

INSTRUCTIONS FOR CUSTOMIZING MICROSOFT POWER POINT® PROGRAMS

INTRODUCTION

In producing the Power Point programs for the three modules of the Operations Training Program, the Operations Training Committee did not intend nor did it desire to provide a “canned” presentation to be used by all squadrons of USPS. On the contrary, it was assumed that each presenter might find at least some slides of the programs produced by the committee to be suitable for his/her audience and compatible with his/her style of presentation. With that in mind, we expected that presenters would either customize the programs to suit their desires and needs or make overhead transparencies from those slides that appealed to them.

However, at the 2003 annual meeting in Orlando, we discovered that some members, who routinely use Power Point programs, did not know how to modify the programs on the Operations Training disk available from USPS headquarters. Therefore, what follows is an attempt to provide some easy-to-follow instructions for making simple changes to the Power Point programs on the “read-only” disk.

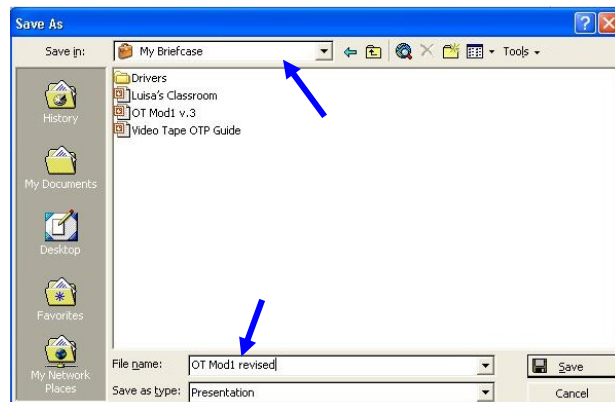
FIRST STEP: TRANSFER PROGRAM TO COMPUTER

Since any changes that are made to a “read only” program cannot be saved to the same program on the disk, the first step is to transfer the program from the disk to the computer. It is assumed that you know how to **open** a program on a disk, thereby transferring it to the Random Access Memory (RAM/DRAM) of your computer and making it appear on your monitor..

SECOND STEP: SAVE PROGRAM AS A COMPUTER FILE

With the program loaded on your computer, click on **file save as**. When the “save as” screen appears, choose a location in which to save it. For now, let’s file it in **My Briefcase**. You can decide where to tuck it away for long-term storage later. Now, name the file. Assuming that you are working with the program for module 1 of the Operations Training Program, you might choose **OT Mod 1 revised** as indicated in figure 1.

Figure 1. Save as screen



THIRD STEP: SWITCH PROGRAMS

You don't really have to take this step now, but it's safer to do so. So, close the program that you loaded from the disk. When it's gone, **open** the program you saved earlier in **My Briefcase**. The Power Point program now visible on your monitor can be altered and the changes saved under the name you gave it (e.g., OT Mod1 revised) simply by clicking **File Save**. First though, let's identify some important areas of the Power Point screen shown in Figure 2 below.

