

POWERPOINT FAQs

Exerpt from <http://www.bitbetter.com/powerfaq.htm>

DRAWING

How do I change the default colors? Each slide has what is referred to as a "color scheme". The scheme colors are the colors that appear in the little pop-ups for different controls. PowerPoint templates come with multiple color schemes built in, which you can change by using the Format/Color Scheme menu command. You can also use this to create your own schemes. Every slide can have a different color scheme. Different color schemes can be used to break out sections of a long presentation.

How do I make my own PowerPoint backgrounds? What you're talking about, is creating templates, or "POT" files. First of all, any file can be saved as a POT file--all you have to do is use the SAVE AS dialog and select POT as the file type, replacing PPT. This action automatically takes you to the location where the rest of the templates are stored, which is sometimes useful and sometimes not. As for the file itself, you'll want to do the following things to make a good template: (easiest if you make it in this order)

1) Format the slide master, including making a nice background, setting the fonts, bullets, etc.

2) Create and apply a color scheme to the Slide Master; make sure that desired objects (text, drawings, etc) follow these colors.

You can create multiple schemes for a single template, but the master will only use one of these schemes at a time. Later, when actually in use, each slide can use a different color scheme, so sometimes it's nice to make templates with differing schemes that give each template different looks.

3) Format the page numbers, footers, as you like, and set them for being visible or not, depending on your wishes.

4) Go to black and white view, and, by using the right mouse button to click on individual objects, set the way each object on the page will print until the page resembles the way you want it to look when printed to black and white printers.

5) Insert a New Title Master. By doing this after you've done all the rest, it will automatically "inherit" all the work you've already done, so you've got a good starting place.

6) Make any changes you want to the Title Master, including changing the color scheme and black and white print settings.

7) With no objects selected, from the FORMAT menu, select FONT. Select the font that you want other text and labels to default to.

8) Go to slide sorter view and delete any slides that are there.

9) Go to slide view, where you should see nothing. From the FILE menu, select SAVE AS, and in the "save as type" drop down box select "Presentation Template"

10) close the file, and then create a new presentation from this template, evaluating what needs to be changed, and what bugs need to be fixed. Have fun!

PICTURES AND OTHER IMPORTED FILES

What resolution should I scan an image at in order for it to present well in PowerPoint? If you want an image to look good on the screen in PowerPoint, scan it at the screen resolution: 72. dpi. Higher does you no good--it only makes the files bigger. HOWEVER, you may find that 72 dpi images are a bit too low-res for printed output, so you might want to scan at 150, which makes a nice compromise. THEN AGAIN, if you are outputting to 35mm slides, you're talking a whole 'nother ball game. 35 mm slide output devices are very high resolution, and you'll want 300 dpi scans. These will make your presentation gigantic, but anything lower resolution will look really bad. Some people keep multiple versions going to solve this problem, but that's a pain too. such is life.

ANIMATION AND SLIDE SHOW

Is there a way to go backwards in an electronic slide show? To go backwards a slide in slide show, you can use any of the following: Page up, Right mouse button, Left arrow key. For more info, see our [keyboard shortcuts](#) page.

Any way to seamlessly run slide shows sequentially? PowerPoint 4 had a great feature called "Play Lists" that allowed PowerPoint to read a text (LST) file with the names of the presentation files in order, and it would play those files one after another in slide show. This was great for conferences, etc. Unfortunately, in fact tragically, this feature was lost in PowerPoint 95, and has never reappeared. Ugly workarounds include creating a DOS batch file, which switches between DOS and PowerPoint between each presentation (ooh, THAT's nice). A less ugly alternative involves creating an agenda slide that contains jumps to other presentations saved as PPS files, so that they're launched as slide shows. The third ugly alternative is to put a button on the last slide of each presentation that jumps to the first slide of the next presentation.

