coordinates for objects relative to slide corner or center

- 1. On the **Format** menu, click the command for the type of object you selected— for example, **AutoShape** or **Picture** and then click the **Position** tab.
- 2. Select the **Top Left Corner** or **Center** for the horizontal and vertical anchors in the **From** boxes, and then enter the distances from the anchors in the **Horizontal** and **Vertical** boxes.

Align objects by their edges

Aligning <u>objects</u> may cause them to stack on top of each other. Make sure objects are positioned relative to one another the way you want before executing the command.

- 1. Select the objects you want to align.
- 2. On the **Drawing** toolbar, click **Draw**, point to **Align or Distribute**, and then click one of the following options:
  - Align Top 🛅

- Align Bottom <u></u>
- Align Left 🖹
- Align Right 🗐

Align objects horizontally or vertically

The **Align Middle** command aligns <u>objects</u> horizontally through the middle of the objects. The **Align Center** command aligns objects vertically through the centers of the objects.

- 1. Select the objects you want to align.
- 2. On the **Drawing** toolbar, click **Draw**, point to **Align or Distribute**, and then click **Align Middle** or **Align Center**.

## Add or delete a guide

- 1. If the <u>guides</u> aren't displayed, on the **View** menu, click **Grid and Guides**, and then select the **Display drawing guides on screen** check box.
- 2. Do one or more of the following:
  - To add a guide, hold down CTRL and drag an existing guide.
  - To delete a guide, drag it off the slide.

# Align objects with a guide or on a grid

Do one of the following:
Align objects with a guide
1. Drag a guide to position it where you want to align the objects.
If the guides aren't displayed, click <b>Grid and Guides</b> on the <b>View</b> menu and select the <b>Display drawing guides on screen</b> check box.
2. Drag each object near the guide so its center or edge automatically aligns with the guide.
Align objects on a grid
By default, any time you draw, resize, or move a shape or other object, it will position or snap to the lines in the <u>grid</u> . If the grid isn't displayed, click <b>Grid and Guides</b> on the <b>View</b> menu and select the <b>Display grid on screen</b> check box.
<ol> <li>On the <b>Drawing</b> toolbar, point to <b>Draw</b>, and then click <b>Grid and Guides</b>.</li> <li>Under <b>Snap to</b>, do one of the following:</li> </ol>
<ul> <li>To automatically align objects on a grid, verify that the Snap objects to grid check box is selected.</li> </ul>
<ul> <li>To automatically align objects with grid lines that go through the vertical and horizontal edges of other shapes, verify that the <b>Snap</b> objects to other objects check box is selected.</li> </ul>
<u>Tip</u>
To override the snap-to settings, press ALT as you drag or draw an object.

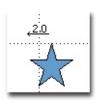
# Measure the precise distance between objects

1. If they are not displayed, turn on guides.



- 1. Click **Grid and Guides** on the **View** menu.
- 2. Select or clear the **Display drawing guides on screen** check box.
- 2. Position a guide where you want to begin measuring.
- 3. Press SHIFT as you drag the guide to where you want to stop measuring.

As you drag, the measurement appears over an arrow on the guide. The measurement disappears when you release the mouse button.



## Set spacing between grid lines

- 1. Click **Grid and Guides** on the **View** menu.
- 2. Click the arrow in the **Spacing** box to set the spacing between grid lines.

## **Show or hide guides**

- 1. Click **Grid and Guides** on the **View** menu.
- 2. Select or clear the **Display drawing guides on screen** check box.

## Show or hide the grid

- 1. Click **Grid and Guides** on the **View** menu.
- 2. Under **Grid settings**, select or clear the **Display grid on screen** check box.

**Note** This setting applies to the current presentation only.



If you want the setting to be the default setting for all presentations, click the **Set** as **default** button.

## Show or hide the drawing ruler

• Click **Ruler** on the **View** menu to show or hide the <u>rulers</u> at the top and left side of the slide pane.

**Note** When you move the pointer or a drawing tool, its movement is traced on the rulers to show you precisely where you are on the slide.

# Troubleshoot aligning and arranging objects

I aligned my objects and they are stacked on top of each other.

Depending on the alignment option you click, objects will move straight up, down, left, or right and might cover an object already there. You can undo the

alignment and move the objects to new positions before you align them.

If you are still having trouble, the snap-to-objects option may be the reason. This option aligns objects to the nearest other object as you draw or move objects.

• To turn off the snap-to options, click **Grid and Guides** on the **View** menu, and clear the **Snap objects to other objects** check box.

Items on the Align or Distribute menu are dimmed and I can't select them.

You may not have enough objects selected. Unless the **Relative to Slide** option is selected, you must select at least two objects to make the alignment options available and at least three objects to make the distribution options available.

When I use the Align or Distribute command, my objects don't move where I want them.

The **Relative to Slide** option on the **Align and Distribute** menu may be selected. When this option is selected, objects will move in relation to the slide as well as to other objects.

• To unselect the option, click **Relative to Slide** on the **Align and Distribute** menu.

Or, the snap-to-grid option may be selected. This option, which is on by default, aligns objects to the nearest intersection of the <u>grid</u> as you draw or move objects.

• To turn off the snap-to options, click **Grid and Guides** on the **View** menu,

and clear the **Snap objects to grid** check box.

When I try to position an object by dragging, it won't go where I want it to go.

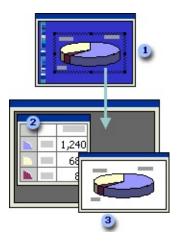
The snap-to-grid option may be selected. This option, which is on by default, aligns objects to the nearest intersection of the <u>grid</u> as you draw or move objects.

• To turn off the snap-to options, click **Grid and Guides** on the **View** menu, and clear the **Snap objects to grid** check box.

## About working on a chart

You can create a chart from scratch in Microsoft PowerPoint, or you can import a Microsoft Excel worksheet or chart. The default charting program for PowerPoint is Microsoft Graph, and it is installed automatically with PowerPoint.

When you create a new chart in PowerPoint, Microsoft Graph opens and a chart is displayed with its associated data in a table called a <u>datasheet</u>. You can enter your own data on the datasheet, import data from a text file or Lotus 1-2-3 file, import or insert a Microsoft Excel worksheet or chart, or paste data from another program.



- Microsoft PowerPoint window
- 2 Microsoft Graph window with datasheet
- Microsoft Graph chart window

When you work on a chart, the Microsoft Graph program appears, with its own menus and buttons (or, if you have inserted an Excel chart, Excel menu and buttons appear, integrated with the PowerPoint menus) so that you can modify the chart. For example, you might want to change the chart type from pie to column, make the text larger, or add new colors. Information about how to modify charts is available from the **Help** menu on your menu bar while you are working on a chart.

## Add a chart

Do one of the following:



- 1. On the **Insert** menu, click **Chart**.
- 2. To replace the sample data, click a cell on the <u>datasheet</u>, and then type the information you want.
- 3. To return to the slide, click outside the chart.



Microsoft PowerPoint comes with slide layouts that include <u>placeholders</u> for charts. To create a new slide by using one of these layouts, click **New Slide** on the **Insert** menu, and then select one of the layouts that contains a chart placeholder.

#### Import a Microsoft Excel chart

- 1. On the **Insert** menu, click **Chart**.
- 2. Switch to the <u>datasheet</u>. If the datasheet is not visible, click **View Datasheet** to display it.
- 3. If you want the imported data to begin at a cell other than the upper-left cell on the datasheet, select the cell you want.
- 4. On the **Edit** menu, click **Import File**.
- 5. In the **Look in** box, click the drive, folder, or Internet location that contains the file, and click the \*.xls file format in the **Files of type** box.
- 6. Double-click the file you want to import.
- 7. In the **Import Data Options** dialog box, select the sheet you want to import. You can import only one sheet.
- 8. Do one of the following:
  - To import all the data on the worksheet, click **Entire sheet** under **Import**.

- To import part of the data, click **Range**, and then type the range of data you want. For example, to import cells A1 through B5, type **A1:B5** in the **Range** box. If the range is named, you can type the name instead of the range reference.
- 9. If you selected a cell in step 3, clear the **Overwrite existing cells** check box.

## Add a title to a chart or axis

- 1. In Microsoft PowerPoint, double-click the chart to which you want to add a title.
- 2. On the **Chart** menu, click **Chart Options**, and then click the **Titles** tab.
- 3. Do one or both of the following:
  - To add a chart title, click in the **Chart title** box, and then type the text you want.
  - To add one or more axis titles, click in the appropriate box for each title, and then type the text you want.
- 4. To return to the slide, click outside the chart.

### Add data to a chart

1.	In Microsoft	PowerPoint,	double-click the	e chart you	want to change.

2.	Switch to the <u>datasheet</u> . If the datasheet is not visible, click <b>View Datasheet</b>
	to display it.

	3.	Do	one	of	the	fol	lowing	:
--	----	----	-----	----	-----	-----	--------	---

Enter data

1. Click a cell, and then type the text or numbers you want.

For information about working on the datasheet, click **Microsoft Graph Help** on the **Help** menu.

2. To return to the slide, click outside the chart.

**Note** The first row and column of the datasheet are reserved for text that identifies the information in that row or column. In the case of an xy (scatter) or bubble chart, the first row or column contains values.

### Import data

- 1. If you want the imported data to begin at a cell other than the upper-left cell on the datasheet, select the cell you want.
- 2. On the **Edit** menu, click **Import File**.
- 3. Double-click the file you want to import.
- 4. Do one of the following:

Import a text file

• Follow the instructions in the **Text Import Wizard** dialog boxes.

Import a Microsoft Excel spreadsheet or chart

1. In the **Import Data Options** dialog box, select the sheet you want to import. You can import only one sheet.

- 2. Do one of the following:
  - To import all the data on the worksheet, click Entire sheet under Import.
  - To import part of the data, click **Range**, and then type the range of data you want. For example, to import cells A1 through B5, type **A1:B5** in the **Range** box. If the range is named, you can type the name instead of the range reference.
- 3. If you selected a cell earlier in the procedure, clear the **Overwrite existing cells** check box.

#### Link to data

When you link to data in another program, such as a Microsoft Word table or Microsoft Excel spreadsheet, all existing data from the Microsoft Graph datasheet is deleted.

- 1. In the source program, select the data you want to link to the datasheet of the PowerPoint chart. For example, if you are working in an Excel worksheet, select a range of cells.
- 2. On the program's **Edit** menu, click **Copy**.
- 3. In PowerPoint, switch to the datasheet of the chart.
- 4. On the **Edit** menu, click **Paste Link**.

**Note** The chart will be updated when the data in the source program changes.

### **Animate a chart**

- 1. In normal view, display the slide that has the chart you want to <u>animate</u> and select it.
- 2. On the **Slide Show** menu, click **Custom Animation**.
- 3. In the **Custom Animation** <u>task pane</u>, click the down arrow on Add Effect ▼, and do one of the following:

#### Animate the chart as a whole

- If you want to make the text or object enter the slide show presentation with an effect, point to **Entrance** and then click an effect.
- If you want to add an effect to text or an object that is on the slide, point to **Emphasis** and then click an effect.
- If you want to add an effect to text or an object that makes it leave the slide at some point, point to **Exit** and then click an effect.
- If you want to add an effect that makes an object move in a specified pattern, point to **Motion Paths** and then click an effect.

#### Animate elements of a chart

1. Apply an animation to the chart.

#### How?

- If you want to make the text or object enter the slide show presentation with an effect, point to **Entrance** and then click an effect.
- If you want to add an effect to text or an object that is on the slide, point to **Emphasis** and then click an effect.
- If you want to add an effect to text or an object that makes it leave the slide at some point, point to **Exit** and then click an effect.
- 2. In the **Custom Animation** task pane, select the animation you applied to the chart, click the down arrow, and then click **Effect Options**.
- 3. On the **Chart Animation** tab, in the **Group Chart** list, click an

option.

**Note** Effects appear in the <u>Custom Animation list</u>, top to bottom, in the order you apply them. If you add chart effect options, they will appear in a collapsed list under the effect that you applied to the chart. The animated items are noted on the slide by a non-printing numbered tag that correlates to the effects in the list. This tag does not show up in the slide show view.

## Change to a different chart type

For most 2-D charts, you can change the chart type of either a <u>data series</u> or the entire chart. For bubble charts, you can change only the type of the entire chart. For most 3-D charts, changing the chart type affects the entire chart. For 3-D bar and column charts, you can change a data series to the cone, cylinder, or pyramid chart type.

- 1. In Microsoft PowerPoint, double-click the chart you want to change.
- 2. Do one of the following:
  - To change the chart type of a data series, click the data series in the chart.
  - To change the chart type of the entire chart, don't click anything in the chart.
- 3. On the **Chart** menu, click **Chart Type**.
- 4. On the **Standard Types** or **Custom Types** tab, click the chart type you want under **Chart Type**.
- 5. In the **Chart sub-type** area, click the chart you want.
- 6. To return to the slide, click outside the slide.

**Note** If you clear the **Apply to selection** check box, the chart type for the entire chart is changed even if a single data series is selected.

### Delete data from a chart

You can delete data from a chart, including the corresponding data on the worksheet. Or, you can delete the <u>data series</u> without losing any data on the worksheet or <u>datasheet</u>.

- 1. In Microsoft PowerPoint, double-click the chart you want to change.
- 2. Switch to the datasheet. If the datasheet is not visible, click **View Datasheet** to display it.
- 3. Do one of the following:

Delete	data	from	а	chart	and	wor	ks	heet

- 1. Select the information you want to delete.
- 2. Press DELETE.
- 3. To return to the slide, click outside the chart.

Delete a data series from the chart without deleting the corresponding data from the worksheet or datasheet

- 1. Double-click the row or column header for the data series that you don't want to show in the chart.
- 2. To return to the slide, click outside the chart.

**Note** If you want to put the data series back in the chart, double-click the row or column header again.

## Edit data in a chart

Do one of the following:

Edit data for a chart created in Microsoft PowerPoint with Microsoft Graph

- 1. In PowerPoint, double-click the chart in which you want to edit data.
- 2. Switch to the <u>datasheet</u>. If the datasheet is not visible, click **View Datasheet** to display it.
- 3. Click a cell, and then type the text or numbers you want.

For information about working on the Microsoft Graph datasheet, click **Microsoft Graph Help** on the **Help** menu.

4. To return to the slide, click outside the chart or datasheet.

**Note** If you change existing text or values, the chart changes to reflect the new data.

Edit data for a chart created in Microsoft Excel

1. In PowerPoint, double-click the chart in which you want to edit data.

The menus and toolbars change to show the Microsoft Excel menus and buttons.

- 2. Click the tab for the sheet that contains the data for the chart— for example, **Sheet1**.
- 3. Type the new data in the cells on the worksheet.

For information about working with Microsoft Excel worksheets, click **Microsoft Excel Help** on the **Help** menu.

4. To make sure that the chart is displayed in the PowerPoint presentation when you return to the slide, click the tab for the sheet that contains the chart— for example, **Chart1**.

5. To return to the slide, click outside the chart.

# File formats PowerPoint can import as charts

You can import data from text files and other programs in the following formats.

```
.txt, .csv
Delimited text (text separated by tab characters, commas, or spaces)
.wks, .wk1
Lotus 1-2-3
.xls
Microsoft Excel worksheet or workbook
.xlw
```

Microsoft Excel version 5.0 workbook

.xlc Microsoft Excel version 4.0 or earlier chart

# Turn off gridlines in an Excel worksheet

- 1. Double-click the Microsoft Excel worksheet.
- 2. On the **Tools** menu, click **Options**, then click the **View** tab.
- 3. Under **Window options**, clear the **Gridlines** check box.

## **Copy Excel data into a presentation**

- 1. In Microsoft Excel, select the range of cells you want to copy, and then click **Copy** .
- 2. Switch to Microsoft PowerPoint, and then click the slide or notes page where you want to insert the cells.
- 3. On the **Edit** menu in PowerPoint, click **Paste Special**.
- 4. Make sure the **Paste** option is selected.
- 5. Do one of the following:
  - To paste the cells so that you can size and position them as you would a <u>picture</u>, click **Picture**.
  - To paste the cells as an <u>embedded object</u> that you can edit in Microsoft Excel, click **Microsoft Excel Worksheet Object**.

### Link or embed an Excel chart

Do one of the following:

Create a new embedded Microsoft Excel chart

- 1. Click on the slide where you want to place the embedded object.
- 2. On the **Insert** menu, click **Object**.
- 3. Click **Create new**.
- 4. In the **Object type** box, click **Microsoft Excel Chart**, and click **OK**.

A chart with sample data is added to the slide.

5. Click **Sheet1** to replace the sample data.

Create a linked or embedded Excel chart from an existing file

- 1. Click in the text box of the item where you want to place the linked object or embedded object.
- 2. On the **Insert** menu, click **Object**.
- 3. Click **Create from file**.
- 4. In the **File** box, type the name of the file you want to create a linked or embedded Excel chart from, or click **Browse** to select from a list.
- 5. To create a linked object, select the **Link** check box.

**Note** When you create a <u>linked</u> or <u>embedded object</u> from an existing Microsoft Excel workbook, the entire workbook is inserted into your slide. Only one worksheet is displayed at a time. To display a different worksheet, double-click the Excel object, and then click a different worksheet.

# Change the area of an Excel worksheet that is displayed

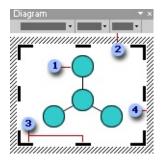
- 1. Double-click the Microsoft Excel worksheet.
- 2. Drag the sizing handles to display the range of cells you want.

# Link Excel worksheet cells to a presentation

- 1. In Microsoft Excel, select the range of cells you want to link, and then click **Copy**.
- 2. Switch to Microsoft PowerPoint, and then click the slide or notes page where you want to insert the linked copy of worksheet cells.
- 3. On the **Edit** menu, click **Paste Special**.
- 4. Click Paste link.