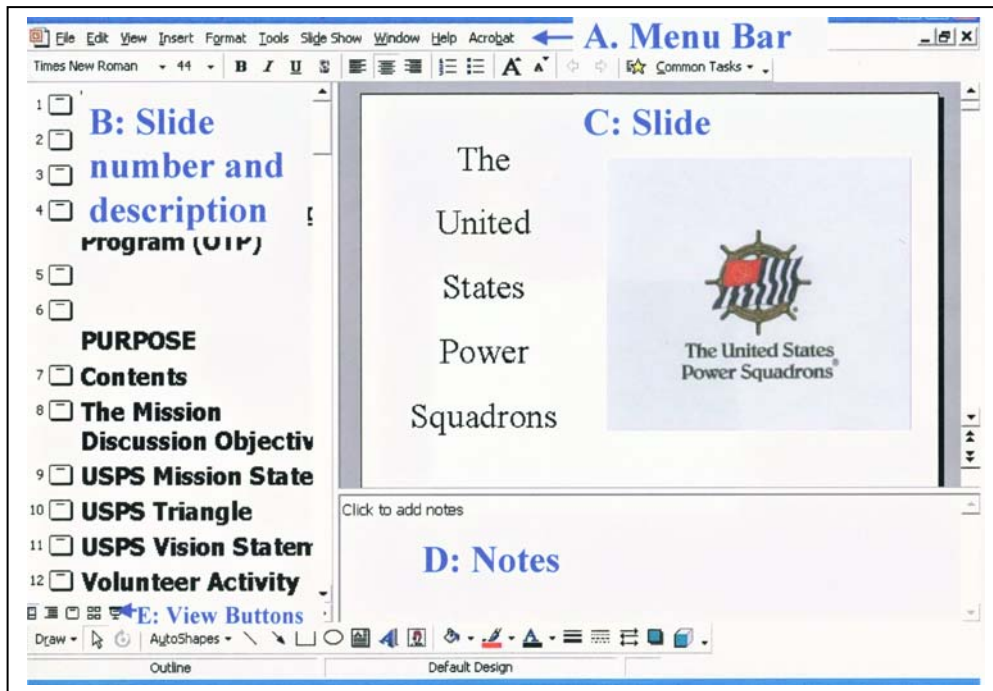


Figure 2: The Normal Power Point Screen

THE MENU BAR

The Menu Bar (A) at the top of the screen offers those familiar with Microsoft Office a number of familiar options, namely **File**, **Edit**, **View**, **Insert**, **Format**, **Tools**, **Window**, **Help** and for those having computers equipped with Adobe Acrobat, the familiar **Acrobat** option. In addition, the **Slide Show** option is unique to Power Point. As usual, clicking on any of the options of the Menu Bar will result in a “drop down” menu with further choices, many of which will be unique to Power Point.

SLIDE NUMBER AND DESCRIPTION

To the left of the screen (B), each slide is listed and in some cases, a description of the slide follows its number. If the program was developed in what is called “Outline Form,” such descriptions may be detailed.

SLIDE

In the “normal view” Power Point screen, the slide (C) is the most obvious item.