Any way to "zoom in" on a picture in slide show? There are two ways I know that you could do this; both are hacks. The most elegant, but also most time consuming would be to make more slides with the zoomed-in bitmaps on them. These could be hidden slides, which would allow you to gracefully skip over them if you didn't want to explore them, or just press the H key while in slide show to show the hidden slide. Alternatively, you can , when you need to zoom in, ALT-Tab to PowerPoint (regular view), zoom in to the picture as you like, then ALT-Tab back to slide show when you're done. Preferably, you would turn off as many toolbars as possible to make this less ugly.

How can I go "back" in a slide show like I do in my browser? The next slide/previous slide actions use the "slide show" (one slide after another) metaphor, not the web-space metaphor (where "back" means "the last slide I saw"). If you're doing a kiosk style or self-running presentation, the best thing to do is to put buttons on each slide that navigate directly to the places they may want to go. To make a BACK button:

Draw a button (or use Slide Show/Action Buttons and select the blank button, then draw it out on the screen like you would a box). Select this button or graphic, and then go to the Slide Show menu, select Action Settings, and click the radio box marked "Hyperlink to:" and set it to "Last Slide Viewed". This button will behave like the Back button on your web browser. If you want this on all of your slides, put the button on the Slide Master (View/Slide Master).

Any way to make Right Mouse go backwards in slide show? From the Tools menu, select Options, and then click on the View tab. There is a checkbox in the Slide Show

section: "Popup menu on right mouse click"--uncheck this box and the right mouse button will make slide show go backwards.

PRINTING

Is there a way to control how slides print in black and white? In slide view, click on the "B&W View" button at the far right of the main toolbar. This will show you how your slide will print to a black and white printer. To change any object, click on the object (or the background) with your RIGHT MOUSE BUTTON and select options from the "Black and White..." pop-up menu choice. You can also do this for object on your slide master.

Any way to keep some slides from printing? Sometimes, when building a presentation, you use extra slides to get the animation effects that you want. When you print, however, you don't want these slides to print. Try making these slides "hidden" slides (the Hidden Slide button is available from the Slide Sorter View or as a menu command from the Slide Show menu). Once you've made them hidden slides, when you print you'll want to un-check the "Print Hidden Slides" checkbox in the lower right corner of the Print dialog. Make sure that you un-hide your slides again before doing your slide show, or these slides will not show up.

How do I print giant posters from PowerPoint? Although PowerPoint allows a maximum page size of 56 x 56 inches, you need to find a printer that can print on that size paper. Some of the slide imaging places have these types of printers. PowerPoint itself has no ability to tile a page to a printer--it just things of a page as a page. If your printer has the ability to cut up or "tile" a large image onto many pages than you'd want to set that through the printer settings via the Print dialog. Our printers here don't do such a thing, but maybe there's one out there that does.

Any way to print a catalog of slides with titles and file names? The best thing that exists is to use the 6-slides per page option in PowerPoint's print dialog, and to set the Handout Master (View/Masters/Handouts) to have the file name in the header or footer. If you don't want pictures of the slides, and just want titles, print the outline (again, select this in the Print dialog) and format the Outline Master (View/Masters/Outline) to have the file name in the footer. For each of these approaches you'll have to print out each presentation separately.

Why is my bulleted text printing differently from how it looks on screen? The only time when I've seen something like this happen is when there is an issue with fonts. Sometimes you get into a situation where either you have screen fonts but no printer fonts, and the printer substitutes a font that doesn't match with the screen font OR you have printer fonts for which you have no corresponding screen font, so the computer uses the "closest match" it can find. Again, you have the situation where everything looks great on the screen, but things print differently from what you see. To see if this is what your problem is, try changing all of the text to a standard windows font like Arial or Times, and then see if the problem still exists.

FORMATTING

Why are all my slides black and white? What happened to the colors? Check to see that the "Black and White View" button hasn't accidentally been pressed. This is on your main formatting toolbar, right next to the view percentage readout. This button toggles the presentation's view between color and what you'll see when you print. While in this view, you can right-click on any object, and by using the Black and White settings menu, change how each object prints.

How do I make a new Title Master? Go to VIEW/SLIDE MASTER; then from the INSERT menu, select NEW TITLE MASTER.

