

OHT Helpful Hints

These Overheads were created with PowerPoint 97. PowerPoint readers are available via the Educational Department website (click on Help at the opening EdDept screen) for users of Windows operating systems. Depending on your version of Windows, download the appropriate file to a folder on your hard drive and follow either the below instructions or those from the download site.

Win 3.x Installation

1. Installation of PowerPoint Viewer is designed to take place from within Microsoft Windows. If Windows is not running, please start it before continuing. Make sure to close all applications first, and make sure you are not running any utilities or a virus protection before proceeding. It is very important that your computer runs under a Windows 3.x operating system in order to install this version of PowerPoint Viewer. The Setup application for PowerPoint Viewer prevents you from installing PowerPoint Viewer in a 32-bit operating system like Windows 95 or Windows NT(r). A Windows 95/98 version of PowerPoint Viewer 97 is also available.
2. Double-click the PPView16.exe program file on your hard drive, (you may also do this from the CD) to start the Setup program.
3. The unpack program will ask you for a destination folder. The default is c:\PPSetup. After choosing a destination folder, select "Unzip". When finished, select "Close". After unpacking the contents of PPView16.exe you will have to start the PowerPoint Viewer Setup program (setup.exe) in order to continue the installation of Microsoft PowerPoint Viewer. Use File Manager to open the destination folder, then double-click the setup program (setup.exe).
4. PowerPoint Viewer Setup will prompt you for a folder in which to install PowerPoint Viewer or you can simply accept the suggested default location. The default folder location for PowerPoint Viewer is C:\PPTVIEW.
5. After choosing the folder location for PowerPoint Viewer, continue through setup and click "Install" to install PowerPoint Viewer.

Instructions for use:

To run PowerPoint Viewer, in File Manager, double-click the PPTView.exe file. You can also double-click the PowerPoint Viewer icon in Program Manager.

Win 9x and NT Installation

You may want to print this page to use as a reference when you are installing. Close all other applications and ensure that you are not running any utilities or virus protection programs.

Double-click the PPView97.exe program file on the hard drive (you may also do this from the CD if you are using a CD for installation), to start the Setup program. PowerPoint Viewer 97 Setup will prompt you for a folder in which to install PowerPoint Viewer. The default folder location for PowerPoint Viewer is \Program Files\PowerPoint Viewer (C:\PowerPoint Viewer on Windows NT 3.51). After choosing the folder location for PowerPoint Viewer, click Install.

Printing Black and Whites

The following printer settings were used for an Epson 600 ink jet when printing the black and white slides as masters or transparencies:

```
Print Quality set to 720 DPI
Media type - set to Photo Glossy Paper
Output to Black
Half toning set to coarse dithering
Half-toning adjustment set to fine
Color adjustment - Brightness set to "0", Contrast set to "-5", saturation
"0"
```

Print setting for laser jet should be at least 600 DPI.

If the media type is set to transparencies, the DPI may reset to 300 DPI. At this setting you may experience fuzzy reproduction.

Printing Color Transparencies

The originals were produced from the following setting for an Epson 600:

```
Print quality set to 720 DPI
Media typeset to photo glossy paper
Output set to color
Half toning set to error diffusion
Half-toning adjustment set to fine
Color adjustment mode set to "vivid"
With the following adjustments - Brightness set to "+1", Contrast set to
"-5" and saturation set to "+10"
```

As with printing the black and white masters or transparencies, setting the media type to transparencies will force the DPI to 300. Printing on transparency material in the photo glossy mode will allow systems to print at the 720 DPI. It takes slightly longer, but with better results.

These are general settings to maximize final output. Depending on your printer you may have to test various settings to achieve the desired results.

One additional note: Some printers have an ICM setting, which uses a Windows 95 color-matching scheme to match your output to the colors on the screen. You should be aware that due to the age, settings of the monitor, and ambient light, you can and will affect the quality of the color matching.

OHT Reference Lists

The black and white and color list files contain the chapter references for the transparencies referenced against the OHT slide number. The slide numbers are based on the original PowerPoint files that were distributed on CD.

Obtaining a CD

CDs may be obtained from USPS HQ at 1-888-FOR-USPS.