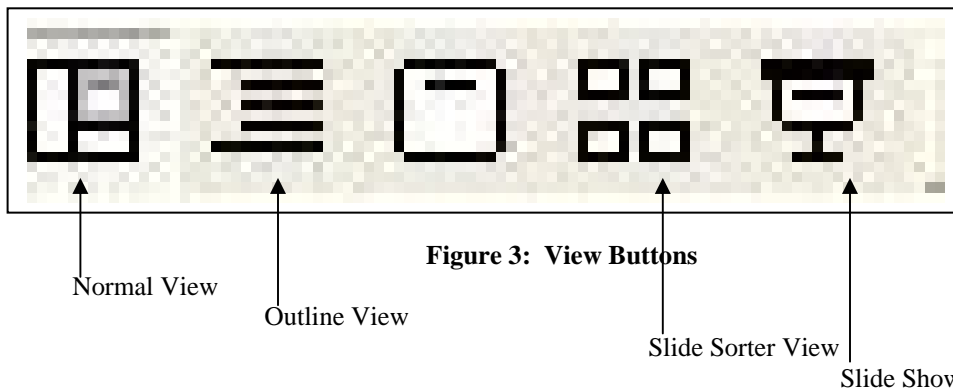
CUSTOMIZING POWER POINT PROGRAMS

NOTES

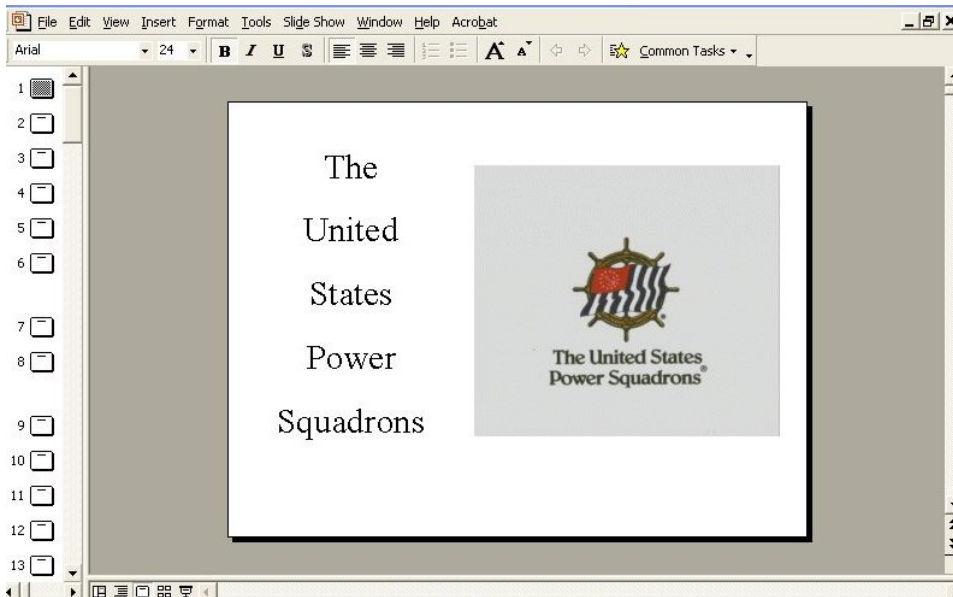
For most slides, the Notes (D) section of the screen has been left blank for the presenter's use. Notes may be recorded by clicking on this section of the Power Point screen when it is in "normal" view. Such notes are useful for reminding the presenter of points to be made about a given slide or some topic for which the slide provides a suitable introduction, or even a good time to take a break.

VIEW BUTTONS

At the lower left of the screen, there are five View Buttons (E). From left to right, they are **Normal View** (the view illustrated in Figure 2), **Outline View**, **Slide View**, **Slide Sorter View** and **Slide Show**. To change view, click on the button of the view desired. Clicking on the **Slide Show** view will start the slide show program beginning with the slide currently in view. For example if slide number 13 is showing in either normal view or slide view when the button for slide show is pressed, the show will begin with slide number 13.



Slide View which is accessed by pressing the third or middle button is shown in Figure 4 below. Try it now. Click on the button. Note that Figure 4 illustrates slide number 1 as indicated by the highlighted number at the left of the slide.



CHANGING OR REMOVING SOUND

The complaint most often heard about the Power Point programs for the Operations Training (OTP) modules is about the recorded music. Those with experience in presenting the OTP have effective routines in which slides are simply a way of visually illustrating a point to be made. To them, music may be only an annoying distraction that precludes discussion or even making a point. Whatever, the reason for wanting sound removed, it can be accomplished with a couple of simple operations. It was put there in the first place only to illustrate what can be done with background sounds if they are wanted.

...The first step is to click on the **Slide Show** option on the Menu Bar (see A on Figure 2). The full “drop down menu” for Slide Show is shown in Figure 5. Among the items on the menu, note **Slide Transition** which we have highlighted. Click on Slide Transition and the following appears (Figure 6)



Figure 5. Slide Show “drop-down” menu

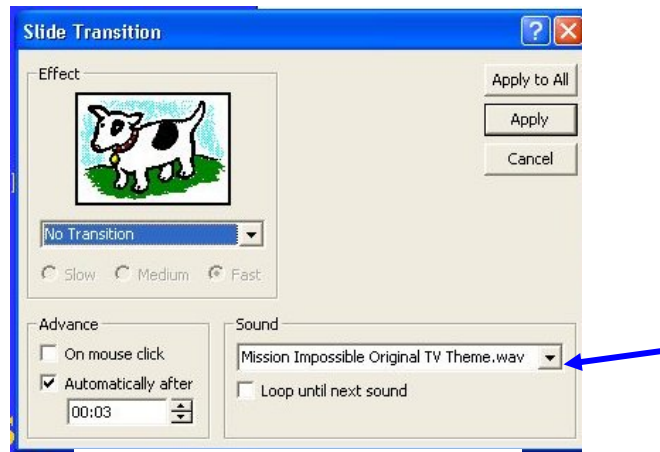


Figure 6. Slide Transition Window

In the lower right hand corner of the Slide Transition window, note the scroll button for changing sound (arrow). Click on it. The sound drop-down menu depicted in Figure 7

appears. To remove sound, use the up scroll button and click on “no sound” which we have highlighted. Then, in order for the “no sound” option to take effect you must do one more operation. Note in the upper right hand corner of Figure 6, you are given 3 options: “Apply to all”, “Apply” and “Cancel.” Since we want the “no sound option to apply to all slides, click on “Apply to all.” The “Slide Transition” window (Figure 6) will disappear and assuming that no other changes have been made since you clicked on the **Slide View Button**, the “slide view” window of the Power Point program (Figure 4) will be uncovered,..