How do I make a slide use the Title Master and not the Slide Master? Select FORMAT/SLIDE LAYOUT, and pick the title layout.

SAVING, USING, EDITING AND OPENING PRESENTATIONS

How do I merge two presentations into one? Start with one presentation, and use the "Insert/ Slides from File" command. You can also copy slides from one presentation to another, but you'll need to go to the slide sorter view to do it. If you pick up slides from the slide sorter view, then you should get everything associated with that slide. If you try to copy a slide from Slide view, you just get the objects on the slide, and not the slide itself.

Can Power Point slides be made into PDF files? PowerPoint slides and entire presentations can be made into PDF files, but you'll need to purchase a copy of Adobe Acrobat in order to do it. PDF is a format owned and created by Adobe. Their Acrobat "Reader" is free, and can be downloaded from their web site at <http://www.adobe.com/products/acrobat/readstep.html>. However, to save a file to PDF, you need to buy a full copy of Acrobat. Once you've done that, you can save any document to PDF, which is very useful. Also, the reader that you get with the full product has more fun features than the free one.

POWERPOINT TIPS

Exerpt from: <http://www.bitbetter.com/powertips.htm#different%20backgrounds>

Save Your Fonts with Your Presentation

If you're preparing a presentation that you plan to distribute to others, be sure that you check this option by clicking on the Tools button in the File/Save As dialog box. This will work for most TrueType fonts on the Windows platform.

Saving Your Toolbar Configurations

If you like to customize your UI, move toolbars around, configure toolbars, etc, then you'll want to know that all this information is stored in c:\windows\application data\microsoft\powerpoint\ppt.pcb

By copying this file, you can move your customizations to other machines.

Displaying Keyboard Shortcuts in Tool Tips

If you'd like to see the available keyboard shortcuts for menus, commands, and toolbar buttons, go to Tools/Customize, click on the Options tab, and click on "show shortcut keys in screen tips".

Getting Rid of Short Menus

Forgetting user reaction to this feature when it was introduced in Word years ago, the Office team decided to try it again. Unfortunately, it's still annoying. To see all of your options when you click on menus, go to Tools/Customize, click on the Options tab, and uncheck "menus show recently used commands".

Preview Fonts in the Toolbar

If you'd like to see previews of the actual fonts in the font selection of the formatting toolbar, go to Tools/Customize, click on the Options tab, and click "List font names in their font", click Close.

Making Auto-Fit Text Stop Auto-Fitting

Turn this feature off by going to Tools/Options, click on the Edit tab, and uncheck "autofit text to text placeholder", click OK.

Getting Rid of Tri-Pane View

Unfortunately there is no way to permanently avoid this improvement, but you can quickly get rid of it by holding down the CTRL key when you click on the Slide View button.

Using Ctrl-Drag to Copy

You can quickly make a copy of any object by holding down the CTRL key while you drag on the object. You will then "drag off" a new copy.

Making Slides Print Correctly

PowerPoint has certain defaults to determine how it prints each object on the page. You can see over-ride these defaults. Go to View/Black and White; this will show you a gray-scale preview of how your slide will print. To change the print settings for any given object, right-click on it, then click "Black and White", and then choose the appropriate print option for that object. Master objects can be selected by going to the Master page View.

Preview Slide Show Effects

While editing a presentation, hold down the CTRL key while clicking the slide show view button; this will open a tiny preview window showing that slide in slide show mode.

Setting the Default Text Style

If you want to change the style of the text that appears when you type things that aren't the title or the slide body, do the following:

Make sure no objects are selected.

From the Format menu, select Font. Make all the changes that you want there, and click OK.

From that point on, new text will be created in that style.

To Set the formatting for the title or slide body objects, go to the Slide Master and format these objects on the master.

