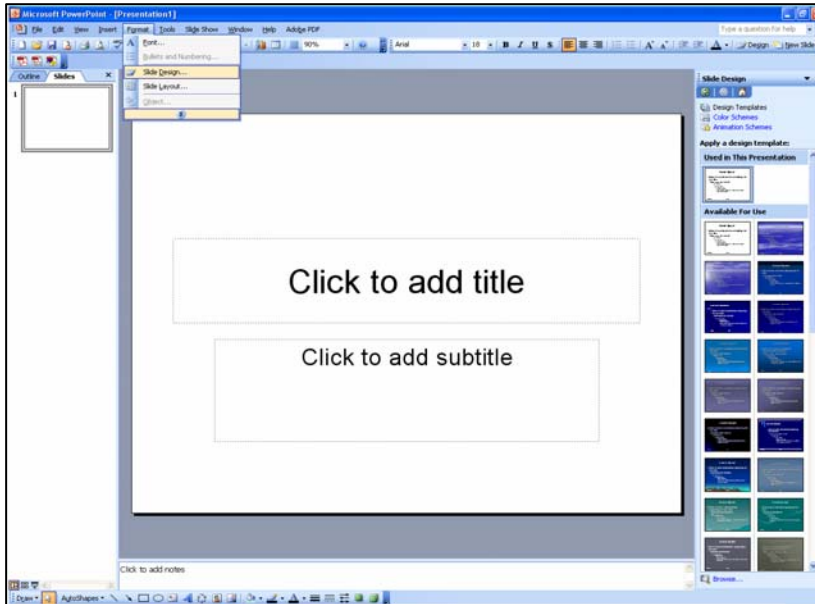


Slide Design

We assume you are familiar with basic PowerPoint knowledge and features.

Starting a new PowerPoint Presentation

- a) Open Microsoft PowerPoint.
- b) Create a new blank Presentation. To add a new slide to the presentation, go to the menu bar and left click on Insert and chose new slide.



Choosing a slide design

- 1 On the menu bar left click on Format.
- 2 Click on slide design.
- 3 Choose a design found on the right side of your screen by left clicking on the design you like. (The design will apply to all the current slides).

TIP

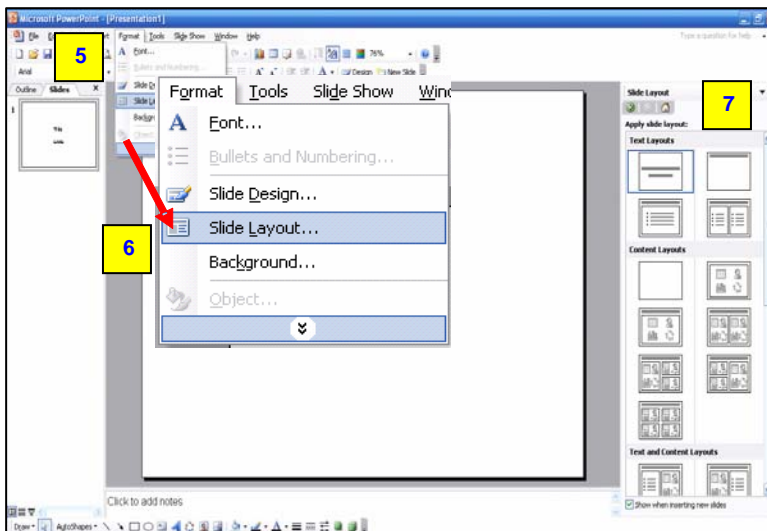
Applying design to selected slides:
Place mouse pointer over design thumbnail.
Left click on the arrow at the right of your design thumbnail.
Left click on apply to Selected Slides.

Layout Design

After creating a new presentation and having multiple slides, you can change the layout of each different slide.

4. Select the slide you want to apply a layout to.
5. Go to Format and left click on it.
Left click on Slide Layout.

- 1 At the right side of your screen, a slide layout tool bar appears.
- 2 Slide layouts are divided into four types (text layouts, content layouts, text and content lay-



Layout TIP

If you want to apply the same layout to selected slides:
Place mouse pointer over layout thumbnail.
Left click on the arrow at the right of your layout thumbnail.
Left click on apply to Selected Slides.

Converting PowerPoint file to PDF

After saving file, on the menu bar,

1. Left click on View.
 2. Go to Toolbars.
 3. Left click on PDFMaker 6.0.
- Select one of the three different options:

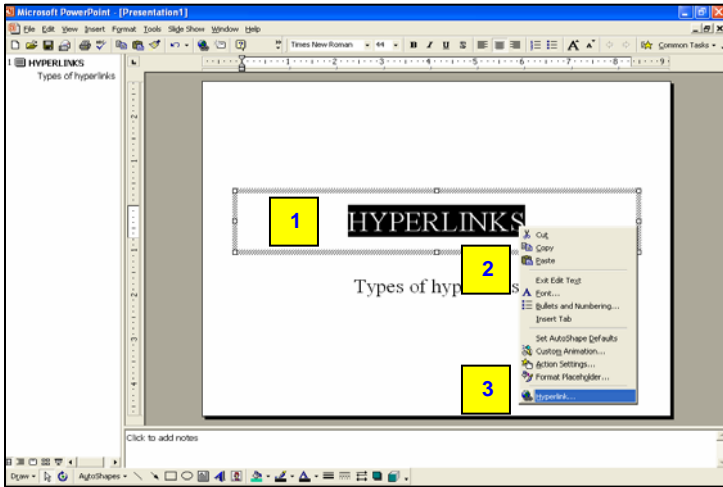
- Convert to Adobe PDF.
- Convert to Adobe PDF and Email.
- Convert to Adobe PDF and Send for Review.