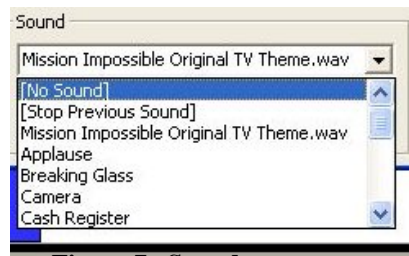


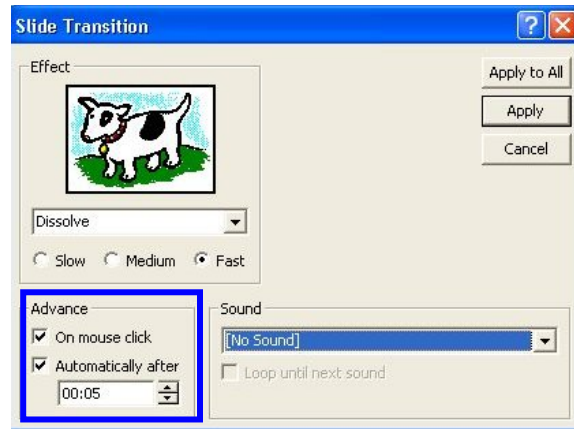
Figure 7. Sound menu

CHANGING HOW SLIDES ADVANCE

Follow the procedures in the section for changing sound to reopen the **Slide Transition** window. Note as in Figure 6, the program for controlling the advance of slides is located in the lower left hand corner of the window. There are two options: “On mouse click” and “Automatically after.” Let’s assume that you want to control when the next slide appears

CUSTOMIZING POWER POINT PROGRAMS

manually. To do so, check the box to the left of “On mouse click.” Note that, as illustrated in Figure 8, both options are now checked. If your objective is to have slides advance only when you so direct, you need to eliminate the check mark before the “Automatically after” option. To do so, just click on the check mark. Then, click on “Apply to All” and slides will no longer advance automatically. You will note that we have not commented on the **Effect box** in the upper left hand corner of the **Slide Transition** window. If you are curious, you might want to experiment with one or more of the **Effect** options made available



by clicking on the scroll arrow. Click on an effect while observing the speed to **Slow**. It will help to first change the speed to **Slow**.

Figure 8. Slide Transition: advance options

SELECTING AND DELETING SLIDES

Not all of the slides will be useful to all presenters, some of whom want to use at least parts of the Power Point Program provided by the committee. Some presenters don't know what to do with the slides they do not wish to use. There are two options. First, if one is confident that certain slides will never be used, they can be deleted. The remaining slides can then be saved in the program that you stored in Step 3 on page 2 of these instructions. To do so, you might review all of the slides in **Slide View** by clicking on the numbers at the left of the slide window one by one. However, a generally more efficient way to review slides is to observe them in **Slide Sorter View**. To do so, click on the **Slide Sorter Button** (Figure 3). When you do so, “thumb nail” views of each slide will appear. A small section of a sorter view of the program for module 1 is presented in Figure 9 below:

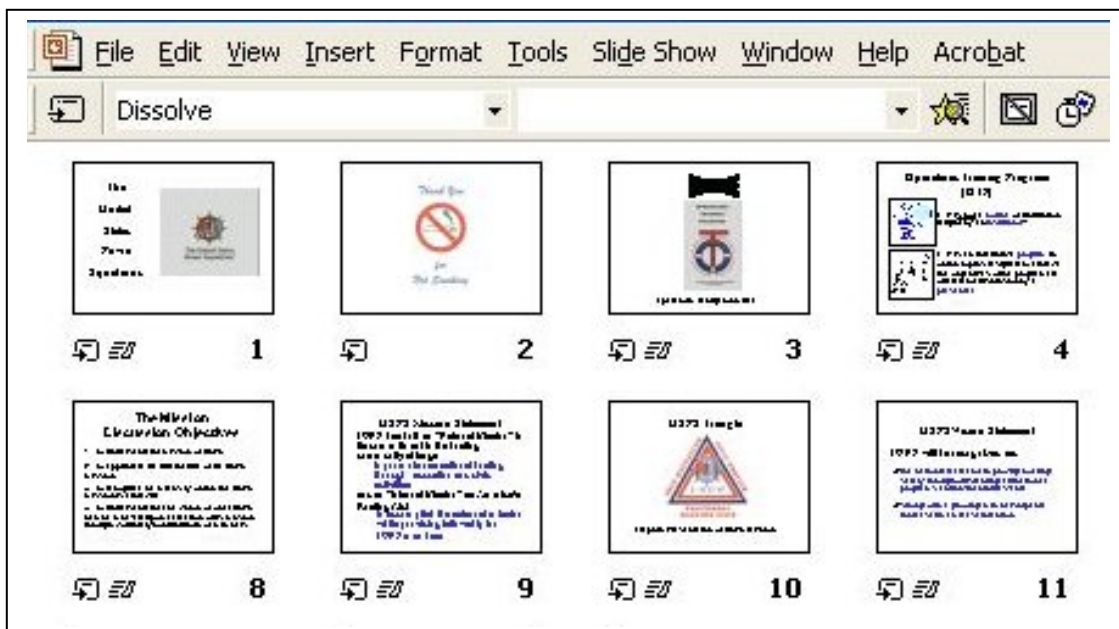


Figure 9. Partial Sorter View

CUSTOMIZING POWER POINT PROGRAMS

If a thumb nail is so small that you aren't certain what is on it, double click on the thumbnail and it will appear in **Slide View**. After examining the enlarged view, you may return to **Slide Sorter View** by again clicking on the **Slide Sorter** button. To delete a slide in Slide Sorter View, click on the slide. It will appear highlighted as shown in Figure 10 for slide number 73..

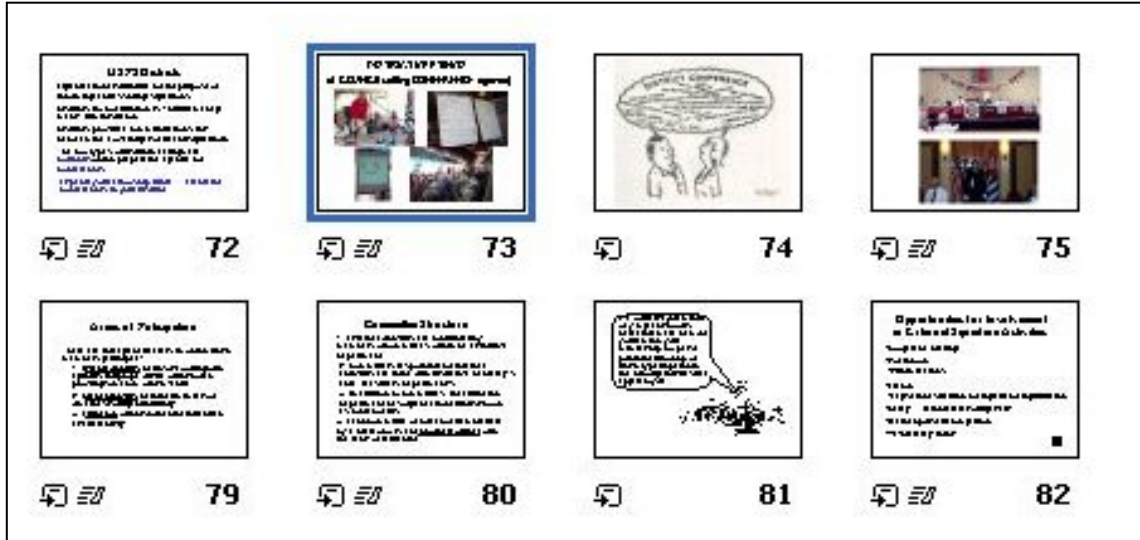


Figure 10. Highlighted slide in Slide Sorter View

To delete the highlighted slide, **Bar** (see Figure 2 if you're **slide** from the drop-down highlighted in Figure 11. Of slide in either **Normal View** or option from the **Edit** drop deleted all of the slides in don't forget to save your work **Briefcase**. We noted earlier eliminating slides from the program. The second option is you want to delete a slide (e.g., This second option is called marked as hidden will not when the **Slide Show** program simple steps to be taken to