## **About diagrams**

You can add a variety of diagrams, using the diagramming tools on the **Drawing** toolbar. Diagram types include Cycle, Target, Radial, Venn, and Pyramid. Use the diagrams to illustrate various conceptual material and enliven documents and presentations (diagrams are not numerically based).



- Diagram (radial type)
- 2 Diagram toolbar
- Drawing sizing handle
- Drawing border

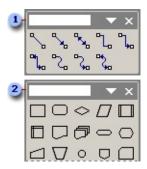
When you add or change a diagram, the diagram appears with drawing space around it, outlined by a non-printing border and sizing handles. You can size the diagram by using sizing commands to make the drawing area larger so you have more room to work, or you can get rid of extra space by fitting the border more closely to the diagram.

Format the entire diagram with preset styles; or, format pieces of it like you format shapes— add color and text, change line weight and style, and add fills, textures, and backgrounds. Use the **Diagram** toolbar that appears with your diagram to add elements or segments and to move them forward or backward.

You can also <u>animate</u> a diagram to direct focus to different pieces of a diagram and control the flow of information during a presentation.



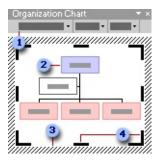
Flowcharts (or flow diagrams) can be created using a combination of <a href="AutoShapes"><u>AutoShapes</u></a> on the **Drawing** toolbar, including flowchart shapes and connectors.



- Connectors that are available
- 2 Some flowchart shapes that are available

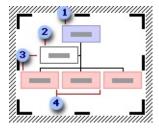
## **About organization charts**

You can use the diagramming tool on the **Drawing** toolbar to create an organization chart to illustrate hierarchical relationships, such as department managers and employees within a company.



- Organization chart toolbar
- Organization chart
- 3 Drawing border
- Drawing sizing handle

When you add or change an organization chart, the organization chart appears with drawing space around it, outlined by a non-printing border and sizing handles. You can size the organization chart by using sizing commands to make the drawing area larger so you have more room to work, or you can get rid of extra space by fitting the border more closely to the diagram.



- Superior shape
- Assistant shape

- **3** Subordinate shapes (assistant and employee of the superior shape)
- Coworker shapes (also a subordinate of the superior shape)

Format the entire organization with preset styles; or, format pieces of it like you format <a href="mailto:shapes">shapes</a>— add color and text, change line weight and style, and add fills, textures, and backgrounds. Add shapes— such as manager (superior), employee (subordinate), assistant, or coworker— or change branch layout options with the **Organization Chart** toolbar, which appears when you insert or select the diagram.

You can also <u>animate</u> the organization chart to direct focus to different pieces of the chart and control the flow of information during a presentation.

## **About printing**

You can print your entire presentation—the slides, outline, notes pages, and audience handouts—in color, grayscale, or pure black and white. You can also print specific slides, handouts, notes pages, or outline pages.

Color, black and white, or grayscale

Most presentations are designed to be shown in color, but slides and handouts are usually printed in black and white or shades of gray (grayscale). When you choose to print, Microsoft PowerPoint sets the colors in your presentation to match your selected printer's capabilities. For example, if your selected printer is black and white, your presentation will automatically be set to print in grayscale.

With <u>print preview</u>, you can see how your slides, notes, and handouts will look in pure black and white or in grayscale, and adjust the look of objects before you print.

You can also make certain changes when you preview before printing. You can select:

- What you want to print: the presentation, handouts, notes pages, or just the outline.
- A layout for handouts.
- To add a frame around each slide for print out only.
- Orientation (portrait or landscape) for handouts, notes pages, or an outline.
- Header and footer options.

Slides and transparencies

You might choose to print only the slides and use them as handouts. Slides print one per page and can be sized to fit a variety of paper sizes. Slides can also be sized to fit standard transparencies (for overhead projectors), 35mm slides, or

you can customize the fit and orientation.

Outline, notes pages, and handouts

**Outline** You can choose to print all the text in your outline or just the slide titles, in either landscape (horizontal) or portrait (vertical) orientation. The printout might look different from the screen display; while you can show or hide formatting (such as bold or italic) in the **Outline** pane on screen, on the printout the formatting will always appear.

**Notes pages** Print your notes pages either for your own use when delivering a presentation or to include as handouts for your audience. Notes pages can be designed and formatted with colors, shapes, charts, and layout options. Each notes page includes a copy of the slide it refers to and prints one slide per page, with the notes printed under the slide image. To print two slides per page with the associated notes printed next to the slides, you can send the presentation to Microsoft Word. Headers and footers on the notes pages are separate from the headers and footers on the slides.

**Handouts** You can design and create handouts similarly to the notes pages. However, you can choose from many layout options for printing: from 1 slide per page to 9 slides per page. The 3-slides-per page option includes lined space for note-taking by the audience. For additional layout options, you can send the presentation to Microsoft Word. Headers and footers on handouts are separate from the headers and footers on the slides.

## About printing in black and white

When you're creating a presentation in color, you might want to print handouts in shades of gray (grayscale) or in pure black and white. Grayscale and pure black-and-white objects in your presentation appear on the screen and print in the ways listed below. Note that <a href="https://bitmaps.clip.art">bitmaps</a>, <a href="https://clip.art">clip.art</a>, and charts show in grayscale, even when printed in pure black-and-white mode.

Object	In grayscale/ pure black and white		
Text	Black/Black		
Text shadows	Grayscale/Hidden		
Embossing	Grayscale/Hidden		
Fills	Grayscale/White		
Frame	Black/Black		
Pattern fills	Grayscale/White		
Lines	Black/Black		
Object shadows	Grayscale/Black		
Bitmaps	Grayscale/Grayscale		
Clip art	Grayscale/Grayscale		
Slide backgrounds	White/White		
Charts	Grayscale/Grayscale		

## Adjust presentation colors to print in black and white

This process does not change colors or design in the original color presentation.

- 1. On the **View** menu, point to **Color/Grayscale**, and then click **Grayscale** or **Pure Black and White**.
- 2. Do one of the following:
  - To adjust the look of any object, right-click the object, point to
     Grayscale or Black and White Setting on the shortcut menu, and
     then click the option you want.
  - To select multiple objects, hold down SHIFT while you right-click each object, point to **Grayscale** or **Black and White Setting** on the shortcut menu, and then click the option you want.

**Note** You can apply different grayscale or black-and-white settings to different objects on the same slide.

## Turn background printing on or off

- 1. On the **Tools** menu, click **Options**, and then click the **Print** tab.
- 2. Under **Printing options**, select or clear the **Background printing** check box.

**Note** When Background Printing is on, you can continue to work while you print. Background printing uses additional system memory. To speed up printing, clear the **Background printing** check box.

#### **Print slides**

If you are creating transparencies for an overhead projector, use this procedure to print out your presentation on transparent sheets. Microsoft PowerPoint automatically optimizes your slides to print to the printer you have selected — either black and white or color.

1. Set up the slide size for printing.



- 1. On the **File** menu, click **Page Setup**.
- 2. In the **Slides sized for** box, click the option you want.

If you click **Custom**, enter the measurements you want in the **Width** and **Height** boxes.

**Note** All slides in a presentation must be in one orientation, but you can choose a different orientation for notes pages, handouts, and the outline.



When changing to a different page orientation, you might want to change the shape or placement of text <u>placeholders</u> or other items on the <u>slide</u> <u>master</u> so they're better suited for the new orientation.

- 2. To see what your slides will look like when they print, on the **File** menu, click **Print Preview**, and make any changes you want.
- 3. On the **Print Preview** toolbar, in the **Print What** box, click **Slides**.
- 4. On the **Print Preview** toolbar, click **Print** ...

**Note** If you want to print out slides in color, on the **View** menu, point to **Color/Grayscale**, and then click **Color**. You must have a color printer selected as your default printer to preview the slides in color in Print Preview.

#### Print an outline

- 1. Create or open the presentation you want to print.
- 2. In normal <u>view</u>, click the **Outline** tab in the left pane, and then on the **Standard** toolbar, click **Expand All** to show just the slide titles or all levels of text. (If **Expand All** isn't on the toolbar, click the arrow at the end of the toolbar, point to **Add or Remove Buttons**, point to **Standard**, and then click **Expand All**.
- 3. Do one of the following:

Send to Microsoft Word

- 1. On the **File** menu, point to **Send To**, and then click **Microsoft Word**.
- 2. Under Page layout in Microsoft Word, click Outline only.
- 3. Click **OK**.
- 4. On the **File** menu, click **Print**.

Print from Microsoft PowerPoint

- 1. On the **File** menu, click **Print Preview**.
- 2. In the **Print What** box, click **Outline View**.
- 3. On the **Print Preview** toolbar, click **Print**

#### **Print handouts**

- 1. Open the presentation that you want to print.
- 2. On the **File** menu, click **Print Preview**.
- 3. To choose the page orientation, click **Portrait** or **Landscape** on the toolbar.
- 4. To set headers and footers, click the arrow on the **Options** button, and then click **Header and Footer** .
- 5. On the **Print Preview** toolbar, in the **Print What** box, click the **Handout** layout option you want.
- 6. On the **Print Preview** toolbar, click **Print 3**.

**Note** If you want to print handouts in color, on the **File** menu, click **Print Preview**. Then on the **View** menu, point to **Color/Grayscale**, and then click **Color**. You must select a color printer as your default printer to do this.

### **Print notes pages**

- 1. Open the presentation that has the notes pages you want to print.
- 2. On the **File** menu, click **Print Preview**.
- 3. On the **Print Preview** toolbar, in the **Print What** box, click **Notes Pages**.
- 4. To choose the page orientation, click **Portrait** or **Landscape** on the toolbar.
- 5. To set headers and footers, click the down arrow on the **Options** button, and then click **Header and Footer**.
- 6. On the **Print Preview** toolbar, click **Print 3**.

#### **Print reviewer comments**

- 1. Open the presentation that contains the reviewer comments you want to print.
- 2. On the **File** menu, click **Print**.
- 3. In the **Print what** box, click either **Slides**, **Handouts**, or **Notes Pages**.
- 4. Select the **Print comments and ink markup** check box, and then click **OK**.

**Note** If ink annotations were saved in the presentation, these will print when you select **Print comments and ink markup**.

### Printer can't be found

This error indicates that the printer you are trying to use cannot be located, most likely because the network or print server is down or because there is a similar disconnect between your computer and the printer. Check these areas or contact your network administrator for more assistance.

## Troubleshoot printing hidden slides

I receive an error message indicating that all or some of my slides are hidden, but I want to print all of the slides.

If you want to print all of the slides in your presentation, you can do one of the following:

- Change hidden slides so that they are not hidden. To do this, in normal view, select the hidden slides on the **Slides** tab, right-click, and then click **Hide Slide**.
- Keep the hidden slides hidden, but mark them to be printed. To do this, select the **Print Hidden Slides** check box on the **Print** dialog box (**File** menu, **Print** command).

## **Troubleshoot printing**

When I try to print, nothing happens.

Try one of the following:

- Make sure your printer is turned on and is online. There might be a button or switch labeled "Online."
- Check both ends of the cable between your computer and printer to verify that the connections are tight.
- Verify that the printer has paper.
- Verify that the print range selected in the **Print** dialog box corresponds to the slides you want to print. Then, on the **File** menu, click **Print**.
- Verify that the printer name in the **Print** dialog box matches the printer you're using. Then, on the **File** menu, click **Print**.
- Check the status of your print job in the Microsoft Windows **Printers** folder.
- Try printing another presentation. If that presentation prints, the problem might be related to content in your original presentation.
- If you're printing over a network, make sure your network connection is intact. Check with your network administrator for assistance.

Why aren't my slides showing in color in print preview?

If you are printing to a grayscale printer, your slides will show in grayscale in print preview.

When I print-preview my slides in grayscale, the slide background shows as white instead of a shade that reflects a color background.

Microsoft PowerPoint shows you a preview of the printed slide in a modified grayscale because sometimes that produces a more readable printed version than you would get with color printed in true grayscale (in PowerPoint, you see true grayscale when, if printing to a grayscale printer, you preview the slide in Color mode as opposed to Grayscale mode). For example, if your slide background is a dark color, it will print black or dark gray on a grayscale printer, and text on top

of it might not be easy to read. The Grayscale mode shows you how it would look with some of the background switched to white. To view the slide in true grayscale in <u>print preview</u>, on the **Views** menu, point to **Color/Grayscale**, and then click **Color**.

The gridlines in my embedded Microsoft Word table don't appear in my printed document.

If you have an embedded Microsoft Word table, gridlines appear only on the screen. To print vertical and horizontal lines between cells, you need to apply borders to the table.

The easiest way to apply borders in Word is to use the **Table AutoFormat** command on the **Table** menu in Word, which automatically applies predefined borders and shading.

You can also create a table directly in Microsoft PowerPoint. To insert a table, click **Insert Table** . Gridlines are displayed, and will print.

Printing is too slow.

If you feel that the printing is taking too long, try the following:

- Make sure your hard disk has at least 2 megabytes of free space.
- If you have several programs open, close any programs you don't need.
- If printing is still too slow, try turning off the Background Printing. On the **Tools** menu, click **Options**, and then click the **Print** tab. Clear the **Background Printing** check box.

Text runs off the edge of the page.

If text runs off the edge of the paper when you print, one of the following may be the problem:

- The wrong printer is selected. For more information on changing the default printer, see Microsoft Windows Help.
- There could be a problem with the printer driver, or you might have an incorrect version of the driver installed. To install the correct drivers, reinstall your printer.

Fonts on the printed slides, notes, or handouts look different than those I see on the screen.
Some fonts that you see on the screen are not available in print form. When this happens, the printer substitutes fonts. To fix the problem, change the fonts in your presentation to <a href="TrueType">TrueType</a> fonts, or use a printer font that has a matching Microsoft Windows screen font. For more information about changing printer fonts, see Microsoft Windows Help.
Slides aren't centered or the right size on the printed page.
The settings in the <b>Page Setup</b> dialog box may not be correct. On the <b>File</b> menu, click <b>Page Setup</b> . Click the correct option in the <b>Slides sized for</b> box. If you click <b>Custom</b> , make sure the measurements in the <b>Width</b> and <b>Height</b> boxes are correct.
Consult your printer documentation for information about the print areas your printer supports.
I get a "too many fonts" message when I print.
You might be using fonts that are installed on your computer, but not on your printer.
<ul> <li>Try reducing the number of fonts in your presentation.</li> <li>Consult your printer documentation for information about your printer's memory, the number of fonts it can support, and how to download the fonts.</li> </ul>
When I print my presentation in black and white, it doesn't look good.
You can print in either grayscale or in pure black and white. Pure black and white hides all shades of gray, including object fills. Before you print, try the following:
Set up your presentation to print in black and white
This process does not change colors or design in the original color presentation.

- 1. On the **View** menu, point to **Color/Grayscale**, and then click **Grayscale** or **Pure Black and White**.
- 2. Do one of the following:
  - To adjust the look of any object, right-click the object, point to **Grayscale** or **Black and White Setting** on the <u>shortcut menu</u>, and then click the option you want.
  - To select multiple objects, hold down SHIFT while you right-click each object, point to **Grayscale** or **Black and White Setting** on the shortcut menu, and then click the option you want.

**Note** You can apply different grayscale or black-and-white settings to different objects on the same slide.

	Some of my	v text does	not appear	when I pri	nt in grav	scale
	DUILLE OF HE	V LCAL GOCS	mot uppcui	WIICH I DIE	IIL III SIUY	<u>scurc</u>

If you have text that overlaps an object that has a black fill, the text and object fill both print black; so the text doesn't show up.

To have your text appear over a black background, do one of the following:

- Print in pure black and white. On the **View** menu, point to **Color/Grayscale**, and then click **Pure Black and White**. When you select this option, your objects will not have a fill when they are printed.
- Adjust the grayscale setting for specific objects. On the View menu, point
  to Color/Grayscale, and then click Grayscale. Right-click the object that
  has the dark fill, point to Grayscale settings, and then click Light
  Grayscale. When you select this option, your object may not look as you
  had intended and may be inconsistent with other objects that have the same
  fill.

These changes will not affect the colors in the original color presentation.

## Set up the slide size for printing

- 1. On the **File** menu, click **Page Setup**.
- 2. In the **Slides sized for** box, click the option you want.

If you click **Custom**, enter the measurements you want in the **Width** and **Height** boxes.

**Note** All slides in a presentation must be in one orientation, but you can choose a different orientation for notes pages, handouts, and the outline.



When changing to a different page orientation, you might want to change the shape or placement of text <u>placeholders</u> or other items on the <u>slide master</u> so they're better suited for the new orientation.

# Require a password to open or change a presentation

Use strong passwords that combine upper- and lowercase letters, numbers, and symbols. Weak passwords don't mix these elements. Strong password: Y6dh!et5. Weak password: House27. Use a strong password that you can remember so that you don't have to write it down. If you lose the password, you cannot open or gain access to the password-protected presentation. Microsoft cannot provide assistance for opening or modifying a presentation whose password you don't remember.

- 1. Open the presentation you want to create a password for.
- 2. On the **Tools** menu, click **Options**, and then click the **Security** tab.
- 3. Do one of the following:
  - To require a password to open a presentation, in the **Password to open** box, type a password, and then click **OK**.
  - To require a password to modify a presentation, in the **Password to modify** box, type a password, and then click **OK**.

**Note** Setting a modify password allows others who do not know the password to view the presentation, but prevents them from making any changes to the presentation.

4. In the **Confirm Password** dialog box, type the password again, and then click **OK**.



To create a long password— up to 255 characters— on the **Security** tab, click **Advanced**, select an encryption type, and then in the **Choose a key length** box, use the arrows to select the number of characters you want to use for the long password.

