

Microsoft PowerPoint - Slides Instructions

Microsoft PowerPoint is a presentation software. It should be used primarily to create text based presentations with some graphics.

Although there is no substitute for reading the User's Manual (or accessing online help), here are a few helpful hints that should help you to prepare your presentation for imaging by Visual Art Services.

1. From the **File** menu go to
 - **New:** Choose a Blank presentation or a PowerPoint Template.
 - **Page Set Up:** slide size - 35mm; orientation - landscape
2. Format the **Slide Master** - on the **View** menu, point to **Master**, click **Slide Master**.
 - Set attributes for font, color scheme, size text, background and borders. All slides in the presentation will then have the attributes of the Slide Master.
 - After formatting your Master Slide go to the **View** menu and click **Slides**
3. To enter text in a title or text place holder, just click and type
4. To add a slide to your presentation from the **Insert Menu**, click **New Slide**. Select the layout that has the place holders you need.
5. DO NOT **copy/paste** from one application to another. To add clip art, graphs or scanned images to your presentation please follow these recommendations:

From MAC :

- To **Insert** Files from other Microsoft applications (Excel or Word) on the **Insert** menu, point to **Insert Object**, click the appropriate application.
 - Files from Non-Microsoft applications should be saved as PICT files and inserted into your slide - on the **Insert** menu, point to **Insert Picture**, click **from file**.
 - Scanned images should be between 500k and 1.5mb in file size and saved as a PICT (.pct) or TIFF (.tif) file (no layers, no clipping paths, no compression) in **Photoshop**. From the **Insert** menu, point to **Insert Picture**, click **from file**.
6. **SAVE** frequently throughout your creation process. Before bringing to Visual Arts for imaging save as follows:
- Save as a PowerPoint Presentation (.PPT file). This is the default - no special saving is required.
 - Bring or send to our dropbox each file to be imaged.

From PC:

- To **Insert** Files from other Microsoft applications (Excel or Word) on the **Insert** menu, point to **Insert Object**, click the appropriate application.
 - Files from Non-Microsoft applications should be saved as **TIF** files and inserted into your slide - on the **Insert** menu, point to **Insert Picture**, click **from file**.
 - Scanned images should be between 500k and 1.5mb in file size and saved as a **TIF** file (no layers, no clipping paths, no compression) in **Photoshop**. From the **Insert** menu, point to **Insert Picture**, click **from file**.
6. **SAVE** frequently throughout your creation process. Before bringing to Visual Arts for imaging save as follows:
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Bring your files on Floppy Disks, Zip Disks, Jaz Disks, or CDs.

Or transfer your files directly from your computer to our file server using Fetch or FTP. Call us for more info.

Remember: Only put the files you want imaged on the disk you bring to VAS!

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