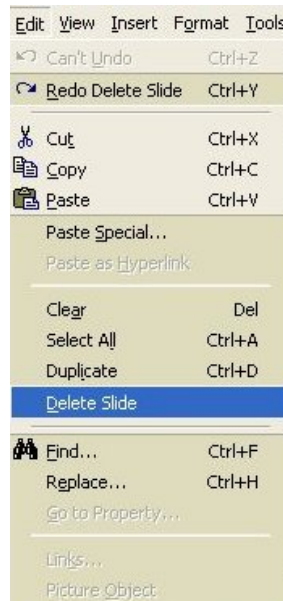


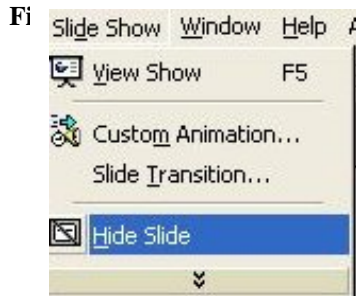
Figure 11. "Edit" drop down menu

click on **Edit** on the **Menu** confused). Choose **Delete** menu that appears. It is course, you can also delete a **Slide View** using the same down menu. When you have which you have no interest, in the file resting in your that you have two options for presentation of a Power Point useful if you aren't sure that one that might be useful later). "hiding a slide." A slide appear in the presentation is started. So, let's look at the **hide** a slide or slides.

HIDING SELECTED SLIDES

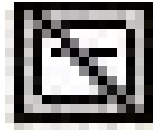
Using the same procedures described above for selecting slides to be deleted, select the slides that you wish to **hide**. Let's assume that we want to hide slide number 72 which we selected before as number 73 (Figure 10). For this operation, we click on the **Slide Show** option on the **Menu Bar**. The drop down menu shown in Figure 5 above will appear. Note the option **Hide Slide** on the menu. We have highlighted it in Figure 12.

CUSTOMIZING POWER POINT PROGRAMS



Menu for Slide Show with “Hide Slide” highlighted.

Note the specific icon associated with the **Hide Slide** option:



When the **Hide Slide** option is selected for a slide, the above icon will appear below the slide when seen in **Slide Sorter View**. An example for slide 72 is illustrated in Figure 13.



Figure 13. Slide Sorter View of hidden slide number 72

CHANGING THE ORDER OF SLIDES

In case you’re wondering, the **Slide Sorter View** is not misnamed. Its primary function is to allow the order in which slides appear to be changed. To do so, simply click on a thumbnail of a slide, holding the left mouse button down while you move the slide to a new position. Figure 14 illustrates shifting slide 35 to position 26.