# Troubleshoot security and password protection

#### **Passwords**

When I save my presentation as a Web page, the presentation is no longer password-protected.

Although most aspects of your presentation are maintained when you save it as a Web page, Microsoft PowerPoint does not maintain <u>password</u> protection or enable you to create a password after you've saved the presentation as a Web page. To preserve a password, save a copy of your presentation in it's original format before saving it as a Web page.

The password I typed doesn't work.

<u>Passwords</u> are case-sensitive. Check to see whether the CAPS LOCK key is turned off, retype the password to make sure that you didn't mistype it, or make sure that you have the correct presentation open for the password you typed.

#### **Receiving macro warnings**

Built-in wizards, templates, or custom commands no longer work, or I get a message that macros are disabled.

- You may have cleared the Trust all installed add-ins and templates check box on the Trusted Sources tab in the Security dialog box. If you clear this check box, and if the security level setting is set to Very High or High in the Security dialog box (Tools menu, Macro command, Security submenu), you may be unable to run the built-in wizards, templates, or custom commands.
- You may be running a VBA-less installation of the product. Some organizations prefer to run installations of Microsoft Office that do not include the <u>Visual Basic for Applications</u> functionality. Removing this functionality may affect your ability to use some of the built-in features, such as wizards, templates or <u>add-ins</u>, or other items that use <u>macros</u>. Please contact your system administrator or IT professional for more information or see the Microsoft Office 2003 Resource Kit.

I am concerned that a presentation I want to open contains infected macros, but I don't see a warning when I open the presentation.

If you set the security level to **Low**, you are not protected from unsafe macros, so this setting is not recommended. By setting the security level to **Medium**, with the **Trust all installed add-ins and templates** check box cleared, users can choose to enable or disable unsigned COM add-ins and VBA macros when they are prompted. If your security level is set to **Very High** or **High**, with the **Trust all installed add-ins and templates** check box cleared, all unsigned COM add-ins and VBA macros are disabled automatically. Therefore, it is recommended that users keep security levels set to **High** with the **Trust all installed add-ins and templates** check box cleared.

The following table lists the available Microsoft Office 2003 security settings, along with their corresponding behaviors, in the **Security** dialog box (**Macros** submenu, **Tools** menu).

Security level	Digitally signed?	From trusted sources?	Office 2003 will			
	Yes	Yes	Load the add-in or macro silently			
Very High	Yes	No	Not load the add-in or macro			
	No	N/A	Not load the add-in or macro			
High	Yes Yes No	Yes No N/A	Load the add-in or macro silently  Prompt to trust the source and enable the add-in or macro to run  Not load the add-in or macro			
Medium	Yes Yes No	Yes No N/A	Load the add-in or macro silently  Prompt to trust the source and enable the add-in or macro to run  Prompt to enable or disable the add-in or macro			
Low	Yes or No	Yes or No	Load the add-in or macro silently			

I keep getting a warning about macros.

• The <u>macro</u> you want to run might not be from a trusted source. If the security level is set to **Medium** or **High**, and you open a presentation or load an add-in that contains <u>digitally signed</u> macros that are not from a trusted source, you receive a macro warning. If you are sure you trust the macro developer, add the name to the list of trusted sources on the **Trusted Sources** tab in the **Security** dialog box (**Tools** menu, **Macro** command, **Security** submenu).

- The presentation might contain a macro <u>virus</u>. If you don't expect the presentation to contain a macro, you might have a virus that is adding a macro virus to the presentation. Check your computer for viruses, and try to get an uninfected copy of the presentation from the source.
- The macro might be in a presentation you downloaded as an HTML page from a Web site and opened as a temporary file. If your virus scanner tells you it cleaned out a virus in this presentation every time you open it, you are removing the virus from the temporary file only, not from the original presentation on the Web server. Check your computer for viruses, and notify the source about problems with the original presentation.
- The presentation contains legitimate macros. If you know these are legitimate and safe macros, you might want to digitally sign those macros and then add your name to the list of trusted sources on the **Trusted Sources** tab in the **Security** dialog box (**Tools** menu, **Macro** command, **Security** submenu).

I don't want to be warned about any macros.

To stop displaying <u>macro</u> warnings, change the security level for your presentation to **Low** on the **Security Level** tab (**Tools** menu, **Macro** command, **Security** submenu). To avoid a macro <u>virus</u> infection on your computer, change the security level to **Low** only if you are running specialized antivirus software that can check presentations and <u>add-ins</u> for macro viruses, and you are sure all the macros you use are from trusted sources.

The **Security Warning** dialog box tells me the source has not been authenticated.

This warning appears in the **Security Warning** dialog box if the security level is set to **High** or **Medium** on the **Security Level** tab (**Tools** menu, **Macro** command, **Security** submenu), and you open a presentation or load an <u>add-in</u> that contains <u>digitally signed macros</u> but the <u>digital certificate</u> has not been authenticated. For example, if the macro developer has created his or her own digital certificate, you receive this warning.

This type of unauthenticated certificate can be forged by malicious users to claim that it is anyone's certificate. For example, a malicious user can create a

certificate named "Microsoft Corporation." The only warning you have that the certificate is false is this warning. You should not expect professional software developers to sign with an unauthenticated certificate. You should expect this type of certificate only from individual co-workers or friends. If the security level is set to **High** and you trust the macro source, you can select the **Always trust macros from this source** check box when prompted and enable the macros. If the security level is set to **Medium**, you can enable the macros without adding the developer to the list of trusted sources. If you don't trust the developer, do not enable the macros.

#### **Working with macros**

I can't use a macro in a presentation or add-in I opened.

- Macros might have been disabled automatically. If the security level is set to High on the Security Level tab (Tools menu, Macro command, Security submenu), and you open a presentation or load an add-in that contains unsigned macros, the macros are disabled and you cannot run them. You can enable macros that are not digitally signed by changing the security level to Medium on the Security Level tab (Tools menu, Macro command, Security submenu), and then either closing the presentation and opening it again or unloading and then reloading the add-in. Remember to change the security level back to High if you want Microsoft PowerPoint to automatically disable unsigned macros in the future.
- You might have chosen to disable macros when you opened the presentation. If the security level is set to Medium or High on the Security Level tab (Tools menu, Macro command, Security submenu), and you chose to disable macros because you do not trust the source of the macros, you cannot run the macros. To run the macros, either close the presentation and then open it again or unload and then reload the add-in, and then click Enable Macros when prompted.

I can't view macros in a presentation that I opened in Microsoft PowerPoint 97.

The <u>macros</u> might have been <u>digitally signed</u> from within the <u>Microsoft Visual Basic Editor</u> in Microsoft PowerPoint 2000 or later. Microsoft PowerPoint 97 doesn't recognize digital signatures, so it can't update the signature if you modify a signed <u>Microsoft Visual Basic for Applications</u> macro. To prevent modifications, you cannot view in PowerPoint 97 the code for macros that have been digitally signed in PowerPoint 2000 or later.

#### **Changing the security level**

I can't change the security level.

Your network administrator might have enforced a security level for your workgroup or corporation to ensure you use only <u>macros</u> that have been determined to be virus-free. For more information, see your network administrator.

## Adding a macro developer to the list of trusted sources

I can't add a macro developer to the list of trusted sources.

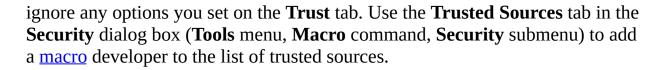
• The <u>digital certificate</u> for the source may not be <u>authenticated</u>. You can only add certificates to your list of trusted sources if they have been authenticated.

**Note** Certificates created with the Selfcert.exe tool are considered to be unauthenticated and can only be added to the list of trusted sources on the computer on which they were created.

- The list of trusted sources might be locked. Your system administrator might have locked your list of trusted sources so that you cannot add new macro developers to it.
- The <u>macro</u> might not be digitally signed. In order to add a macro developer to the list of trusted sources, the macro must be <u>digitally signed</u> by the developer.
- You might not have Microsoft Internet Explorer 4.0 or later installed on your computer. Internet Explorer 4.0 or later is required in order to digitally sign a macro or verify that a developer is trusted.
- The security level might be set to **Low**. In order to add a macro developer to the list of trusted sources, you must change the security level to **Medium** or **High** on the **Security Level** tab (**Tools** menu, **Macro** command, **Security** submenu).

The source of the certificate I chose to trust was not added to the list of trusted sources.

If you use Microsoft Internet Explorer 4.0 or later, the **Certificate Properties** dialog box appears when you click the **Details** button in the **Security Warning** dialog box. The **Trust** tab in the **Certificate Properties** dialog box provides an option to trust the <u>digital certificate</u>, but Microsoft Office 2003 programs will



I signed my macros with a digital certificate that I created myself, but other people are unable to use them, and they can't add me to their list of trusted sources.

Digital certificates created with the Selfcert.exe tool are considered unauthenticated. Microsoft Office PowerPoint 2003 will allow you to add the owner of an unauthenticated certificate to the list of trusted sources only when the certificate is used on the same computer on which it was initially created. This means you can run Selfcert.exe and create a certificate on your computer, sign your own personal macros, and you can trust that certificate on that same computer. However, if you attempt to share the presentation with another user, the other user will be unable to run the macros if the user's security setting is set to **High** on the **Security Level** tab (**Tools** menu, **Macro** command, **Security** submenu).

# About removing personal information from presentations

Before you give others a copy of the document, it is a good idea to review personal and hidden information, and decide whether it is appropriate to include. You may want to remove some information from the document and from the document file properties before you share the document with others.

#### Where is personal or hidden information stored?

**File properties** These properties include Author, Manager, Company, and Last Saved By.

**Other hidden information** For example, hidden, revised text, comments, or field code can remain in a document even though you don't see it or expect it to be in the final version. If you entered personal information such as your name or e-mail address when you registered your software, some Microsoft Office documents store that information as part of the document.

Information contained in custom fields that you add to the document, such as an 'author' or 'owner' field, is not automatically removed. You must edit or remove the custom field to remove that information.

You can remove the following personal information from your presentation:

- **File properties** Author, Manager, Company, and Last saved by.
- Reviewer names associated with comments or changes Names are changed to "Author."

•	E-mail message header	The e-n	nail message h	neader that is generate	d
	with the <b>E-mail (as Attac</b>	hment)		button is removed.	

# Remove personal information from a presentation

Before you give others a copy of the document, it is a good idea to review personal and hidden information, and decide whether it is appropriate to include. You may want to remove some information from the document and from the document file properties before you share the document with others.

#### Where is personal or hidden information stored?

**File properties** These properties include Author, Manager, Company, and Last Saved By.

Some PowerPoint features use the personal information in file properties. When you remove this information, these features may not work as desired. Removing personal information affects the following features:

- Send to Mail Recipient (for Review)
- Tracked changes
- Information Rights Management
- Comments (names are removed)

**Other hidden information** For example, hidden, revised text, comments, or field code can remain in a document even though you don't see it or expect it to be in the final version. If you entered personal information such as your name or e-mail address when you registered your software, some Microsoft Office documents store that information as part of the document.

Information contained in custom fields that you add to the document, such as an 'author' or 'owner' field, is not automatically removed. You must edit or remove the custom field to remove that information.

- 1. On the **Tools** menu, click **Options**, and then click the **Security** tab.
- 2. Under **Privacy options**, select the **Remove personal information from this file on save** check box.
- 3. Click **OK**, and then save your presentation.

# Optimize a Web presentation for a specific browser

- 1. Open the Web presentation you want to optimize.
- 2. On the File menu, click Save as Web Page, and then click Publish.
- 3. Under Browser support, select one of the following:
  - Microsoft Internet Explorer 4.0 or later (high fidelity).
  - Microsoft Internet Explorer 3.0, Netscape Navigator 3.0, or later.
  - All browsers listed above (creates larger files).

### Show All

## Preview a presentation as a Web page

• On the **File** menu, click **Web Page Preview**.

**Note** This opens your presentation in your default Web <u>browser</u>.

### Show All

## Resize Web presentation graphics to fit a browser window

- 1. Open the presentation you want.
- 2. On the File menu, click Save as Web Page.
- 3. In the **File name** box, type a name for the Web page.
- 4. In the **Save as type** box, do one of the following:
  - To save as a Web page and create an associated folder that contains supporting files— such as bullets, background textures, and graphics— select **Web page**.
  - To save as a Web page that integrates all supporting information, including graphics and other files, into a single file, select **Single File Web Page**.
- 5. Set the page <u>title bar</u> text for your Web page.



- Click **Change Title**, type the text in the **Page title** box, and then click **OK**.
- 6. Click **Publish** and do one or more of the following:
  - To specify the slides you want to publish, under **Publish what?**, select an option.
  - To display speaker notes for a presentation, under **Publish what?**, select the **Display speaker notes** check box.
  - To optimize for a particular <u>browser</u> or browser version, under Browser support, select an option.
- 7. Click **Web Options**, and on the **General** tab, select the **Resize graphics to fit browser window** check box. Set any other Web page formatting and display options you want, and then click **OK**.
- 8. In the **File name** box, specify a location for the Web page, or click **Browse** for the location you want to use. If you want the published copy to have a different name than the source file it was published from, specify the new name.
- 9. To immediately see how your published Web presentation looks in your browser after you publish it, select the **Open published Web page in**

**browser** check box in the **Publish as Web Page** dialog box. 10. Click **Publish**.

# Save a presentation as a single file Web page

- 1. On the **File** menu, click **Save As**.
- 2. In the **Save as type** list, click **Single File Web Page**.
- 3. Click Save.

### Save a presentation as a Web page

- 1. On the **File** menu, click **Save as Web Page**.
- 2. Click Save.

### Show All

# Set or change the page title bar of a Web page

- 1. Open the presentation or <u>Web page</u> with the page <u>title bar</u> you want to change.
- 2. On the File menu, click Save as Web Page.
- 3. Click **Change Title**, type the text in the **Page title** box, and then click **OK**.

**Note** If someone stores a link to your Web page, the title appears in that person's history list and favorites list.

### Show All

# Show slide animations during a Web presentation

Use this procedure to allow viewers of Web presentations to see slide animations when they use Microsoft Internet Explorer 4.0 or later.

- 1. Open the presentation you want.
- 2. On the **File** menu, click **Save as Web Page**.
- 3. In the **File name** box, type a name for the Web page.
- 4. In the **Save as type** box, do one of the following:
  - To save as a Web page and create an associated folder that contains supporting files, such as bullets, background textures, and graphics, select **Web Page**.
  - To save as a Web page that integrates all supporting information, including graphics and other files, into a single file, select **Single File Web Page**.
- 5. Set the page <u>title bar</u> text for your Web page.



- Click **Change Title**, type the text in the **Page title** box, and then click **OK**.
- 6. Click **Publish**, and then do one or more of the following:
  - To specify the slides you want to publish, under **Publish what?**, select an option.
  - To display speaker notes for a presentation, under **Publish what?**, select the **Display speaker notes** check box.
  - To optimize for a particular <u>browser</u> or browser version, under Browser support, select an option.
- 7. Click **Web Options**.
- 8. On the **General** tab, select the **Show slide animation while browsing** check box.
- 9. Set any other Web page formatting and display options you want, and then click **OK**.
- 10. In the **File name** box, specify a location for the Web page, or click **Browse**

- to find the location you want to use. If you want the published copy of the presentation to have a different name than the source file it was published from, specify the new name.
- 11. To immediately see how your published Web presentation looks in your browser after you publish it, select the **Open published Web page in browser** check box in the **Publish as Web Page** dialog box.
- 12. Click **Publish**.



To make sure which animations work the best, preview the Web presentation before you finalize it. Consider timing the animation instead of using the **Click to advance** option when you add animations to Web presentations.

### Show All

## Web presentations for different browsers

By default, when you save or <u>publish</u> a Web presentation, the file is saved in Single File Web Page format that is optimized for Microsoft Internet Explorer 4.0 or later. This format provides the best fidelity, fastest performance, and smallest file size. However, if your Web presentation will be viewed by people who use Internet Explorer 3.0 or any version of Netscape Navigator, you can select options when you publish the presentation that will allow viewers using these <u>browsers</u> to view your presentation.

If you optimize for Internet Explorer 3.0 or any version of Netscape Navigator, consider the following:

- <u>Animations</u>, including slide transitions, are not supported (however, animated GIF pictures do run and are supported).
- GIF pictures might not be animated if the presentation is saved with a screen size setting of 640 x 480 or less.
- The slide isn't scaled to fit the browser window— it stays at a fixed screen resolution based on the screen size setting selected when you published the presentation.
- The presentation cannot be viewed full screen.
- You cannot open or close frames.
- The active slide title is not highlighted in the outline pane.
- The mouse does not highlight elements in the outline pane.
- Sounds and movies do not play.
- Some graphics will not look as good as they do in Microsoft Internet Explorer 4.0 or later.

### Show All

### **Troubleshoot Web presentations**

My Web presentation doesn't have an outline pane or a notes pane.

### You might have turned off the option to display the panes before you published

To save a Web presentation with the outline or notes panes, do the following:

- 1. On the **File** menu, click **Save as Web Page**, and then click **Publish**.
- 2. In the **Publish as Web Page** dialog box, click **Web Options**.
- 3. Select the **Add slide navigation controls** check box and click **OK**.
- 4. Select the Display speaker notes check box on the **Publish as Web Page** dialog box.

### You might have turned off the outline or notes panes in your browser window

To show the outline or notes panes in your browser window, do the following:

- To show the notes pane, click **Notes** at the bottom center of the browser window.
- To show the outline pane, click **Outline** at the bottom left of the browser window.

**Your presentation might consist of a single slide** If your presentation contains only one slide, you won't see multiple panes when you view the presentation in a browser.

You might not be using Microsoft Internet Explorer 4.0 or later Multiple panes are not displayed in Internet Explorer versions 2.0 and 3.0, and Netscape Navigator versions 2.0, 3.0, and 4.0.

