# PowerPoint User Guide

There are many features within PowerPoint that can make designing, delivering, and printing presentations easier. Here are a few helpful hints.

## Designing PowerPoint Presentations

Some tips for developing a effective PowerPoint presentation:
1. Limit the number of words on each screen. Use the 6x6 Rule:
      No more than 6 words per line of text
      No more than 6 lines of text per slide
      No more than 6 slides without a picture or diagram or graphic
2. Avoid the use of flashy transitions, such as text fly-ins. This can be distracting to your audience.
3. Keep font size greater than 24 points
4. Use dark text on a light background or light text on a dark background.

## Display Options for your Presentation

In the lower left hand corner of the PowerPoint presentation, different display options are available for your presentation (also accessible via the selecting View in the menu at the top of the page.

**Normal View:** Allows you to view the slides as well as the speaker notes associated with the slide. This is the best view to use when creating or adjusting your PowerPoint presentation. When in this view, there is also an **Outline** tab that would allow you to see the text in your presentation in an outline format.

**Slide Sorter View:** This will show thumbnails of the slides in your presentation. This view allows you easily add, delete or "rearrange" slides or simply overview the presentation. You will not be able to make text changes to the slide in this View.

**Slide Show View:** This is the view used when delivering your presentation. It places the selected slides individually full screen. Paging up or down moves through the presentation. Hitting the **Esc** key will return the presentation to Normal view. he presentation in its entirety.

## PowerPoint Printing Guide

There are many different ways to print your presentation, so listed below are some options you may want to use as you prepare to deliver your talk.

### *Single Slide per Page Format*

1. In the top toolbar, select **File.**

2. Select **Print.** A settings selection window will appear. In the lower third of the window is an option that says **Print what:** Select the word **Slides** from the drop down menu. Select the color option in the **Color/grayscale** window below. Selecting the **color- Pure Black and White** option will eliminate the blue background when printing (conserving printer ink).
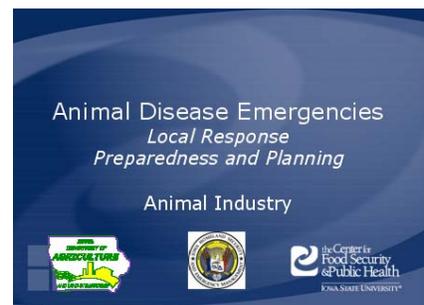
## *Audience Handouts-Slide Thumbnails Format*

1. This setup will allow you to create handouts of your presentation for your audience.
2. Select **File**, in the top toolbar, then select **Print**.
3. In the settings selection window, choose **Handouts**, from the drop down menu.
4. A Handouts menu appears. This allows you to choose how many slides per page (1, 2, 3, 4, 6, 9) you would like as well as horizontal versus vertical layout. The image to the right shows the 6 slides per page layout and is one of the more commonly used formats.
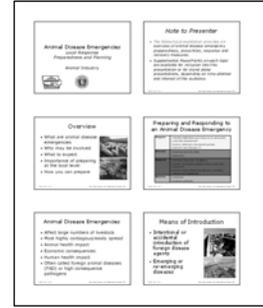
## *Notes Pages Format*

1. This set up will allow you to print the slide notes with each slide all on one page.
2. Select **File**, in the top toolbar, then select **Print**.
3. In the settings selection window, choose **Notes Pages**, from the drop down menu.
4. Select **Pure Black and White** in the color/grayscale box, if you want to conserve color ink.

5. Some printers will also allow you to print two or more pages per page, within the printers **Properties.**
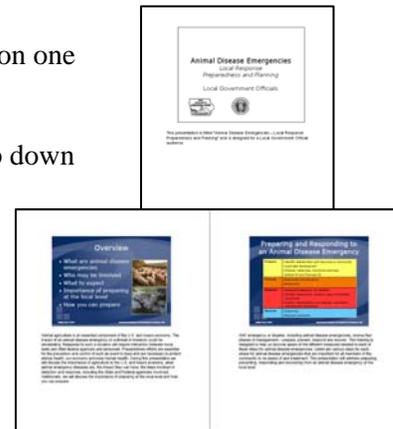
## *Speaker Note Set Up and Formatting*

1. This setup will allow you to print the slide notes with each slide all on one page, but in a column format. This format is useful for presenters to learn the material. This involves a special feature of PowerPoint and Microsoft Word® and requires a few steps, which are outlined below.