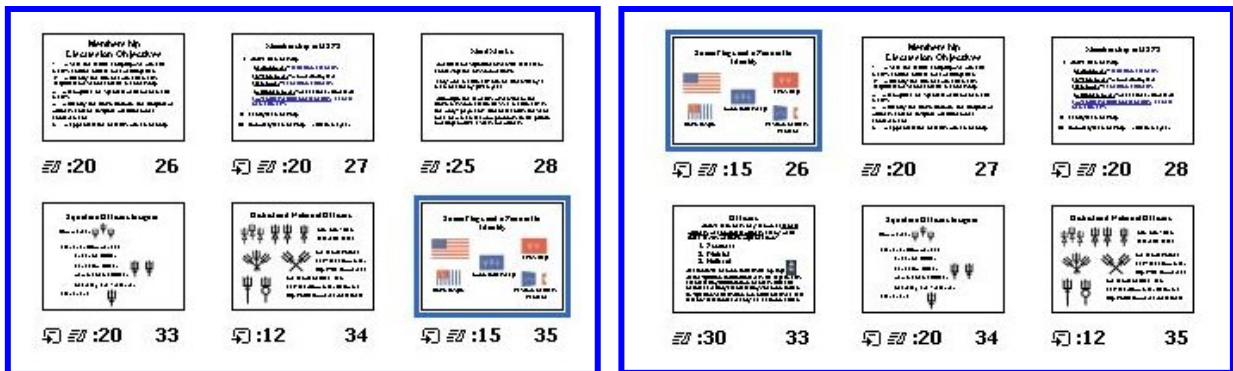


Figure 14. Changing the order in which slides appear

CHANGING TEXT

Occasionally, you may wish to change the text on a slide. To help you gain some experience and confidence with altering text, the Operations Training Committee provided slides 56 through 60 of Module 1 in the Operations Training Program, each of which require additions to the text. Please load module 1 and find slide number 56. Note that it requires the addition of the name and grade of your squadron’s executive officer (Fig. 15).

CUSTOMIZING POWER POINT PROGRAMS

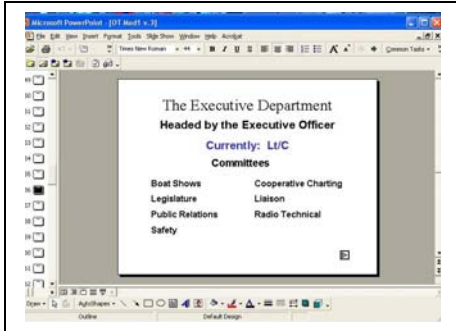


Figure 15. Slide 56, Mod 1 OTP

Click on “Currently Lt/C.” The text box will appear. Place the cursor at the end of “Lt/C” as indicated by the arrow in Figure. 16.



Figure 16. Text Box

When the cursor is at the end of the “C” in “Lt/C,” type name and grade of the executive officer as in the sample illustrated in Fig. 18.



Figure 17. Cursor

Now, following the above procedure, add the names of your squadron’s administrative officer and treasurer to slides 58 and 60 respectively.

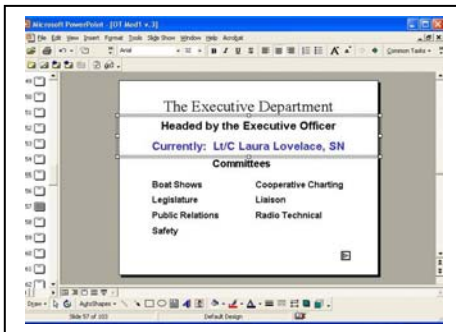


Figure 18. Customized Slide

If your squadron does not have an Assistant Education Officer and/or an Assistant Secretary, you should remove the title of the assistant{s} before adding the names of the education officer and secretary to lides 57 and 59 respectively. To make any required deletions, click on the titles to be deleted. The text box(es) will appear as before. Now, select the text to be deleted as in Fig. 19. To select the text, place the cursor in front of the first letter of the first word to be deleted and drag the cursor to the end of the last word to be deleted while holding down the left button of the mouse. Note the black highlighted text in Fig. 19. To delete the selected text and the text box, click on Edit and choose “Clear” from the drop-down menu (Fig. 20)



Figure 19. Selected Text (black highlighted)

Caution! If you wish to delete “Assistant Secretary” from slide

number 59, do inadvertently select the position of secretary also. As illustrated in Fig 21, the text for both the Secretary and the Assistant Secretary are in the same text box.

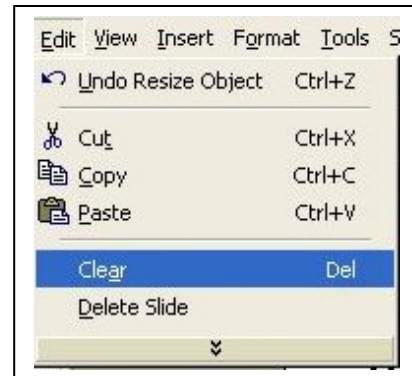


Figure 20. Edit menu Clear command

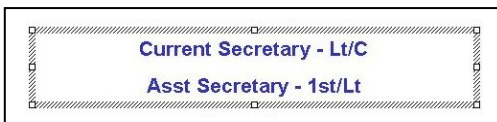


Figure 21. Slide 59 Text Box

CUSTOMIZING POWER POINT PROGRAMS

DON'T BE AFRAID TO EXPERIMENT

...Among the options in the "Edit" menu on the "Standard Tool Bar," locate "Undo." Use the "Undo" command to eliminate changes in text that you didn't really want to make. If you want to undo several changes (e.g., to return the slide to its original appearance), you can do so. The "Undo" command will indicate the type of change that will be undone, starting with the most recent change that you made. If you are already familiar with the "Undo" command, you may prefer to use the shortcut "Ctrl-Z" command.