**JavaScript might not be enabled** Multiple panes are not displayed in Internet Explorer 4.0 if JavaScript is not enabled. To enable JavaScript, in Internet Explorer 4.0, do the following:

- 1. On the **View** menu, click **Internet Options**, and then click the **Advanced** tab.
- 2. In the **Settings** list, under **Java VM**, select the **Java JIT compiler enabled** check box.

The	Dis	plav	/ S	peaker	notes	check	box i	s unavailal	ble.

There might not be notes in the presentation. If no notes are included in the presentation, then the option to display the speaker notes pane is not accessible.

You might not have selected the **Add slide navigation controls** Web option. This option displays the outline pane, the notes pane, and buttons to show or hide these panes and to display slides in your Web browser. To activate the speaker notes check box, do the following:

- 1. On the **File** menu, click **Save as Web Page**, and then click **Publish**.
- 2. Click **Web Options**.
- 3. Select the **Add slide navigation controls** check box.

My Web presentation doesn't have the slide show features I want.

The following slide show features are not supported when you view a presentation in a Web browser:

#### **Animation**

- The **Introduce text** options **By Word** and **By Letter** are not supported.
- The **After animation** option to make a shape appear dim is not supported.
- Sound only plays for a single slide (it doesn't continue playing when you jump to another slide).
- Chart effects are not supported.
- Linked and embedded objects don't play.
- The **Spiral**, **Stretch**, **Swivel**, and **Zoom** paragraph effects are not supported.
- Rotated text isn't animated separately from the attached shape (the AutoShape and text are animated together).
- If you have automatic slide transitions, all mouse-click animations on the slide behave as automatic animations.
- Animated GIF pictures are static if they are grouped together.

#### **Action settings**

- The **Run Macro** option is not supported.
- The **Highlight click** and **Highlight when mouse over** check boxes are not supported.
- **Object action** options are not supported.
- A hyperlink to a custom show doesn't play the show.
- The play sound option doesn't play if the object is also formatted as a hyperlink (for example, a hyperlink to the next slide).
- If a hyperlink on the slide master is covered by a placeholder (even an empty placeholder), the hyperlink doesn't work.

#### Other features

- Commands on the context menu (the menu that appears when you rightclick a slide) are not supported.
- Not all of the slide show presentation shortcut keys are supported.
- The BACKSPACE key shows the last slide viewed, not the previous slide in the order of your presentation.
- You can't run individual custom shows.
- The **Update automatically** check box doesn't work for dates and times.
- Pressing F1 doesn't display the **Slide Show Help** dialog box.
- The **Shadow** and **Embossed** font formatting effects are not supported.

My Web presentation doesn't look the way I want in my Web browser.

You might have selected an incorrect Web browser format Microsoft PowerPoint takes advantage of the advanced Web browser features of Microsoft Internet Explorer version 4.0 and later to make better presentations. Some of these features aren't fully supported in earlier browser versions. If you have Internet Explorer version 2.0 or 3.0, or Netscape Navigator version 2.0, 3.0, or 4.0, and you view a Web presentation that was saved in the **Microsoft Internet Explorer 4.0 or later (high fidelity)** browser format:

- Only the expanded presentation outline is displayed.
- No notes or additional frames are displayed.
- Hyperlinks are disabled.
- Clicking a slide title in the outline pane doesn't jump to the slide.
- Default browser colors are used to display presentation text color and background color (these elements are displayed correctly in Internet Explorer 3.0).
- Sounds and movies don't play.

**You might be viewing the Web presentation on a UNIX computer** If you are using Internet Explorer 4.0 on a UNIX computer, animations—including slide transitions— aren't supported when you view a Web presentation that was saved in the **Microsoft Internet Explorer 4.0 or later** browser format.

The slide show feature you're expecting might not be supported Not all slide

show features available in PowerPoint can be used in a Web presentation.
My Web presentation doesn't look the way I want on WebTV.
You might have used the wrong browser format Your Web presentation will look best on WebTV if you use the Microsoft Internet Explorer or Netscape Navigator 3.0 or later browser format. When you save a presentation as a Web page, the presentation is saved in the Microsoft Explorer 4.0 or later (high fidelity) browser format, which is not optimal for viewing in WebTV. Publish your Web presentation by clicking Publish in the Save As dialog box (File menu, Save as Web Page command) and then clicking either the Microsoft Internet Explorer or Netscape Navigator 3.0 or later or the All browsers listed above (creates larger files) browser format.
You might have published your Web presentation in the format for all browsers Your Web presentation will look the best on WebTV if you use the Microsoft Internet Explorer or Netscape Navigator 3.0 or later browser format. If you saved your Web presentation in the All browsers listed above (creates larger files) browser format, the Web presentation will appear in the Microsoft Internet Explorer or Netscape Navigator 3.0 or later browser format on WebTV.
<b>Your Web presentation might contain animated GIF pictures</b> GIF pictures aren't animated when you view your Web presentation on WebTV.
<b>You might have selected a screen size setting that is not optimal for WebTV</b> The recommended WebTV monitor screen size setting is 544 x 376. To change the screen size setting, click <b>Web Options</b> on the <b>General</b> tab in the <b>Options</b> dialog box, and then adjust the <b>Screen size</b> option on the <b>Pictures</b> tab as necessary.
I see a red X, a blank image, or no image at all in my Web presentation.
If you see a red X, a blank image, or no image at all where your graphics should be, check the following:
Your links might not be working correctly

A red X indicates a missing graphic. If you move, copy, or rename your Web

page, any links to supporting files—such as bullets, background textures, and graphics—might be broken. To automatically make the paths for the linked pictures and hyperlinks <u>relative</u> when you save a Web page, do the following:

- 1. On the **Tools** menu, click **Options**.
- 2. Click the **General** tab, and then click **Web Options**.
- 3. Click the **Files** tab.
- 4. Under **File names and locations**, select the **Update links on save** check box.

Your browser might not recognize graphics in VML format

If you save a file as a Web page and then view the Web page in a browser that supports graphics in <a href="Vector Markup Language">Vector Markup Language</a> (VML) format, such as Microsoft Internet Explorer 5.01 or later, make sure that VML is turned on in your Web option settings in order to see the graphics on your Web page. If you view the Web page in a browser that does not recognize graphics in VML format (such as Microsoft Internet Explorer 4.0 or earlier) and your graphics aren't showing, check to make sure that you have set the correct Web option by doing the following:

- 1. Open your Web page in the Office application that you used to create it.
- 2. On the **Tools** menu, click **Options**.
- 3. Click the **General** tab, and then click **Web Options**.
- 4. Click the **Browsers** tab.
- 5. Under **Options**, clear the **Rely on VML for displaying graphics in browsers** check box, and then save your Web page again.

You might have the wrong browser settings

Although all browsers support the same language (HTML), there are some differences among browsers. Some support different versions of HTML and different HTML extensions. Custom options can be set in browsers, such as the default text and background colors, and whether or not graphics are displayed. Consider testing your page in different browsers— some of which are available for downloading on the Web— and with different monitor settings, to make sure that all of your page elements appear.

You might have used the wrong picture format

If you link a graphic to a Web page, and the graphic format isn't supported by your browser, your graphics won't be visible. Make sure that the linked picture is in a graphic format that is compatible with your browser. The .jpg and .gif graphic formats are compatible with most browsers.
You might have changed a linked picture
If you make a visual change to a linked picture, such as adding a shadow, border or outline, fill, or contrast or brightness adjustment, then your Office application will create another picture with those changes for displaying in a Web page. When you view the Web page in Microsoft Internet Explorer 4.0 or earlier, the picture will appear with the changes, but the link to the original picture will be broken. To fix the link:
1. Select the picture.

If a Web page is <u>encoded</u> for a different language, an Office application will try to determine the language. If the Office application displays the wrong characters for that language when you open the page in a browser, you can select

My Web presentation is displaying the wrong characters for a language.

the language that you think the page is encoded in. Some languages have more than one encoding, so try each encoding until you can read the text.

1. On the **Tools** menu, click **Options**.

2. On the **Picture** toolbar, click **Reset Picture**.

- 2. Click the **General** tab, and then click **Web Options**.
- 3. Click the **Encoding** tab.
- 4. Under **Reload the current document as**, select the language you think the page is encoded in.

Graphics and text in my Web presentation look different on another computer.

If your Web page looks different from what you expect, check the following:

Video resolution

Graphics and text can wrap differently, depending on the video resolution (the size of the screen elements relative to the screen size). The screen size you specify can affect the size and layout of images on a Web page and the image of gradient page backgrounds.

Check the screen size settings on your computer

- 1. In PowerPoint, on the **Tools** menu, click **Options**.
- 2. Click the **General** tab, and then click **Web Options**.
- 3. Click the **Pictures** tab.
- 4. Under **Target monitor**, select a screen size in the **Screen size** box.

For more information on changing screen settings, see Microsoft Windows Help.

**Note** Your monitor and video adapter determine your screen resolution options.



Although all Web browsers support the same language (HTML), there are some differences among browsers. Some support different versions of HTML and different HTML extensions. In addition, users can set custom options in browsers, such as the default text and background colors, and whether or not graphics are displayed. Consider testing your page in different browsers— some of which are available for downloading on the Web— and with different monitor settings to make sure all of your page elements appear.

### Show All

## About publishing a presentation to the Web

You can use the Web to give others access to your presentation by <u>publishing</u> it to a <u>Web server</u> or another computer that is accessible to those you want to view the presentation with a Web <u>browser</u>. When you publish a presentation, a copy of it is created in a file location you choose. You can publish from a presentation that is in .ppt format or that is saved as a <u>Web page</u> or <u>Single File Web page</u>.



When you publish your presentation to the Web or save it as a Web page, your presentation automatically includes the following:

- A navigation frame, which is the outline of the presentation.
- **2** A slide frame.
- **3** A control for showing or hiding the outline of the presentation.
- A control for showing or hiding the notes pane.
- **5** A full-screen viewing option, which hides the browser controls and is similar to slide show <u>view</u> in Microsoft PowerPoint. If you have <u>custom shows</u> in your presentation, they can be viewed only in full-screen mode.

Publish a presentation when you want to do any of the following:

- Make available on the Web a copy of a presentation that you can edit and update (you can keep your original work in the PowerPoint presentation [.ppt] format)
- Publish copies of the same presentation to different Web locations
- Make a subset of your presentation available (for example, a custom show, a single slide, or a range of slides)
- Customize the presentation to view best in a particular browser or browser version, such as Microsoft Internet Explorer 5.01 or later or Netscape Navigator 3.0
- Choose which elements, such as <u>speaker notes</u>, <u>animations</u>, and navigation buttons, will appear in the Web version of the presentation

#### Publish a photo album to the Web

If you want others to have access to your photo album on the Web, you must specify a <u>Web server</u> or other available computer when you choose a location for the file.

- 1. Open the photo album you want to <u>publish</u> to the Web.
- 2. On the **File** menu, click **Save as Web Page**.
- 3. Click **Publish**.
- 4. Under **Publish what?**, click **Complete presentation**, and then do any of the following:
  - If you want to set additional Web page formatting and display options, click **Web Options**, select the options you want, and then click **OK**.
  - If you want to optimize for a particular <u>browser</u> or browser version, under **Browser support**, select an option.
  - If you want to set the page <u>title bar</u> text for your Web page, under **Publish a copy as**, click **Change**, type the text in the **Page title** box, and then click **OK**.
- 5. Under **Publish a copy as**, click **Browse**, select a location from the folder list, type a name for the Web page in the **File name** box, select **Web page** in the **Save as type** box, and then click **OK**.
- 6. Click **Publish**.



To immediately see how your photo album looks in your browser after you publish it to the Web, select the **Open published Web page in browser** check box in the **Publish as Web Page** dialog box.

#### Publish a presentation to the Web

If you want others to have access to your Web presentation, you must specify a <u>Web server</u> or other available computer when you choose a location for the file.

- 1. Open the presentation or <u>Web page</u> you want to <u>publish</u> to the Web.
- 2. On the **File** menu, click **Save as Web Page**.
- 3. In the **File name** box, type a name for the Web page.
- 4. In the **Save as type** box, do one of the following:
  - To save as a Web page and create an associated folder that contains supporting files— such as bullets, background textures, and graphics— select **Web page**.
  - To save as a Web page that integrates all supporting information, including graphics and other files, into a single file, select **Single File Web Page**.
- 5. Set the page <u>title bar</u> text for your Web page.



- Click **Change Title**, type the text in the **Page title** box, and then click **OK**.
- 6. Click **Publish** and do one or more of the following:
  - To specify the slides you want to publish, under **Publish what?**, select an option.
  - To optimize for a particular <u>browser</u> or browser version, under Browser support, select an option.
  - To display speaker notes for a presentation, under **Publish what?**, select the **Display speaker notes** check box.
  - To set additional Web page formatting and display options, click Web
     Options, select the options you want, and then click OK.
- 7. In the **File name** box, specify a location for the Web page, or click **Browse** for the location you want to use. If you want the published copy to have a different name than the source file it was published from, specify the new name.
- 8. Click Publish.



To immediately see how your published Web presentation looks in your browser after you publish it, select the **Open published Web page in browser** check box in the **Publish as Web Page** dialog box.

# Update a Web presentation after you publish it

- 1. In Microsoft PowerPoint, open the source (original) file of the presentation you want to update (not the copy you published to the <u>Web server</u>).
- 2. Make changes to the file.
- 3. <u>Publish</u> the presentation to the Web.



- 1. On the **File** menu, click **Save as Web Page**.
- 2. If you want, change the page <u>title bar</u> text for your Web page.



- Click **Change Title**, type the text in the **Page title** box, and then click **OK**.
- 3. Click **Publish**. If you want to use different settings from the last time you published, change any of the following:
  - To specify the slides you want to publish, under **Publish what?**, select an option.
  - To display speaker notes for a presentation, under Publish what?, select the Display speaker notes check box.
  - To optimize for a particular <u>browser</u> or browser version, under Browser support, select an option.
  - To set additional Web page formatting and display options, click **Web Options**, select the options you want, and then click **OK**.
- 4. Click **Publish**.



To immediately see how your published Web presentation looks in your browser after you publish it, select the **Open published Web page in browser** check box in the **Publish as Web Page** dialog box.

## About sending a presentation for review

Microsoft PowerPoint allows you to send a presentation for review so that other people can add comments and make any changes they want to their copies of the presentation. As the author of a presentation, you may want to send or your presentation to reviewers online so that you do not have to rely upon a hard copy markup. You can send a presentation for review in PowerPoint using Microsoft Outlook or any other 32-bit e-mail program compatible with the Messaging Application Programming Interface (MAPI), a Microsoft Exchange server or network server, or a disk.

Reviewers can use any version of PowerPoint to review your presentation. As presentations are completed by reviewers and sent back to you, you can combine them with your original copy of the presentation, and then you can use the reviewing tools in PowerPoint to apply reviewer changes.

#### Reviews using Outlook

If you use Outlook as your e-mail program, then you can send a presentation for review in which Outlook automatically tracks changes made by reviewers. When you send a presentation for review using Outlook, a review request e-mail message is automatically created. This message includes an attached copy of the presentation and a follow up flag, as well as a brief text in the body of the message requesting that your presentation be reviewed.

Reviews using other e-mail programs, a network server, or disks

You can send a presentation for review if you are not using Outlook as your email program, or you can send a presentation for review using a network server or disks if a reviewer is unable to accept attachments through e-mail. This method requires you to closely manage the review cycle of the presentation because it does not take advantage of the automatic tracking used by Outlook.

Previews and comments

If you simply want reviewers to preview your presentation or add comments, you can send a presentation as an attachment in an e-mail message. You might also want to send a presentation as an attachment to others who may not have an HTML-compatible e-mail program or access to a share folder on a network server.

#### Send a presentation for review

Before sending a presentation for review, you need to either include all linked files in your e-mail message, share folder, or disk, or embed the linked files in the presentation.

- Open the presentation you want to send for review.
   Do one of the following:

   Send for review using Microsoft Outlook

   On the File menu, point to Send To, and then click Mail Recipient (for Review).
   In the To and Cc boxes, enter the e-mail addresses of your reviewers, and then click Send .
   Tip

   If you want to add a deadline or reminder to the e-mail message, click Follow Up , and then select the options you want.
  - 1. On the **File** menu, click **Save As**.
  - 2. In the **File name** box, rename the presentation so that it indicates which reviewer you want to review this copy, and in the **Save as type** box, select **Presentation for Review**, and then click **Save**.
  - 3. Do one of the following:

disks

- If you want to use other e-mail programs to send your presentation for review, save all the reviewer files to a folder on your computer, and then send each reviewer copy of the presentation to the respective reviewer using your e-mail program's procedure for sending an attachment in e-mail.
- If you want to use a network server to send your presentation for

review, save all of the reviewer copies of the presentation to a share folder on a local network server. Then, to avoid two reviewers changing the same copy of your presentation, notify your reviewers to review only the copy of the presentation that you have designated for them to review.

■ If you want to use disks to send your presentation for review, save each reviewer copy of the presentation to a disk, and then distribute the disks to the respective reviewers.

#### Send a presentation as an attachment

The recipient of an e-mail message may not receive an attachment depending on the attachment file type. For example, program file type (.exe) attachments are blocked by Microsoft Outlook. The security level of file types is, in some cases, set by the e-mail server administrator. Make sure to provide an alternative method for recipients to access the attachment.

Before sending a presentation, you should verify that the recipients of your presentation can receive an attachment through their e-mail system.

- 1. Open or create the presentation you want to send as an attachment.
- 2. On the **File** menu, point to **Send To**, and then click **Mail Recipient (as Attachment)**.
- 3. In the **To** and **Cc** boxes, enter recipient names, and add any additional information or select any additional options you want.