Note: Some versions of PowerPoint do not contain PDFMaker 6.0.

Adding Hyperlinks

You can add a hyperlink to an action button, selected text, and to any picture.

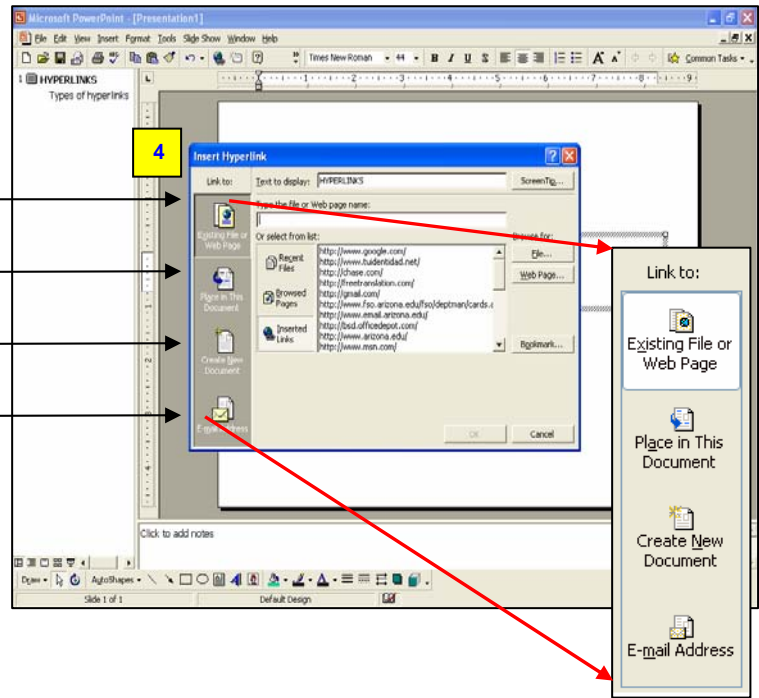
Converting Selected Text to a Hyperlink



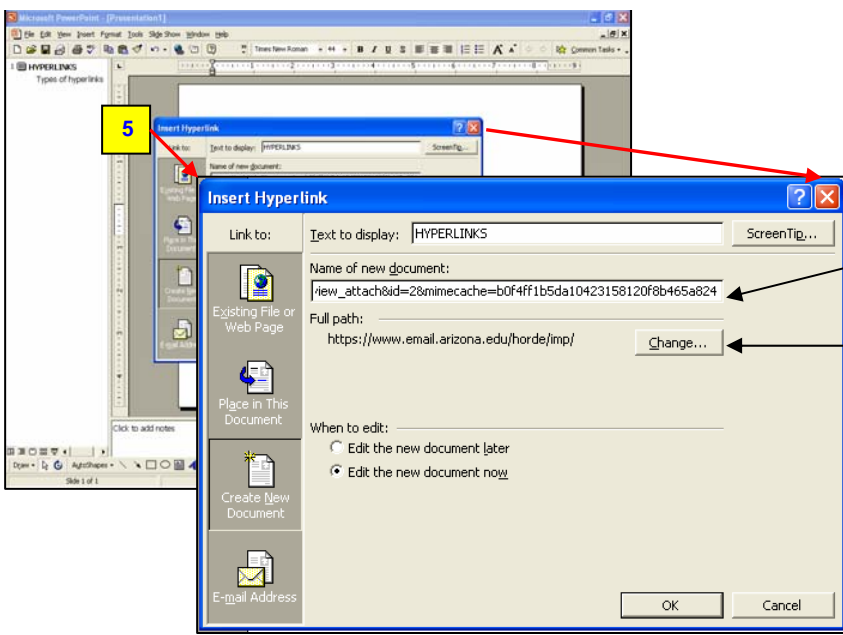
- 1 Select the portion of the text you want to convert.
- 2 Right click on the selected text.
- 3 Select **Hyperlink** from the menu option.
- 4 An **Insert Hyperlink** box appears containing the four different types of hyperlinks you can add:
 - Existing file or web page.
 - Place in this document.

Note: Links will only work while on the slide show.

- Existing file or web page
- Place in this document
- Create new document
- E-mail Address



When selecting Create New Document



- 5 When selecting Create New Document option:
 - On the name of the document, write down the desired name with the extension of the file.
 - You can change the path where the file will be saved by left clicking the

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