...Even if you have made a hopeless mess of a slide and can't undo some serious blunder, all is not lost. You can always close the file without saving the changes and reload an unblemished copy.

PRINTING SLIDES

You may not have the equipment to project a Power Point program for general viewing, but want to use one or more of the slides in a Power Point program on an overhead projector. To do so, all you need do is first, select the slides you want to use by deleting or hiding those you do not wish to use. Then, to print either overhead transparencies directly or paper masters for making transparencies later, take the following steps:

Step 1: Check to be sure that the printer is turned on and ready to print. Then, check the paper supply or supply of blank transparencies. **CAUTION: Use only transparencies for the printer you're using (e.g., laser or ink jet).**

Step 2. Go to the Menu Bar and use the **File|Print** command. If you are familiar with them, you may prefer to use the **Ctrl+P** command or the **Ctrl+Shift+F12** command. Or, easiest of all, simply press the printer button on the **Standard Tool Bar** which, unless you've turned it off, is below the Menu Bar.

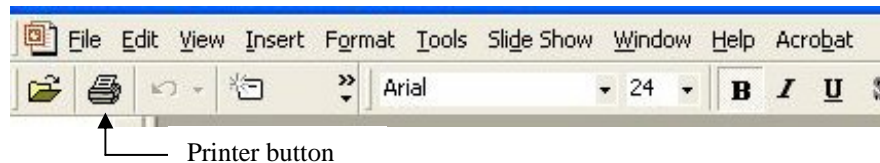


Figure 22. Standard Toolbar

Step 3. When step 2 is taken using the **File|Print** command, the Print dialog box should appear: As shown in Figure 23, the dialog box has a number of printing options that you can select. However, if you have hidden or deleted all of the slides in which you are not interested, you can ignore the options and click on "OK" to print all of the slides in your modified program.

NOTA BENE: At the bottom of Figure 23, one of the options "Print hidden slides," which is under "Frame slides" is barely visible. If it is visible on the dialog box for your printer and has a check mark in front of it, any slides that you have marked **Hide slide** will be printed unless you uncheck this option.

CUSTOMIZING POWER POINT PROGRAMS

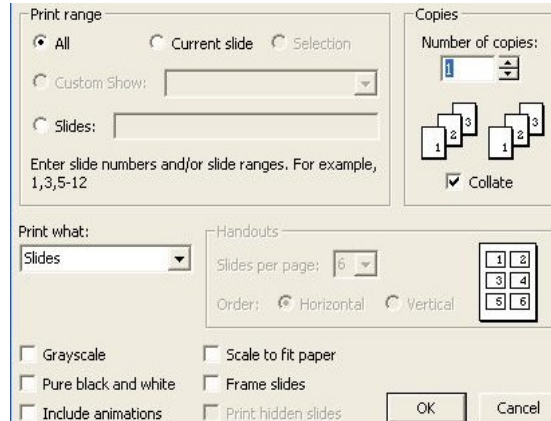


Figure 23. Print dialog box (partial view)

36 mm SLIDES

It is possible to make 35mm slides from a Power Point presentation. However, the procedures involved are beyond the scope of these instructions and require a properly-equipped photographic laboratory. If you have a good photo lab in your vicinity that can do the job for you, it may be worth a call to determine what it will cost to make a set of 35mm slides from the Power Point slides in which you are interested. It will not be an inexpensive project, but it may be a worthwhile undertaking for some squadrons.

CORRECTION OF FLIPPED GRAPHICS

USERS OF WINDOWS XP. Occasionally the graphics of some Power Point slides may be flipped when the files for the programs on a USPS CD are opened. A patch is available from Microsoft® corporation that may correct the problem. The patch is on the USPS disk for the 2003 versions of the modules under the file name “02000CF.”