### **Review a presentation**

Do one of the following:
Review a presentation you received through Microsoft Outlook
<ol> <li>In Outlook, double-click the presentation that was sent to you for your review, and then make any changes you want to the presentation.</li> <li>On the File menu, point to Send To, and then click Original Sender.</li> </ol>
<u>Tip</u>
If you want to edit the message before sending the reviewed presentation back to the author, then, on the <b>Reviewing</b> toolbar, click <b>Reply with Changes</b> .
Review a presentation in a network share folder, on a disk, or in an e-mail message on another e-mail program
1. In the designated network share folder, on a disk, or in an e-mail message, open the presentation that you want to review.
2. Make any changes you want to the presentation, and then click <b>Save</b> .

#### **Notes**

• Only the author of the presentation that was sent to you for your review will see the changes you make to your copy of the presentation.

3. Notify the author that you have completed your review.

• You will not overwrite the author's original presentation when you save the presentation you are reviewing.

### **Changes tracked in PowerPoint**

The following changes are tracked by Microsoft PowerPoint when you send a presentation for review:

#### **Presentation-level changes**

- Slide size
- Content and list of named shows
- Headers and footers for slides, Title slides, and notes

#### **Slide-level changes**

- Color scheme
- <u>Animation</u> settings
- List of shapes
- <u>Slide master</u> IDs and locked templates
- Slide master list of color schemes, default text styles, background, and objects
- Slide transition
- Slide layout
- Headers and footers

#### **Shape-level changes**

- Action settings
- Recolor information
- External objects

#### **Paragraph-level changes**

- Bullet typeface, color, and size
- Bullet animation schemes
- Bullet margins and tabs
- Paragraph indent, alignment, and direction
- Paragraph margins and tabs
- East Asian word wrap and alignment settings

#### **Text-level changes**

- Font typeface, color, and size
- Languages<u>Hyperlinks</u>

#### **Insert a comment**

- 1. Select the slide you want to add comments to.
- 2. On the **Insert** menu, click **Comment**, type your comments, and then click outside the comment box.

### **Change a comment**

• Double-click the comment abc2 you want to change, make your changes, and then click outside the comment box.

**Note** If you make a change to another reviewer's comment, your initials appear on it, and you become the author of that comment.

#### Move a comment

• Select the comment bc2 you want to move, and then drag it to the location you want.

# Show next or previous comment or change

• On the **Reviewing** toolbar, click **Next Item** or **Previous Item** to show the next or previous comment or change.

## Show or hide comments and changes

• On the **View** menu, click **Markup**.

### Delete a comment or change marker

• Select the comment or <u>change marker</u> you want to delete, and then press DELETE.

**Note** A change marker should be deleted only after you have applied or unapplied the reviewer's change.



If you want to delete all change markers on a slide, on the **Reviewing** toolbar, point to **Delete Marker**, click the arrow, and then click **Delete all Markers** on the Current Slide.

#### Show changes by reviewer

You can only show changes by reviewer after you have combined a reviewer presentation with your original presentation.

Do one of the following:

- On the **Reviewing** toolbar, click **Reviewers**, and then only select the checkbox next to the reviewer whose changes you want to see.
- On the **Gallery** tab, point to a slide of the reviewer whose changes you want to see, click the arrow, and then click **Show Only This Reviewer's Changes**.

#### Remove a reviewer from the review

You can only remove a reviewer from the review after you have combined a reviewed presentation with your original presentation.

• On the **Gallery** tab, point to a slide of the reviewer who you want to permanently remove from the review, click the arrow, and then click **Done With This Reviewer**.

**Note** A reviewer should be removed from the review only after you have applied all of the changes you want from that reviewer. After removing the reviewer, you will permanently lose all the information about the changes the reviewer made.

### **Apply reviewer changes**

Combine reviewed presentations with your original presentation.
How?
Combine reviewed presentations sent for review using Microsoft Outlook
1. In Outlook, double-click the attached reviewed presentation.
2. In the alert box, click <b>Yes</b> , and then Microsoft PowerPoint will automatically combine the reviewed presentation with your original presentation.
Combine reviewed presentations sent for review using other e-mail rograms, a server, or a hard disk.
1. In Microsoft PowerPoint, open the presentation you want to combine reviewed presentations with.
<ul><li>2. On the <b>Tools</b> menu, click <b>Compare and Merge Presentations</b>.</li><li>3. Select the reviewed presentations that you want to combine with your original presentation, and then click <b>Merge</b>.</li></ul>
Oo one or more of the following:
Apply an individual change to your presentation
<ul> <li>On the <b>List</b> tab, click a <u>change marker</u>, and then select the check boxe of the changes you want to apply to your presentation.</li> </ul>
Apply all changes to a slide
• On the <b>Reviewing</b> toolbar, point to <b>Apply</b> , click the arrow, and then click <b>Apply All Changes to the Current Slide</b> .

Apply all changes to your presentation
<ul> <li>On the Reviewing toolbar, point to Apply , click the arrow, and then click Apply All Changes to the Presentation.</li> </ul>
Apply all changes made by a reviewer on one slide
<ul> <li>On the Gallery tab, point to a slide of the reviewer whose changes you want to apply, click the arrow, and then click Apply All Changes By This Reviewer.</li> </ul>
Apply changes to the slide master
<ul> <li>On the View menu, point to Master, click Slide Master, and then select the changes you want to apply.</li> </ul>
Notes
<ul> <li>Reviewer changes made to the Notes Master or Handout Master are ignored when you combine reviewed presentations with your original presentation.</li> <li>If one reviewer change conflicts with another reviewer change, you will</li> </ul>
have to click <b>Multiple Reviewers</b> , and then choose which change you want to apply.
Tip
To unapply a change, either click <b>Unapply</b> , clear the check box, or leave the check box unchecked.

### **Unapply all reviewer changes**

• On the **Reviewing** toolbar, point to **Unapply** , click the arrow, and then click **Unapply All Changes to the Presentation**.

# **Troubleshoot sending presentations** for review

In PowerPoint, you can only send an entire presentation as an attachment in e-

mail.
The Mail Recipient command does not appear on the Send To submenu (File menu).
Make sure you have installed either Microsoft Outlook, Microsoft Exchange, or any 32-bit e-mail program compatible with the Messaging Application Programming Interface (MAPI)— and then make sure Mapi32.dll is in the Windows/system folder, or check with your administrator about getting the proper program installed.
The E-mail button doesn't appear on the <b>Standard</b> toolbar in PowerPoint.
If you don't have an e-mail program such as Microsoft Outlook installed on your
computer, the <b>E-mail</b> button won't appear on the <b>Standard</b> toolbar.

### About combining reviewed presentations

Microsoft PowerPoint allows you to send a presentation for review so that other people can add comments and make any changes they want to their copies of the presentation. This feature allows your presentation to be reviewed online so that you do not have to rely upon a hard copy markup. Once the reviewers have completed their reviews and sent them back to you, you can combine their presentations with your original presentation, and then view all comments and changes at the same time. Each reviewer's comments and changes are identified by a color-coded comment or change marker, and a short description of the change.



- Color-coded comments for each reviewer
- 2 Color-coded changes for each reviewer

PowerPoint will also identify the reviewer changes that conflict with each other. As the author of the original presentation, you can decide what changes you want to apply if a conflict exists. You can also apply individual changes, changes by slide, changes by reviewer, changes on the <u>slide master</u>, or all changes to the presentation.

You can continue to combine reviewed presentations with your original presentation at any time during the review process until you have permanently applied all reviewer changes, deleted all change markers, and saved the

presentation, or until you have designated in your original presentation that you want to end the review.

#### **Combine reviewed presentations**

Combine reviewed presentations sent for review using Microsoft Outlook

- 1. In Outlook, double-click the attached reviewed presentation.
- 2. In the alert box, click **Yes**, and then PowerPoint will automatically combine the reviewed presentation with your original presentation.

Combine reviewed presentations sent for review using other e-mail programs, a server, or a hard disk.

- 1. In Microsoft PowerPoint, open the presentation you want to combine reviewed presentations with.
- 2. On the **Tools** menu, click **Compare and Merge Presentations**.
- 3. Select the reviewed presentations that you want to combine with your original presentation, and then click **Merge**.

#### End a review

You can only end a review after you have combined a reviewed presentation with your original presentation.

• On the **Reviewing** toolbar, click **End Review**.

**Note** Although reviewed presentations can be combined with your original presentation at any time during the review process, when you choose to end a review, you will permanently end the ability to combine any more reviewed presentations with your original presentation.



Microsoft PowerPoint will automatically end the review for you if you have applied the reviewer changes you want, deleted all <u>change markers</u>, and saved your presentation.

# Troubleshoot combining presentations

When I review a presentation, my changes aren't tracked like they are in Microsoft Word.
Microsoft PowerPoint uses a different method of tracking changes a reviewer makes to a presentation. Only the sender of the presentation will see <a href="mailto:change">change</a> markers.
I applied a font size change, but then the check box became unchecked, and the change wasn't applied.
Microsoft PowerPoint automatically resizes a font to fit text in a <u>placeholder</u> . You will have to apply the actual font size that the reviewer suggested in order to incorporate the text change.
I can't combine a reviewer's presentation with my original presentation.
You have either chosen to end the review of the original presentation, or you are trying to combine a reviewed presentation that was not created from your original presentation.
Multiple reviewers added comments to my presentation, but in my combined presentation, the comments appear as if they were added by only one reviewer.
You designated the presentation you sent for review as a <u>private</u> document. Individual reviewer names will not be identified in your combined presentation.

### **About using PowerPoint with Lotus Notes**

Microsoft PowerPoint presentations can be used with Lotus Notes in two ways: you can insert a PowerPoint presentation in a Notes <u>document</u> or <u>form</u> as an <u>embedded object</u>, and you can exchange information between <u>properties</u> in an embedded PowerPoint presentation and <u>fields</u> in a Notes document or form.

PowerPoint presentations are embedded in Notes documents or forms in an editable <u>rich text field</u>. You can embed the presentation in a single Notes document, or you can embed different presentations in several Notes documents. You can also insert a PowerPoint presentation in a Notes document or form as an embedded object when you want to create multiple Notes documents or forms that contain the same embedded presentation. In this way, the presentation will already exist in each new document or form you create from the existing document or form.

After you have embedded a presentation in a Lotus Notes document or form, you can exchange information through properties in PowerPoint and fields in Notes. There are two types of fields in Notes: one-way fields and two-way fields. One-way fields provide for information exchange in one direction only— from your embedded presentation to the Notes document. If you want to exchange properties from PowerPoint to fields in the Notes document, the document must already contain the fields you want to use. Two-way fields provide for information exchange in both directions— from your embedded presentation to the Notes document, and from the Notes document to the embedded presentation. Two-way fields are automatically updated in the embedded presentation when you open or print it; in the Notes document, they're updated when you close the presentation and return to the document. Custom properties in PowerPoint are also two-way fields when you set them up to exchange with fields in a Notes form.

# Convert a Lotus Freelance presentation to PowerPoint

- 1. In Microsoft PowerPoint, on the **File** menu, click **Open**.
- 2. In the **Look in** box, click the drive where the presentation you want to convert is located.
- 3. Locate and open the presentation you want to convert.
- 4. After the presentation is converted, save it in PowerPoint format.

### Import the text of a presentation into Lotus Notes

1. In Microsoft PowerPoint, save a copy of the presentation you want to import in Outline/RTF format.



- 1. On the **File** menu, click **Save As**.
- 2. In the **Save as type** list, click **Outline/RTF**.
- 2. In Lotus Notes, open the <u>document</u> or <u>form</u> you want to import a presentation into.
- 3. In the document, click in a <u>rich text field</u>, and then, on the **File** menu, click **Import**.
- 4. In the list of import file types, do one of the following:
  - In Lotus Notes 4.x, click **MicrosoftWord RTF**.
  - In Lotus Notes 5.x, click **Microsoft RTF**.
- 5. In the list of files, double-click the presentation you want to import text from.

**Note** Outline/RTF format doesn't pick up text within objects.

#### **Embed a presentation in Lotus Notes**

- 1. In Lotus Notes, click the <u>database</u> you want.
- 2. Do one of the following:
  - Embed a presentation in an existing document or form
    - 1. On the **Create** menu, select a <u>document</u> or <u>form</u> with an editable <u>rich</u> <u>text field</u>.
    - 2. Click in an editable rich text field.
  - Embed a presentation in a new form
    - 1. On the **Create** menu, point to **Design**, and then click **Form**.
    - 2. Click where you want the embedded presentation to appear.

**Note** Lotus Notes 5.x requires Manager or Designer access to the database to design a new form.

- 3. On the **Create** menu, click **Object**.
- 4. Do one of the following:
  - To embed a new blank presentation, click Create a new object, and then click Microsoft PowerPoint Presentation in the Object type box.
  - To embed an existing presentation, click Create an object from a file, and then select the file you want.



To display the embedded presentation as an icon, select the **Display as icon** check box.

## Create a custom field from an embedded presentation

- 1. In a Lotus Notes <u>document</u> or <u>form</u>, right-click the embedded presentation, and then click **Open** on the shortcut menu.
- 2. In Microsoft PowerPoint, select the slide that contains the text you want to use in Lotus Notes, and then select the text.
- 3. On the **File** menu, click **Properties**, and then click the **Custom** tab.
- 4. In the **Name** box, type a name for the custom property.
- 5. Select the **Link to content** check box.
- 6. Click Add.

# Update a field from an embedded presentation

- 1. In a Lotus Notes <u>document</u> or <u>form</u>, right-click the embedded presentation, and then click **Open** on the shortcut menu.
- 2. In Microsoft PowerPoint, make the changes you want in the property field.



- 1. On the **File** menu, click **Properties**.
- 2. Click the **Custom** tab.
- 3. In the **Name** box, type a name for the custom property, or select a name from the list.
- 4. In the **Type** box, click the data type for the property you want to add.
- 5. In the **Value** box, type a value for the property. The value you enter must match the selection in the **Type** box. For example, if you click **Number** in the **Type** box, you must type a number in the **Value** box. Values that don't match the property type are stored as text.
- 6. Click **Add**.
- 3. Close the presentation and return to Lotus Notes.

### PowerPoint properties and Lotus Notes fields

Microsoft PowerPoint property Lotus Notes field

\*Title Title

\*Subject Subject

\*Author Author

\*Keywords Keywords

\*Comments Comments
Template Template

\*Manager ManagerText

\*Company Company

\*Category Category

Created DateCreated
Modified LastSavedDate

Last Saved By

LastSavedBy

LastSavedBy

Size NumberOfBytes

Revision Number NumberOfRevisions

Total Editing Time TotalEditingTime
Printed LastPrintedDate

Slides NumberOfSlides

Hidden slides NumberOfHiddenSlides

Words NumberOfWords

Paragraphs NumberOfParagraphs

Document Class DocumentClass

Name of Application NameOfApplication

\*Custom Property Name Name of the custom property

Notes NumberOfNotesPages

Multimedia Clips NumberOfMMClips

Presentation Format Presentation Target

**Note** An asterisk indicates that the <u>property</u> and <u>field</u> are updated both ways — changes in the presentation are reflected in the Lotus Notes field, and changes in the Notes field are reflected in the presentation. Entries without an asterisk indicate that information exchange is in one direction only— from the embedded presentation to the Notes document. Changes in the Notes field don't affect the presentation.

### Edit an embedded object without its source program

If an embedded object's <u>source program</u> is unavailable, you can convert it to a Microsoft Office <u>drawing object</u> to edit. After you convert an <u>embedded object</u> to an Office drawing object, it is no longer connected to the original program.

- 1. Select the embedded object you want to convert to an Office drawing object and edit.
- 2. On the **Drawing** toolbar, click **Draw**, and then click **Ungroup**.
- 3. In the alert message that appears, click **Yes**.
- 4. On the **Drawing** toolbar, click **Draw**, and then click **Group**.

**Note** You cannot ungroup a bitmap.

## Change the way a linked object or embedded object appears

Do one of the following:

Display a linked object or embedded object as content or as an icon

- 1. Select the <u>linked object</u> or <u>embedded object</u> you want to change.
- 2. On the **Edit** menu, point to *object name* **Object** for example, **Worksheet Object** and then click **Convert**.
- 3. Do one of the following:
  - If you want to display the content, clear the **Display as icon** check box.
  - If you want to display as an icon, select the **Display as icon** check box.

Change the icon or icon label that represents a linked object or embedded object

- 1. Select the icon you want to change.
- 2. On the **Edit** menu, point to *object name* **Object** for example, **Worksheet Object** and then click **Convert**.
- 3. Click **Change Icon**, and then click the icon you want.
- 4. Type the text for the label in the **Caption** box.

# Add, change, or remove a fill from an embedded object

- 1. Double-click the embedded object.
- 2. Do one of the following:
  - Add, change, or remove a fill from a Microsoft Excel worksheet
    - 1. Select the cells you want to change.
    - 2. On the **Format** menu, click **Cells**, and then click the **Patterns** tab.
    - 3. Do one of the following:
      - To add or change a fill, click a color under **Cell shading**.
      - To remove a fill, click No Color under Cell shading.
  - Add, change, or remove a fill from an Excel chart
    - 1. Select the chart area by clicking the blank area between the border of the chart and the area where the data is plotted.
    - 2. On the **Format** menu, click **Selected Chart Area**, and then click the **Patterns** tab.
    - 3. Do one of the following:
      - To add or change a fill, click a color under **Area**.
      - To remove a fill, click **None** under **Area**.
  - Add, change, or remove a fill from a Microsoft Word document
    - 1. Click in the table or paragraph that you want to change.
    - 2. On the **Format** menu, click **Borders and Shading**, and then click the **Shading** tab.
    - 3. Do one of the following:
      - To add or change a fill, click a color under **Fill**.
      - To remove a fill, click **No Fill** under **Fill**.