    **Step 1:** Within your PowerPoint presentation, save the final version onto your computer, disk, or new CD

    **Step 2:** Leaving your existing presentation open and in the **Slide Sorter View**, open up the BLANK PRESENTATION off of the CD

    **Step 3:** Go to your existing presentation and hit **CTRL+A** to select all slides

    **Step 4:** Right click on any of the highlighted slides and click **Copy**

    **Step 5:** Go to the **BLANK PRESENTATION** and click on slide #2. Right click and hit paste and your entire presentation will be sent and converted to black and white.

    **Step 6:** There are two empty slides at the beginning of your presentation. Highlight each and cut to eliminate. They are necessary to keep the settings, bullets, layout of the presentation intact.

    **Step 7: SAVE** this presentation as the name with BW at the end so you can distinguish it.

    **Step 8:** Click on the **File** option at the top left of the screen. Locate the **Send to** function. There should be an arrow pointing right next to it.
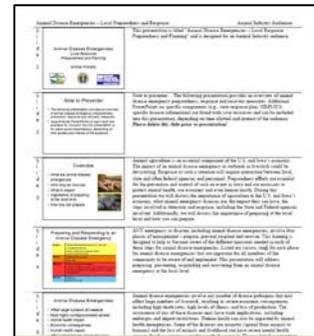
**Step 9:** A menu of choices will appear such as mail recipient and others. At the bottom is **Microsoft Word**. Select it and another window will appear asking you to select **Page Layout** in Microsoft Word.

**Step 10:** Select the **Notes Next To Slides** option and **Paste** at the bottom of the window. Select Okay.

**Step 11:** Depending on the speed of your computer, this will take awhile to send. Whatever you do, **do NOT touch your mouse or any keys during this transfer**. If you do, it will stop and you will have to start over. Once you hit Okay in step 10, step back and wait. PowerPoint is making a table in Microsoft Word and it can take awhile.

In this newly created Word document, to maximize the number of slides per page, adjustments will need to be made.

**Step 12:** Under **File**, select **Page Setup**. Under the **Margins tab**, set Top, Bottom, Left and Right to 0.7 inches and select Okay.

**Step 13:** **SAVE** this file, and you name it with the title and 'word notes' to indicate it is the converted version.

**Step 14:** Left click once anywhere on the table. Then left click above the first column, where Slide 1 is written. (A small down arrow will appear if you are above that column.) Left click once and the text in that column will be highlighted. You will want to change the font size to 11. Keep the words highlighted for the next step.

**Step 15:** To make this column smaller, place your cursor on the line at the right edge of the first column. A two-sided arrow will appear. Drag this arrow to the left to shrink the size of the column so that the word Slide 1 is written vertically.

**Step 16:** Next, make the column with the slide printed in it smaller by moving the cursor above column so that the little down arrow appears. Left click to highlight the column, and then place your cursor at the right edge of this column. The two-sided arrow will appear. Drag this arrow to the left to shrink the size of the column so that there is 1 space to the right of the slide. Do not make it tight against the slide edge.

**Step 17:** Next, make the last column as large as possible by placing your cursor above the column so that the little down arrow appears. Left click to highlight the column, and then place your cursor at the right edge of this column making the two-sided arrow appear. Drag this arrow to the right and watch the top of the page. According to the scale at the top, drag the right edge so that it is two ticks to the right of "7". This will match your margins all the way around.

**Step 18:** With this last column still highlighted, change the text to Times New Roman and 10 or 11 font to maximize usage of the paper.

**Step 19:** In order to get as many slides per page, you will need to change the size of each row with the slide and notes. Do this by clicking on the Table tab at the top of the page. Next click on Select and the arrow will take you to another menu. Click on Table and the whole table will be highlighted.

**Step 20:** Now select the Table tab again at the top of the page. Next click on Table Properties and another window will open up. Click on the Row tab so that the margins appear.

**Step 21:** Change the height of the row to 1.8 inches, either by erasing what is there and typing in it or using the down arrow. Select Okay and the slides will adjust.

**Step 22:** SAVE this file as it should be done and ready to print. As always, you can access the Help for Microsoft PowerPoint for more details.