# Control how linked objects are updated

	On the <b>Edit</b> menu, click <b>Links</b> . Click the <u>linked object</u> you want to update.
	To select multiple linked objects, hold down CTRL while you click each object.
3.	Do one or more of the following:
	Change a linked object's setting to automatic or manual updating
	<ol> <li>To update a linked object each time you open the file that contains it         — or any time the object changes while the file is open— click         Automatic or Automatic update.</li> </ol>
	<ol><li>To update a linked object only when you click <b>Update Now</b>, click <b>Manual</b> or <b>Manual update</b>.</li></ol>
	Manually update a linked object when you choose
	<ul> <li>Click the linked object, and then click <b>Update Now</b>.</li> </ul>
	Break a connection to a linked object
	Click <b>Break Link</b> .
	<b>Note</b> After you break the connection to a linked object, you must reinsert it into your file to reconnect.
	Reconnect a linked object when the source file moves or is renamed

1. Click **Change Source**.

2. In the **File name** box, enter the name of the file you want to reconnect the linked object to.

If you don't see the file you want, select a different folder in the  $\mathbf{Look}$  in box.

# Troubleshoot linked and embedded objects

When I double-click a linked or embedded object, a message appears stating that the server application, source file, or item can't be found.

This message appears when the source file or source program can't be opened.

- Make sure the source program is installed on your computer in a version that can edit the object. If the source program isn't installed, edit the object with a program you do have installed, convert it to another format, or convert it to a Microsoft Office drawing object and edit.
- Make sure you have enough memory to run the source program. To free up memory, close any programs you don't need.
- If the source program is running, switch to it and close any open dialog boxes.
- If it's a linked object, make sure someone else doesn't have the source file open.
- If it's a linked object, make sure the source file you want to edit has the same name and location as when you created the link. To see the name and location of the source file, select the linked object, and then click **Links** on the **Edit** menu. If the source file has been renamed or moved, click **Change Source** in the **Links** dialog box to reconnect the links.

When I double-click an embedded object, I get the **Format** dialog box instead of the source program.

Either the <u>embedded object</u> has been ungrouped and converted to a Microsoft Office <u>drawing object</u>, or it was pasted in as a <u>picture</u>. After you convert an embedded object to a Microsoft Office drawing object, you can't use the original program to edit it. You must re-embed the object that was created in the original program.

The type of object I want to embed doesn't appear in the **Insert Object** dialog box.

The <u>source program</u> for the object you want to embed must be installed on your
computer.
Microsoft PowerPoint sometimes crops the edges of my embedded Microsoft Word documents.
You can adjust the area of the document that displays in Microsoft PowerPoint by double-clicking the Microsoft Word object. Drag the sizing handles to display more of the Word document. Reformat the contents of the document, if necessary.
PowerPoint can't update a link to a file.
The source object has been moved, renamed, or deleted. If it has been moved or renamed, you can relink the object. On the <b>Edit</b> menu, click <b>Links</b> , and then click <b>Change Source</b> . Click the moved or renamed source object, and then click <b>Open</b> .
My Microsoft Graph doesn't update automatically when I open my presentation.
If you a court of growth that a cill and data automatically a share your array a management on

If you want a graph that will update automatically when you open a presentation, use an embedded Microsoft Excel chart. If you added a Microsoft Graph object to your presentation that you want to update, you will need to double-click the Graph object to open it and edit it.

# **About add-ins**

Add-ins are supplemental programs that extend the capabilities of Microsoft PowerPoint by adding custom commands and specialized features. You can obtain add-ins from the Microsoft Office Web site or third-party vendors, or you can write your own custom add-in programs by using <u>Visual Basic for Applications</u>. PowerPoint add-ins have the file name extension .ppa.

To conserve memory and increase the speed of PowerPoint, it's a good idea to unload add-in programs you don't use often. When you unload an add-in, its features and commands are removed from PowerPoint, but the add-in file itself remains on your computer for easy reloading.

Developers can use <u>Component Object Model (COM) add-ins</u>, which provide additional functionality in a variety of programming languages, including <u>Visual Basic</u>, Visual C++, and Visual J++. As a developer, you'll find information about designing COM add-ins in Microsoft Visual Basic Help. While you are developing and testing, you can load or unload a COM add-in in PowerPoint before you have a working installation program for your add-in.

# Load an add-in

#### Load a Microsoft PowerPoint add-in

- 1. On the **Tools** menu, click **Add-Ins**.
- 2. Do one of the following:
  - If the <u>add-in</u> you want to load is in the **Available Add-Ins** list, click the add-in, and then click **Load**.
  - If the add-in you want to load isn't in the **Available Add-Ins** list, click **Add New**, locate the add-in, and then click **OK**.

#### Load a COM add-in

1. Add the **COM Add-Ins** command to the **Tools** menu.

#### How?

- 1. On the **Tools** menu, click **Customize**, and then click the **Commands** tab.
- 2. In the **Categories** box, click **Tools**.
- 3. Drag **COM Add-Ins** from the **Commands** box to the **Tools** menu. When the menu commands are displayed, point to the location where you want the **COM Add-Ins** command to appear on the menu, and then release the mouse button.
- 4. Click Close.
- 2. On the **Tools** menu, click **COM Add-Ins**.
- 3. Do one of the following:
  - If the COM <u>add-in</u> you want to load is in the **Add-Ins available** list, click the add-in, and then click **OK**.
  - If the COM add-in you want to load isn't in the **Add-Ins available** list, click **Add**, locate the add-in, and then click **OK**.

**Note** <u>Component Object Model (COM) add-ins</u> are typically used by developers.

**Note** You can obtain add-ins from the Microsoft Office Web site or third-party vendors, or you can write your own custom add-in programs by using <u>Microsoft Visual Basic for Applications</u>.

# Unload an add-in

#### Unload a Microsoft PowerPoint add-in

- 1. On the **Tools** menu, click **Add-Ins**.
- 2. Do one of the following:
  - To remove an <u>add-in</u> from memory but keep its name in the list, select the add-in and then click **Unload**.
  - To remove an add-in from the list and also from the registered list of add-ins in the registry file, select its name and then click **Remove**.

#### Unload a COM add-in

1. Add the **COM Add-Ins** command to the **Tools** menu.

### How?

- 1. On the **Tools** menu, click **Customize**, and then click the **Commands** tab.
- 2. In the **Categories** box, click **Tools**.
- 3. Drag **COM Add-Ins** from the **Commands** box to the **Tools** menu. When the menu commands are displayed, point to the location where you want the **COM Add-Ins** command to appear on the menu, and then release the mouse button.
- 4. Click Close.
- 2. On the **Tools** menu, click **COM Add-Ins**.
- 3. Do one of the following:
  - To remove an <u>add-in</u> from memory but keep its name in the list, clear the check box next to the add-in name.
  - To remove an add-in from the list and also from the registered list of add-ins in the registry file, select its name, and then click **Remove**.

**Note** Component Object Model (COM) add-ins are typically used by developers.

**Note** Unloading or removing an add-in doesn't remove the add-in file from your computer.

# **Troubleshoot add-ins**

# Microsoft PowerPoint can't find the add-in I want to use.

Do one of the following:
Check the add-in file on your computer
The file may have been renamed, moved, or deleted. Microsoft PowerPoint Addins have a .ppa file name extension (to see the .ppa extension, you may need to turn on the display of extensions in Microsoft Windows). Add-ins are stored by default in one of the following places:
• The Library folder or one of its subfolders in the Microsoft Office/Office folder.
• The Documents and Settings/< <i>user name</i> >/Application Data/Microsoft/AddIns folder.
The administrator for your company's network can designate other locations for add-in programs. See your administrator for more information.
You can reinstall a PowerPoint add-in by using the program that you used to install PowerPoint. To find and load an add-in that isn't stored in one of the default locations, on the <b>Tools</b> menu, click <b>Add-Ins</b> , click <b>Add New</b> , and then locate and select the add-in you want to load.
If the add-in is stored on a network, check the network drive
The network drive may be unavailable. To ensure that you can use the <u>add-in</u> when your network is unavailable or your computer is offline, keep a copy of the add-in on your computer.
If you are working on a different computer, check your original computer

For the <u>add-in</u> to be available on other computers that you use, you must store it on your original computer in the Documents and Settings/<*user name*>/Application Data/Microsoft/AddIns folder. Check with the administrator for your company's computer systems for more information about working on other computers.

Check with your Office or PowerPoint administrator

Your administrator may have decided not to make the <u>add-in</u> available for installation. In this case, you may need to reinstall Microsoft Office or Microsoft PowerPoint. Check with your administrator for more information.

# **Edit an equation**

- 1. Double-click the equation.
- 2. Use the Microsoft Equation Editor buttons and menus to change the equation.
- 3. To return to Microsoft PowerPoint, on the **File** menu in Equation Editor, click **Exit and Return to** *Presentation*.

**Note** For Help on creating an equation, on the Equation Editor **Help** menu, click **Equation Editor Help Topics**.

# **Insert an equation**

To insert an equation in a presentation, use the characters and commands that are available in Microsoft Equation Editor.

- 1. Click the slide to which you want to add an equation.
- 2. On the **Insert** menu, click **Object**.
- 3. In the **Object type** list, click **Microsoft Equation 3.0**. If **Microsoft Equation 3.0** is not available, install it.



- 1. On the **View** menu, point to **Toolbars**, and then click **Customize**.
- 2. Click the **Commands** tab, and in the **Categories** list, click **Insert**.
- 3. In the **Commands** box, click **Equation Editor**, and then drag it from the **Commands** box to a gray area within any toolbar. Then click **Close**.
- 4. Click the new toolbar button to install and display the Equation Editor.
- 4. In the Equation Editor, use the buttons and menus to type your equation.
- 5. To return to Microsoft PowerPoint, on the **File** menu in Equation Editor, click **Exit and Return to** *Presentation*.

The equation appears on your slide.

#### **Notes**

- The equation is inserted as black text, so don't insert an equation onto a slide with a black background.
- For Help creating an equation, on the Equation Editor **Help** menu, click **Equation Editor Help Topics**.

# **Troubleshoot Equation Editor**

When I try to change an equation object, I see a message that PowerPoint can't find the program.

This means that Microsoft Equation Editor was not installed when Microsoft PowerPoint or Microsoft Office was installed on your computer. To install Equation Editor, you can use the Add/Remove feature in Microsoft Windows Control Panel to add it to your installation. If you need more details, see your administrator and Windows Help.

# **About macros**

You can automate tasks with a macro for those tasks you perform repeatedly in Microsoft PowerPoint. A macro is a series of commands that is stored in a Microsoft Visual Basic module and can be run whenever you need to perform the task.

# **Recording macros**

When you record a macro, PowerPoint stores information about each step you take as you perform a series of commands. You then run the macro to repeat or "play back" the commands. If you make a mistake when you record the macro, corrections you make are also recorded. Visual Basic stores each macro in a new module attached to a presentation.

# Making a macro easy to run

You can run a macro by choosing it from a list in the **Macro** dialog box. To make a macro run whenever you click a particular button or press a particular key combination, you can assign the macro to a <u>toolbar</u> button, a <u>keyboard</u> <u>shortcut</u>, or an <u>object</u> in a presentation.

### **Managing your macros**

After you record a macro, you can view the macro code with the <u>Microsoft Visual Basic Editor</u> to correct errors or change what the macro does.

The Visual Basic Editor is a program designed to make writing and editing macro code easy for beginners, and provides plenty of online Help. You don't have to learn how to program or use the Visual Basic language to make simple changes to your macros. With the Visual Basic Editor, you can edit macros, copy macros from one module to another, copy macros between different presentations, rename the modules that store the macros, or rename the macros.

# **Macro security**

PowerPoint provides safeguards against <u>viruses</u> that can be transmitted by macros. If you share macros with others, you can certify them with a <u>digital</u> <u>signature</u> so that other users can verify that they are from a trustworthy source. Whenever you open a presentation that contains macros, you can verify their source before you enable them.

### Create a macro

#### Record a macro

- 1. On the **Tools** menu, point to **Macro**, and then click **Record New Macro**.
- 2. In the **Macro name** box, enter a name for the macro.

**Note** The first character of the macro name must be a letter. Other characters can be letters, numbers, or underscore characters. Spaces are not allowed in a macro name; an underscore character works well as a word separator.

- 3. In the **Store macro in** box, click the location where you want to store the macro.
- 4. If you want to include a description of the macro, type it in the **Description** box.
- 5. Click **OK**.
- 6. Record the actions you want for the macro, and then on the **Stop Recording** toolbar, click **Stop Recording**.

#### Create a macro using Microsoft Visual Basic

- 1. In Microsoft PowerPoint, on the **Tools** menu, point to **Macro**, and then click **Visual Basic Editor**.
- 2. In Microsoft Visual Basic Editor, on the Insert menu, click Module.
- 3. Type or copy your code into the code window of the <u>module</u>.
- 4. If you want to run the <u>macro</u> from the module window, press F5.
- 5. When you're finished writing your macro, on the **File** menu, click **Close** and **Return to Microsoft PowerPoint**.

#### Copy part of a macro to create another macro

- 1. Open the presentation that contains the <u>macro</u> you want to copy.
- 2. On the **Tools** menu, point to **Macro**, and then click **Macros**.

- 3. In the **Macro name** box, enter the name of the macro that you want to copy.
- 4. Click **Edit**.
- 5. Select the lines of the macro you want to copy. To copy the entire macro, make sure to include the **Sub** and **End Sub** lines in the selection.
- 6. Click **Copy** , switch to the <u>module</u> where you want to place the code, and then click **Paste**.

# Create a macro for an ActiveX control

- 1. On the **View** menu, point to **Toolbars**, and then click **Control Toolbox**.
- 2. Select the <u>ActiveX control</u> you want to create a <u>macro</u> for, and then in the **Control Toolbox**, click **View Code**.
- 3. In <u>Microsoft Visual Basic Editor</u>, write a new macro or change the existing macro.
- 4. When you finish writing the macro, on the **File** menu, click **Close and Return to Microsoft PowerPoint**.

**Note** For more information about writing macros, see Microsoft Visual Basic Help.



If you're designing a form for use on a Web page rather than in Microsoft PowerPoint or a Microsoft Visual Basic program, use a Web script instead of a macro to automate the control.

### Run a macro

Because macros can contain viruses, be careful about running them. Take the following precautions: run up-to-date antivirus software on your computer; set your macro security level to high; clear the **Trust all installed add-ins and templates** check box; use digital signatures; maintain a list of trusted publishers.

Do one of the following:

#### Run a macro

- 1. Open the presentation that contains the <u>macro</u> you want to run.
- 2. On the **Tools** menu, point to **Macro**, and then click **Macros**.
- 3. In the **Macro name** box, click the name of the macro that you want to run, and then do one of the following:
  - If you want to run a macro in a presentation, click **Run**.
  - If you want to run a macro from a <u>Microsoft Visual Basic module</u>, click **Edit**, and then in <u>Microsoft Visual Basic Editor</u>, click **Run Sub/UserForm** on the <u>toolbar</u>.

Tip

If you want to run a different macro while you are in <u>Microsoft Visual</u> <u>Basic Editor</u>, on the **Tools** menu, click **Macros**. In the **Macro name** box, click the name of the macro that you want to run, and then click **Run**.

Run a macro from a hot spot on a button, object, or drawing object

You can run a macro from a hot spot when you are in slide show view.

- 1. Draw an object to use as a hot spot for an existing button, <u>object</u>, or <u>drawing object</u>.
- 2. Right-click the new object to display the <u>shortcut menu</u>.
- 3. On the shortcut menu, click **Action Settings**, and then do one of the following:
  - If you want to run a macro when the button, object, or drawing object

is clicked, on the **Mouse Click** tab, click **Run macro**, and then select the macro you want to run from the list.

- If you want to run a macro when you hover the pointer over the button, object, or drawing object, on the **Mouse Over** tab, click **Run macro**, and then select the macro you want to run from the list.
- 4. If the new object isn't selected, select it again, click **AutoShape** on the **Format** menu, and then click the **Color and Lines** tab.
- 5. In the **Color** box under **Fill**, click **No Fill**, and then in the **Color** box under **Line**, click **No Line**.
- 6. Repeat these steps for each hot spot you want to create.



To preview how your macro will run from the hot spot you've created, click **Slide Show !** at the lower left of the Microsoft PowerPoint window.

# Stop a macro

Do one of the following:

- If you want to stop a <u>macro</u> that's currently running, press ESC, and click **End** in <u>Microsoft Visual Basic Editor</u>.
- If you want to prevent automatically running a macro when you start Microsoft PowerPoint, hold down SHIFT during startup.

# Change a macro

- 1. On the **Tools** menu, point to **Macro**, and then click **Macros**.
- 2. In the **Macro name** box, click the name of the <u>macro</u> that you want to change.
- 3. Click **Edit**, and then in <u>Microsoft Visual Basic Editor</u>, make the changes you want.

# Delete a macro

- 1. Open the presentation that contains the <u>macro</u> you want to delete.
- 2. On the **Tools** menu, point to **Macro**, and then click **Macros**.
- 3. In the **Macro name** box, click the name of the macro that you want to delete.
- 4. Click **Delete**.

# Copy a macro module to another presentation

- 1. Open both the presentation that contains the <u>module</u> you want to copy and the presentation you want to copy the module to.
- 2. On the **Tools** menu, point to **Macro**, and then click **Visual Basic Editor**.
- 3. In Microsoft Visual Basic Editor, on the View menu, click Project Explorer.
- 4. Drag the module you want to copy to the destination presentation.

# Set up a macro to run during a presentation

You can record a <u>macro</u> in Microsoft PowerPoint, or you can create it in the <u>Microsoft Visual Basic Editor</u>.

- 1. On the slide, select the text or object you want to use to run the macro.
- 2. On the **Slide Show** menu, click **Action Settings**.
- 3. Do one of the following:
  - To run the macro by clicking the chosen object during the slide show, click the **Mouse Click** tab.
  - To run the macro by moving the mouse pointer over the object, click the **Mouse Over** tab.
- 4. Click **Run macro**, and then select the macro you want from the list.



To preview how your macro will run during the slide show, click **Slide Show** state the lower left of the PowerPoint window.

#### **Troubleshoot macros**

Because macros can contain viruses, be careful about running them. Take the following precautions: run up-to-date antivirus software on your computer; set your macro security level to high; clear the Trust all installed add-ins and **templates** check box; use digital signatures; maintain a list of trusted publishers. When I click Refresh, a message tells me that my macro changes will be lost. This message appears when you have made changes to a <u>macro</u> in <u>Microsoft</u> Visual Basic Editor and have also changed the copy of your presentation in Microsoft Script Editor. To save the changes to your macro, do the following: 1. Click **No** when the message appears. 2. Switch to the Visual Basic Editor window. 3. On the **File** menu, click **Export File** to export any <u>modules</u> you have changed. 4. In your presentation in Script Editor, click **Refresh** 🗐 on the **Refresh** toolbar, and then click **Yes**. 5. In Microsoft PowerPoint, import the modules to restore the changes to your macro. While recording a macro, I recorded an action I didn't want. To undo an unwanted action in a <u>macro</u>, you can open the macro in <u>Microsoft</u> Visual Basic Editor (Tools menu, Macro command, Visual Basic Editor submenu) and remove any unwanted steps. A macro I recorded sometimes produces an error message.

A <u>macro</u> you record may not run properly in every situation. If the macro cannot run, Microsoft PowerPoint displays an error message. Some macros depend on certain options or settings in PowerPoint. For example, a macro that inserts a

drawing object won't run properly if you are in slide sorter view. If a macro you've recorded produces an error message, note the error number. You can then search for "error messages" in Microsoft Visual Basic Help and find information about the message you received.

#### **About ActiveX controls**

<u>ActiveX controls</u> are similar to those you find in programming languages such as <u>Microsoft Visual Basic for Applications</u>. ActiveX controls include scroll bars, command buttons, option buttons, toggle buttons, and other controls that you use to create custom programs, dialog boxes, and forms.

The ActiveX controls in Microsoft Office PowerPoint 2003are stored in the **Control Toolbox** (**View** menu, **Toolbars** submenu). When you add an ActiveX control to a presentation, you can make the control "active" by writing <u>macros</u> in the <u>Microsoft Visual Basic Editor</u> that customize the behavior of the control. For example, you can use ActiveX controls to create an online survey in your presentation in which respondents can enter text in text boxes or select or clear check boxes.

#### Using ActiveX controls on Web pages

If you plan to <u>publish</u> a presentation as a Web page, you can use ActiveX controls to enable users to enter data. When you use ActiveX controls in a Web presentation, you write Web <u>scripts</u> (rather than macro code) to run the controls. You can write the scripts in <u>Microsoft Visual Basic Scripting Edition</u> or <u>JavaScript</u>.

Be sure to use proper security settings on your Web site and to grant access only to trusted users.

#### Additional controls

Each set of new ActiveX controls comes with a Setup program that installs and automatically registers each control so that the controls can be used from within Microsoft PowerPoint.

In addition to the controls in the **Control Toolbox**, some custom controls are installed by other programs. For example, the ActiveX control that displays ActiveX movies is installed by Microsoft Internet Explorer.

If you copied an ActiveX control (a file with an .ocx or .dll extension) from an

installation disk or from a network without using the Setup program, the control might not be registered or appear in the **More Controls** list. You must register the control before you use it.

**Security** Use caution when you are adding ActiveX controls to your Web page. ActiveX controls may be designed in such a way that their use could pose a security risk. We recommend that you use controls from trusted sources only.

For more information about ActiveX controls, see Visual Basic Editor Help.

#### Add an ActiveX control

- 1. Open the presentation you want to add an ActiveX control to.
- 2. On the **View** menu, point to **Toolbars**, and then click **Control Toolbox**.
- 3. In the **Control Toolbox**, click the button for the control you want to add, and then click the location where you want the control to appear in your presentation.
- 4. If you're adding a check box, text box, command button, option button, list box, combo box, toggle button, or label, enter the text you want to appear on the control.

#### How?

- 1. Right-click the control you added to your presentation.
- 2. Point to the name of the object on the <u>shortcut menu</u> (for example, **CheckBox Object**).
- 3. Click **Edit**, and then add the text you want to the control.
- 4. When you're finished, press ESC.
- 5. Do one of the following:



Security vulnerabilities in external files or controls may extend to Web pages that use those items. For example, external style sheets (files with a .css extension), script files (files with a .js extension), custom ASP.NET controls, or other items, may pose a security risk. Be sure your style sheets, add-ins, themes, executables, scripts, controls, or other files come from trusted sources.

- 1. Select the control, and then in the **Control Toolbox**, click **View Code**
- 2. In Microsoft Visual Basic Editor, write your macro code.
- 3. When you finish writing the macro, on the **File** menu, click **Close and Return to Microsoft PowerPoint**.

**Note** For information about writing macro code, see Microsoft Visual Basic Help.

Add a Web script for a control to be used on a Web page

Security vulnerabilities in external files or controls may extend to Web pages that use those items. For example, external style sheets (files with a .css extension), script files (files with a .js extension), custom ASP.NET controls, or other items, may pose a security risk. Be sure your style sheets, add-ins, themes, executables, scripts, controls, or other files come from trusted sources.

- 1. On the **Tools** menu, point to **Macro**, and then click **Microsoft Script Editor**.
- 2. In <u>Microsoft Script Editor</u>, write your <u>script</u>, using the control ID to handle events for the control.
- 3. When you finish writing the script, on the **File** menu, click **Exit** to return to Microsoft PowerPoint.

# **Types of ActiveX controls**

To set the properties for <u>ActiveX controls</u>, and to obtain more information about these controls and their available properties, see Microsoft Visual Basic Help.

#### **Check Box** 🗹

An option you can turn on or off by selecting or clearing it. You can have more than one check box checked on a slide at a time.

#### Text Box 🔤

A box in which you can type text.

#### **Command Button**

A button that initiates an action when it is clicked.

# Option Button

A button used to select one option from a group of options.

#### List Box 🖽

A box that contains a list of items.

#### Combo Box 🖪

A text box with a drop-down list box. You can either select a choice from the list or type your own entry in the box.

# Toggle Button 🗷

A button that remains pressed in when clicked, and then releases when it is clicked again.

## Spin Button 🖹

A button that can be attached to a text box. To increase a value, click the up arrow; to decrease a value, click the down arrow.

#### Scroll Bar 🔳

A control that scrolls through a range of items when you click the scroll arrows or when you drag the scroll box. You can move through a page of items by clicking between the scroll box and a scroll arrow.

# Label A

Text added to a slide to provide information about a control.

# Image 🚨

A control that embeds a picture into a presentation.

## **More Controls**

A list of additional ActiveX controls.

# Change the properties of an ActiveX control

- 1. On the **View** menu, point to **Toolbars**, and then click **Control Toolbox**.
- 2. Select the <u>ActiveX control</u> you want to change, and then in the **Control Toolbox**, click **Properties** .
- 3. Make any changes you want to the control.

**Note** For more information about the properties of ActiveX controls, press F1 in the **Properties** dialog box to display Microsoft Visual Basic Help.

### Move or resize an ActiveX control

Do one or more of the following:

- If you want to move the <u>ActiveX control</u>, select the control, and then drag it to another location.
- If you want to resize the control, select the control, and then drag one of the <u>sizing handles</u>.

#### Tips

- To retain the proportions of the control, hold down SHIFT while you drag a corner sizing handle.
- If you want to set an exact size for a control, right-click the control you want to resize, click **Format Control**, and then on the **Size** tab, select the size options you want.

### Register an ActiveX control

If you copied an <u>ActiveX control</u> (a file with an .ocx or .dll extension) from an installation disk or from a network without using the Setup program, the control might not be registered or appear in the **More Controls** list. Before you use the control, you must follow this procedure to register it.

- 1. On the **View** menu, point to **Toolbars**, and then click **Control Toolbox**.
- 2. In the **Control Toolbox**, click **More Controls .**.
- 3. At the bottom of the list, click **Register Custom Control**.
- 4. Find and select the control you want to register, and then click **Open**.

# About calendar, date, and time formats for specific languages

Calendar, date, and time formats for specific languages are available if support for the language you want to use is enabled through Microsoft Office Language Settings.

You can select date and time formats based upon the available calendars for the language you want to use. Some languages have only one calendar choice available. For example, Japanese uses the Western calendar as the default calendar but also has the Japanese Emperor Reign calendar available. If the language you want to use has multiple calendars from which to choose, you will be able to select the specific calendar you want and then select date and time formats that correspond to your selected calendar.

# Add the date and time for a specific language

The feature described in this Help topic is only available if support for the specific language you want to use is enabled through Microsoft Office Language Settings.

Add the date and time to a header or footer

• On the **View** menu, click **Header and Footer**, and then do one of the following:

To add the date and time to your slides

- 1. Click the **Slide** tab, and then click **Update automatically**.
- 2. In the **Language** box, select the language you want to use, and in the **Calendar type** box, select the calendar you want to use. Some languages have only one calendar choice available.
- 3. Under **Update automatically**, select the date and time format you want from the list, and then click **Apply** to add the information to the current slide, or click **Apply to All** to add the information to all the slides in your presentation.

To add the date and time to your notes and handouts

- 1. Click the **Notes and Handouts** tab, and then click **Update automatically**.
- 2. In the **Language** box, select the language you want to use, and in the **Calendar type** box, select the calendar you want to use. Some languages have only one calendar choice available.
- 3. Under **Update automatically**, select the date and time format you want from the list, and then click **Apply to All**.

#### Add the date and time anywhere on a slide

- 1. On the slide, position the insertion point in the <u>text box</u> or <u>placeholder</u> where you want to add the date and time.
- 2. On the **Insert** menu, click **Date and Time**.
- 3. In the **Language** box, select the language you want to use, and in the **Calendar type** box, select the calendar you want to use. Some languages have only one calendar choice available.
- 4. In the **Available formats** box, select the date and time format you want to use.

# Change the font for a specific language

The feature or some of the options described in this Help topic are only available if support for an East Asian, South Asian, or <u>right-to-left</u> language is enabled through Microsoft Office Language Settings.

Use this feature if you want to change the font for each type of script in mixed text strings.

- 1. Select the text or the <u>placeholder</u> containing the text you want to change.
- 2. On the **Format** menu, click **Font**.
- 3. Do one or more of the following:
  - If you want to change the font for Latin text— for example, English or French— click the arrow next to the Latin text font box, select the font, and then select any additional font options.
  - If you want to change the font for East Asian text— for example,
     Japanese or Korean— click the arrow next to the **Asian text font** box,
     select the font, and then select any additional font options.
  - If you want to change the font for right-to-left or South Asian text
     — for example, Arabic or Thai— click the arrow next to the **Complex scripts font** box, select the font, and then select any additional font options.

## Troubleshoot language-specific features

I can't combine characters for a specific language.
Microsoft PowerPoint does not support combining characters in <u>right-to-left</u> and South Asian languages. You can use Microsoft Word to recognize characters that can be combined when you are working with right-to-left and South Asian text.
I can't check grammar or use the thesaurus while working in a specific language.
Microsoft PowerPoint does not support a thesaurus or grammar checking for specific languages, but you can send your text to Microsoft Word and then use the thesaurus and grammar checking.
I can't add phonetic guides to my Japanese or Chinese text.
Microsoft PowerPoint does not support adding phonetic guides to Japanese or Chinese text. If you use Microsoft Word as your text editor, you can add phonetic guides to your Japanese or Chinese text, and then send the text back to PowerPoint. Upon sending the text to PowerPoint, the phonetic guide text converts to normal text, so it is best to send the text from Word only after you have finished making changes to the text.
I can't apply custom line-breaking settings for the language I want.
Custom line-breaking settings apply to only one language in a presentation that contains mixed text, so you need to change the language currently set to use the

1. On the **Tools** menu, click **Typography**.

custom settings.

2. Under **Show settings for**, select a language until you see the **Custom** option selected. This is the language for which custom line-breaking

settings are currently in effect.

- 3. Click **Standard** or **Strict** (Japanese only) to remove the custom line-breaking settings from that language.
- 4. Under **Show settings for**, select the language you want custom settings for, and then click **Custom**.

## **Change font alignment for East Asian text**

The feature or some of the options described in this Help topic are only available if support for Japanese, Simplified Chinese, Traditional Chinese, or Korean is enabled through Microsoft Office Language Settings.

- 1. Select the text whose alignment you want to change.
- 2. On the **Format** menu, point to **Font Alignment**, and then click **Hanging**, **Centered**, **Roman**, or **Upholding Fixed**.

### Change horizontal text to vertical text

The feature or some of the options described in this Help topic are only available if support for Japanese, Simplified Chinese, Traditional Chinese, or Korean is enabled through Microsoft Office Language Settings.

- 1. Select the <u>placeholder</u> containing the text you want to change.
- 2. On the **Formatting** toolbar, click **Change Text Direction** ...

**Note** The conversion to vertical text applies to all of the text within the selected placeholder. For example, if the placeholder you want to change contains both English and East Asian text, the text direction for all the text within the placeholder changes to vertical.



To change vertical text back to horizontal text, select the placeholder containing the text you want to change, and then on the **Formatting** toolbar, click **Change Text Direction** again.

## Change paragraph alignment for East Asian text

The feature or some of the options described in this Help topic are only available if support for Japanese, Simplified Chinese, Traditional Chinese, or Korean is enabled through Microsoft Office Language Settings.

- 1. Select the paragraphs whose alignment you want to change.
- 2. On the **Format** menu, point to **Alignment**, and then click **Distributed**.

#### **Combine numbers within vertical text**

The feature or some of the options described in this Help topic are only available if support for Japanese, Simplified Chinese, Traditional Chinese, or Korean is enabled through Microsoft Office Language Settings.

1. Add the **Combine Characters** command to a menu or toolbar.



- 1. On the **View** menu, point to **Toolbars**, and then click **Customize**.
- 2. On the **Commands** tab, in the **Categories** box, click **Format**, and then in the **Commands** box, click **Combine Characters** and drag the icon to a menu or toolbar.
- 2. Select the characters or numbers you want to laterally combine within the vertical text, and then click **Combine Characters** [35].



To undo the combined characters or numbers, select the characters or numbers that are laterally combined within the vertical text, and then click **Combine Characters** again.

### Find and replace East Asian text

The feature or some of the options described in this Help topic are only available if support for Japanese, Simplified Chinese, Traditional Chinese, or Korean is enabled through Microsoft Office Language Settings.

- 1. On the **Edit** menu, click **Replace**.
- 2. In the **Find what** box, enter the text you want to find and replace, and then in the **Replace with** box, enter the text you want to use as the replacement.
- 3. Select the **Match half/full width forms** check box to search for text with matching half-width and full-width characters. Otherwise, Microsoft PowerPoint ignores these characters when searching.
- 4. Click **Find Next**, and then do one of the following:
  - To replace the currently selected occurrence of the text, click **Replace.**
  - To replace all occurrences of the text, click **Replace All**.
- 5. To search for the next occurrence of the text, click **Find Next**.



To cancel a search in progress, press ESC.

#### Set line breaks for East Asian text

The feature or some of the options described in this Help topic are only available if support for Japanese, Simplified Chinese, Traditional Chinese, or Korean is enabled through Microsoft Office Language Settings.

#### Set line breaks for a paragraph

- 1. Select the paragraph you want to set line breaks for.
- 2. On the **Format** menu, click **Line Break**, and then select the options you want.

#### Set line break properties for the entire presentation

- 1. On the **Tools** menu, click **Typography**.
- 2. Under **First and last characters**, do one of the following:
  - If you want to use predefined characters, click **Standard** or **Strict** (Japanese only).
  - If you want to use customized characters, click **Custom**, and then enter the characters you want in the **Cannot start line** and **Cannot end line** boxes.

**Note** Custom settings apply to only one language in a presentation.

# Add a word to an Input Method Editor (IME) dictionary

The feature or some of the options described in this Help topic are only available if support for Japanese, Simplified Chinese, Traditional Chinese, or Korean is enabled through Microsoft Office Language Settings.

In addition, you may need to enable support for Japanese, Simplified Chinese, or Traditional Chinese through Microsoft Office Language Settings.

#### Add a word to the Japanese IME dictionary

- 1. On the **Language** bar, select **Japanese**, and then click the **Tools** button.
- 2. On the **Tools** menu, click **Dictionary Tool**.
- 3. In **Microsoft IME Dictionary Tool**, click **Add** on the **Edit** menu.
- 4. Click on the **Add Word** tab.
- 5. In the **Reading** box, enter the reading of the word you want to register in hiragana or alphanumeric characters.
- 6. In the **Display** box, enter the display of the word you want to register.
- 7. Click **Register** to save the word.

#### Add a phrase to the Traditional Chinese dictionary

- 1. On the **Language** bar, select **Chinese** (**Taiwan**), and then click the **Tools** button.
- 2. On the **Tools** menu, click **User phrase**.
- 3. In **Microsoft New Phonetic IME user define phrase tool**, click **Add Phrase** on the **Edit** menu.
- 4. Type the phrase in the **Phrase** box, and then press ENTER.
- 5. On the **File** menu, click **Save**.

#### Add a phrase to the Simplified Chinese dictionary

1. On the **Language** bar, select **Chinese (PRC)**, and then click the **Context menu** button.

- 2. On the **Context menu**, click **User-defined phrase tool**.
- 3. In **MSPY IME User-defined Phrase Tool**, click **Add Phrase** on the **Edit** menu.
- 4. Type the phrase in the **Phrase** box, and the press ENTER.
- 5. On the **File** menu, click **Save**.

## Convert Chinese or Korean text in PowerPoint 4.0 files

The feature or some of the options described in this Help topic are only available if support for Japanese, Simplified Chinese, Traditional Chinese, or Korean is enabled through Microsoft Office Language Settings.

Use this feature when you want to open Microsoft PowerPoint 4.0 files that have Simplified Chinese, Traditional Chinese, or Korean text associated with a font that is normally used for Latin text. This will convert the text to use an East Asian font.

- 1. On the **Tools** menu, click **Options**.
- 2. On the **Asian** tab, select the **Convert font-associated text for** check box, and then click the language you want in the list.

**Note** The conversion setting will affect your future presentations— not your current presentation.

## **About Japanese grammar checking**

If you are not using the Japanese version of Microsoft Office, then this feature is only available if you have installed the Office 2003 Multilingual User Interface Pack or Office 2003 Proofing Tools for Japanese. In addition, you must enable support for Japanese through Microsoft Office Language Settings.

Office PowerPoint 2003 allows you to check the grammar of Japanese text in a multilingual presentation. PowerPoint identifies poorly formed or incorrectly converted Japanese text strings in your presentation with a wavy, red underline.

When you check Japanese grammar, PowerPoint stops at each grammatical error in your presentation, identifies the error, and provides suggestions for correcting the error.

### **Check Japanese grammar**

If you are not using the Japanese version of Microsoft Office, then this feature is only available if you have installed the Office 2003 Multilingual User Interface Pack or Office 2003 Proofing Tools for Japanese. In addition, you must enable support for Japanese through Microsoft Office Language Settings.

- 1. On the **Standard** toolbar, click **Spelling and Grammar** .
- 2. In the **Spelling and Grammar** dialog box, select the option you want for each text string the grammar check stops on— in other words, either accept or ignore the suggestion.

# Turn on or off Japanese grammar checking

If you are not using the Japanese version of Microsoft Office, then this feature is only available if you have installed the Office 2003 Multilingual User Interface Pack or Office 2003 Proofing Tools for Japanese. In addition, you must enable support for Japanese through Microsoft Office Language Settings.

- 1. On the **Tools** menu, click **Options**, and then click the **Spelling and Style** tab.
- 2. Under **Japanese Grammar**, select or clear the **Check grammar as you type** check box.

**Note** When you turn off Japanese grammar checking, Office PowerPoint 2003 does not check Japanese grammar as you type, but words written in other languages are still marked with a wavy, red underline. At any time, you can run a grammar check using **Spelling and Grammar**, on the **Standard** toolbar.

## Show or hide Japanese grammar errors

If you are not using the Japanese version of Microsoft Office, then this feature is only available if you have installed the Office 2003 Multilingual User Interface Pack or Office 2003 Proofing Tools for Japanese. In addition, you must enable support for Japanese through Microsoft Office Language Settings.

- 1. On the **Tools** menu, click **Options**, and then click the **Spelling and Style** tab.
- 2. Under **Japanese Grammar**, select or clear the **Hide all grammatical errors** check box.

# Change the color of Japanese text during conversion

If you are not using the Japanese language version of Microsoft Office, then this feature is only available if you have installed the Office 2003 Multilingual User Interface Pack or Office 2003 Proofing Tools for Japanese. In addition, you must enable support for Japanese through Microsoft Office Language Settings.

- 1. On the **Tools** menu, click **Options**.
- 2. On the **Asian** tab, click **Undetermined String Colors**.
- 3. Under **Text color**, select the color you want to apply to text before conversion.

### About the correct keyboard setting

If you are not using the Korean language version of Microsoft Office, then this feature is only available if you have installed the Office 2003 Multilingual User Interface Pack or Office 2003 Proofing Tools for Korean. In addition, you must enable support for Korean through Microsoft Office Language Settings. The correct keyboard setting applies only to Korean text.

The correct keyboard setting automatically corrects words entered in English mode that were meant to be entered in Hangul mode, and vice versa.

The correct keyboard setting also automatically corrects English words that have a Hangul ending entered in English mode. The setting works even when Hangul and English are mixed.

# Turn on or off the correct keyboard setting

If you are not using the Korean language version of Microsoft Office, then this feature is only available if you have installed the Office 2003 Multilingual User Interface Pack or Office 2003 Proofing Tools for Korean. In addition, you must enable support for Korean through Microsoft Office Language Settings.

- 1. On the **Tools** menu, click **AutoCorrect Options**.
- 2. On the **AutoCorrect** tab, select or clear the **Correct keyboard setting** check box.

# **Convert Hangul to Hanja**

If you are not using the Korean language version of Microsoft Office, then this feature is only available if you have installed Office 2003 Proofing Tools for Korean or the Office 2003 Multilingual User Interface Pack, which is available through a volume licensing agreement.

In addition, you must enable support for Korean through Microsoft Office Language Settings.

#### Convert specific words

- 1. Type the Hangul you want to convert to Hanja, or select it.
- 2. On the **Tools** menu, click **Hangul Hanja Conversion**.
- 3. In the **Hanja Suggestions** box, select the appropriate Hanja.

**Note** When Hangul and Hanja are mixed in sentences, you need to specify whether to convert Hangul to Hanja or vice-versa. To skip converting an instance of a selected word, click **Ignore**.



On a Korean keyboard, you can use the HANJA key or the right CTRL key to display the **Hangul Hanja Conversion** dialog box.

Convert a word one character at a time

If the **Hangul Hanja Conversion** dialog box doesn't contain the suggestion you want, you can convert using your own Hanja one character at a time.

- 1. Type the word you want to convert, and then select it.
- 2. On the **Tools** menu, click **Hangul Hanja Conversion**.
- 3. Click **By Character**.
- 4. In the **Hanja Suggestions** box, select the appropriate Hanja character, and then click **Change**.
- 5. Repeat step 4 until the word is converted.

## Specify the display of converted Hangul or Hanja

Under **Display Style** in the **Hangul Hanja Conversion** dialog box, you can choose how to display Hangul and Hanja when you convert.

## **Display style Before Conversion After Conversion**

Hangul學校학교Hanja학교學校

Hangul(Hanja) 학교학교(學校)Hanja(Hangul) 學校學校(학교)

# **Convert Hanja to Hangul**

If you are not using the Korean language version of Microsoft Office, then this feature is only available if you have installed Microsoft Office XP Proofing Tools for Korean or the Microsoft Office XP Multilingual User Interface Pack, which is available through a volume licensing agreement.

In addition, you must enable support for Korean through Microsoft Office Language Settings.

#### Convert specific words

- 1. Select the Hanja to be converted.
- 2. On the **Tools** menu, click **Hangul Hanja Conversion**.
- 3. In the **Hangul Suggestions** box, select the appropriate Hangul, and then click **Change**.

**Note** When Hangul and Hanja are mixed in sentences, you need to specify whether to convert Hangul to Hanja or vice-versa. To skip converting an instance of a selected word, click **Ignore**.



On a Korean keyboard, you can use the HANJA key or the right CTRL key to display the **Hangul Hanja Conversion** dialog box.

Convert a word one character at a time

If the **Hangul Hanja Conversion** dialog box doesn't contain the suggestion you want, you can convert using your own Hangul one character at a time.

- 1. Type the word you want to convert, and then select it.
- 2. On the **Tools** menu, click **Hangul Hanja Conversion**.
- 3. Click **By Character**.
- 4. In the **Hangul Suggestions** box, select the appropriate Hangul character, and then click **Change**.

5. Repeat step 4 until the word is converted.

Specify the display of converted Hangul or Hanja

Under **Display Style** in the **Hangul Hanja Conversion** dialog box, you can choose how to display Hangul and Hanja when you convert.

#### **Display style Before Conversion After Conversion**

Hangul學校학교Hanja학교學校

Hangul(Hanja) 학교학교(學校)Hanja(Hangul) 學校學校(학교)

# Change paragraph alignment for Thai text

The feature or some of the options described in this Help topic are only available if support for the appropriate South Asian language is enabled through Microsoft Office Language Settings.

- 1. Select the paragraphs whose alignment you want to change.
- 2. On the **Format** menu, point to **Alignment**, and then click **Thai Distributed**.

# **About right-to-left presentations**

The feature or some of the options described in this Help topic are only available if support for <u>right-to-left</u> languages is enabled through Microsoft Office Language Settings.

Microsoft PowerPoint allows you to enter, change, and display <u>right-to-left</u> text in both right-to-left and combined right-to-left/<u>left-to-right</u> environments. If you are using the Arabic or Hebrew version of PowerPoint, then PowerPoint automatically opens new presentations with right-to-left paragraph alignment and text direction, and the screen will have a right-to-left appearance.



If you are not using the Arabic or Hebrew version of PowerPoint, you can still change paragraph alignment and text direction, and enter, change, and display right-to-left text by enabling Arabic or Hebrew through Microsoft Office Language Settings.

# Find and replace right-to-left text

The feature or some of the options described in this Help topic are only available if support for <u>right-to-left</u> languages is enabled through Microsoft Office Language Settings.

- 1. On the **Edit** menu, click **Replace**.
- 2. In the **Find what** box, enter the text you want to find and replace, and then in the **Replace with** box, enter the text you want to use as the replacement.
- 3. Select one or more of the <u>right-to-left</u>-specific check boxes.

You can select check boxes to search for text with matching <u>kashidas</u> (Arabic only), <u>alef hamzas</u> (Arabic only), and <u>diacritics</u>. Otherwise, Microsoft PowerPoint ignores these characters when searching.

- 4. Click **Find Next**, and then do one of the following:
  - To replace the currently selected occurrence of the text, click **Replace.**
  - To replace all occurrences of the text, click **Replace All**.
- 5. To search for the next occurrence of the text, click **Find Next**.



To cancel a search in progress, press ESC.

# Change paragraph alignment for Arabic text

The feature or some of the options described in this Help topic are only available if support for a language that uses Arabic script is enabled through Microsoft Office Language Settings.

- 1. Select the paragraph whose alignment you want to change.
- 2. On the **Format** menu, point to **Alignment**, and then click **Justify**.



## **Updated Viewer**

#### What's new home

The answer to the number one customer request is now available in Microsoft Office PowerPoint 2003. The Microsoft Office PowerPoint Viewer has been improved with high fidelity output, including support of PowerPoint 2003 graphics, animations, and media. No installation is required for the new Viewer. Your presentation files, packaged with the new Package for CD feature, include the Viewer by default, or you can download the new Viewer from the Web. In addition, the Viewer supports viewing and printing. The updated Viewer runs on Microsoft Windows 98 or later.



## Package for CD

#### What's new home

Package for CD is the new Microsoft Office PowerPoint 2003 way to efficiently distribute your presentations. Make CDs of your presentations for viewing on computers running a Microsoft Windows operating system. Microsoft Windows XP or later is required to burn CDs directly from PowerPoint, but if you use Windows 2000, you can package one or more presentations to a folder and then use third-party CD burning software to copy your presentations to a CD.

Package for CD allows you to package your presentations and all of the supporting files, including linked files, and automatically run your presentations from the CD. The updated Microsoft Office PowerPoint Viewer is included on the CD when you package your presentations. Therefore, no installation of the Viewer is required on a computer that doesn't have PowerPoint installed. Package for CD also gives you the option of packaging your presentations to a folder instead of a CD for archiving or posting to a network share.



## Improvements to media playback

#### What's new home

View and play your movies in full screen presentation with Microsoft Office PowerPoint 2003. Right-click the movie, click **Edit Movie Object** on the shortcut menu, and then select the **Zoom to full screen** check box. When Microsoft Windows Media Player version 8 or later is installed, improvements in media playback in PowerPoint 2003 support additional media formats, including ASX, WMX, M3U, WVX, WAX, and WMA. If a required media codec isn't present, PowerPoint 2003 will attempt to download it by using Windows Media Player technology.



## New slide show navigation tools

#### What's new home

The subtle and elegant new **Slide Show** toolbar provides easy access to slide show navigation while you are making a presentation. In addition, common slide show tasks are simplified when the options are at your fingertips. The **Slide Show** toolbar puts ink annotation tools, pen and highlighter options, and the **Slide Show** menu within easy reach during a presentation, but the toolbar is never obtrusive or obvious to your audience.



## Improved slide show ink annotations

#### What's new home

Use ink to mark up your slides while giving a presentation, or draft slides for review by using the ink features in Microsoft Office PowerPoint 2003. Not only can you keep the ink that you used in your slide show presentation, but you can turn on or off the slide show markup after you have saved the ink markup in your presentation. Some aspects of the ink feature require that you run PowerPoint 2003 on a Tablet PC.



## New smart tag support

#### What's new home

The popular smart tag support has been added to Microsoft Office PowerPoint 2003. Simply by selecting **AutoCorrect Options** on the **Tools** menu, and then clicking the **Smart Tags** tab, you can choose to label text in your presentation with smart tags. Dates, financial symbols, and person names are included in the list of smart tag recognizers that ship with PowerPoint 2003.



# Improved bitmap export

### What's new home

Bitmaps in Microsoft Office PowerPoint 2003 are larger and have better resolution when exported.



## **Document Workspaces**

#### What's new home

Use Document Workspaces to simplify the process of co-authoring, editing, and reviewing documents with others in real-time through Microsoft Office Word 2003, Microsoft Office Excel 2003, Microsoft Office PowerPoint 2003, or Microsoft Office Visio 2003. A Document Workspace site is a Microsoft Windows SharePoint Services site that is centered around one or more documents. People can easily work together on the document— either by working directly on the Document Workspace copy or by working on their own copy, which they can update periodically with changes that have been saved to the copy on the Document Workspace site.

Typically, you create a Document Workspace when you use e-mail to send a document as a shared attachment. As the sender of the shared attachment, you become the administrator of the Document Workspace, and all the recipients become members of the Document Workspace, where they are granted permission to contribute to the site. Another common way to create a Document Workspace is to use the **Shared Workspace** task pane (**Tools** menu) in a Microsoft Office 2003 program.

When you use Word, Excel, PowerPoint, or Visio to open a local copy of the document on which the Document Workspace is based, the Office program periodically gets updates from the Document Workspace and makes them available to you. If the changes to the workspace copy conflict with changes you've made to your copy, you can choose which copy to keep. When you are finished editing your copy, you can save your changes to the Document Workspace, where they are available for other members to incorporate into their copy of the document.



## **Information Rights Management**

#### What's new home

Today, sensitive information can only be controlled by limiting access to the networks or computers where the information is stored. Once access is given to users, however, there are no restrictions on what can be done with the content or to whom it can be sent. This distribution of content easily allows sensitive information to reach people who were never intended to receive it. Microsoft Office 2003 offers a new feature, Information Rights Management (IRM), which helps you prevent sensitive information from getting into the hands of the wrong people, whether by accident or carelessness.

Authors use the **Permission** dialog box (**File** | **Permission** | **Do Not Distribute** or **Permission** on the **Standard** toolbar) to give users Read and Change access, as well as to set expiration dates for content. Authors can remove restricted permission from a document, workbook, or presentation by simply clicking **Unrestricted Access** on the **Permission** submenu or by clicking **Permission** again on the **Standard** toolbar.

Additionally, administrators for companies can create permission policies that are available in Microsoft Office Word 2003, Microsoft Office Excel 2003, and Microsoft Office PowerPoint 2003 on the **Permission** submenu and define who can access information and what level of editing or Office capabilities users have for a document, workbook, or presentation.

Users who receive content with restricted permission simply need to open the document, workbook, or presentation just as they would with content that doesn't have restricted permission. If users don't have Office 2003 or later installed on their computer, they can download a program that allows them to view this content.

**Note** You can create content with restricted permission using Information Rights Management only in Microsoft Office Professional Edition 2003, Microsoft Office Word 2003, Microsoft Office Excel 2003, and Microsoft Office PowerPoint 2003.



#### More new features

#### What's new home

**New look for Office** Microsoft Office 2003 has a new look that's open and energetic. Additionally, new and improved task panes are available to you. New task panes include Getting Started, Help, Search Results, Shared Workspace, Document Updates, and Research.

**Tablet PC support** On a Tablet PC, you can quickly provide input using your own handwriting directly into Office documents as you would using a pen and a printout. Additionally, you can now view task panes horizontally to help you do your work on the Tablet PC the way you want to do your work.

**Research task pane** The new **Research** task pane offers a wide variety of reference information and expanded resources if you have an Internet connection. You can conduct research on topics using an encyclopedia, Web search, or by accessing third-party content. Also available from the **Research** task pane, and brand new to Microsoft Office PowerPoint, is support for the thesaurus. This feature is an outstanding tool for finding synonyms to enhance the quality of your presentation.

**Microsoft Office Online** Microsoft Office Online is better integrated in all Microsoft Office programs so that you can take full advantage of what the site has to offer while you work. You can visit Microsoft Office Online directly from within your Web browser or use the links provided in various task panes and menus in your Office program to access articles, tips, clip art, templates, online training, downloads, and services to enhance how you work with Office programs. The site is updated regularly with new content based on direct feedback and specific requests from you and others who use Office.

Improving quality for the customer Microsoft strives to improve quality, reliability, and performance of Microsoft software and services. The Customer Experience Improvement Program allows Microsoft to collect information about your hardware configuration and how you use Microsoft Office programs and services to identify trends and usage patterns. Participation is optional, and data collection is completely anonymous. Additionally, error reporting and error messages have been improved so that you are provided with the easiest approach

to reporting errors and the most helpful information about alerts at the time you encounter a problem. Finally, with an Internet connection, you can give Microsoft customer feedback about an Office program, help content, or Microsoft Office Online content. Microsoft is continually adding and improving content based on your feedback.