Using Different Backgrounds within one Presentation

Users of PowerPoint 2000 and lower will only have two background designs automatically supplied with the Masters (counting both the Slide Master and the Title Master). However, you can have any design you want on any slide. From the Format menu, select Background. Check the box that says "omit background items" and this will make the slide ignore the Slide Master's design. You are now free to add whatever design you want to this slide. If you want to do this to many slides at once, go to the Slide Sorter, select the slides, and then use the Format menu command. Remember though that if you choose to do something

like put a photographic background on many of your slides instead of doing it once on the Master, that your file size may increase dramatically.

PowerPoint 2002 supports multiple background masters.

Using More than One Guide

If you like using guides, but wish there were more, you can create additional Guides by simply holding down the CTRL key while dragging on an existing Guide. This will create a new guide. To get rid of guides, just drag them off the edge of the slide.

Using Guides to Measure

Make the Guides visible by using View/Guides. Then, hold down the SHIFT key while you click-and-hold a guide; the tooltip for the guide will display 0:00. As you move the guide, the distance the guide covers from the beginning of the drag will be displayed in the units of your ruler. In this way you can measure distances between objects, place guides at specific places, etc.

Creating Pages with Slides and Descriptive Text

If you want to create printable pages that have notes or descriptive text associated with each slide, PowerPoint has a feature designed to do just this called Notes Pages, or Speaker's Notes (depending on which version you're using). To view the Notes page for any slide, go to the View menu and select Notes Pages. You will see an image of your slide there, and a placeholder for adding your script, notes, or any other text you wish. You can cut-and-paste text from Word here if you like. To print these pages, bring up the Print dialog, and at the bottom of the dialog where it says "Print What:", select Notes Pages. These pages were originally designed to be used as audience hand outs (with space for the audience to take notes) but were also used by many as speaker's notes: the text block would have the script of the presentation, to be used by the speaker, or for sales binders to educated sales people.

Making Presentation Files Smaller

Prior to PowerPoint 97, there was no internal file compression code inside of PowerPoint, and files could get pretty big quickly. The most common cause of large files is the addition of large bitmaps. PowerPoint 97 compresses these bitmaps, but previous versions do not. To keep your presentations as small as you can, try reducing the resolution of your bitmaps, which will bring their size down tremendously. For viewing on screen, the bitmaps don't need to be more than 96 dpi; they won't print nicely until they're up around 150 or higher, but the screen always displays at 96 dpi, so if the primary viewing medium is the screen, there's no point in having the bitmaps be a higher resolution. Also, the bitmap format can make a big difference to your file sizes. JPEG and PNG both have good internal compression code. GIF has some, but not as good as JPEG. BMP files are the largest; TIFF files will also be very large.

Sometimes, as you're working on a presentation, you'll notice that the file seems to get bigger for no reason. To get rid of this "bloating", save the file using "File/Save As" and give the file a new name. This can reduce the file size up to 50%.

Building Presentations for Distribution to Others

If you're making a PowerPoint presentation that you intend to distribute to lots of different people, here are some important things to watch out for that will cause problems:

1. Stick with the fonts that come installed with Windows; Fancy fonts that appear on your machine will cause problems if everyone else doesn't have them.
2. Avoid embedding sounds and videos: these will not go from Mac to Windows gracefully, and you have to be very careful about how you insert the files in order to get them to "travel" properly. See the FAQ section for more information on this.
3. Try looking at the presentation on a different platform (Mac vs Windows); be prepared for some visual changes in your file--the version or platform may not support some of the features you've put in, so be sure to sanity check your file on several different machines and versions BEFORE you distribute it!

Easily Changing from Caps to Lower Case (or Vice Versa)

If you have text that is in the wrong case, select the text, and then click Shift+F3 until it changes to the case style that you like. Clicking Shift+F3 toggles the text case between ALL CAPS, lower case, and Initial Capital styles. You'll be surprised how often you use this once you get the hang of it!

Nudging Objects

You can use the arrow keys to move objects very small distances. This is a big win for those laptop users who no longer have mice. Select the object, then use your arrow keys. Each press of the key will move the object on "grid unit" (1/12th of an inch, don't ask why); if you hold down the ALT key while nudging, or if you have the grid turned off, you can move the objects one pixel at a time.

Saving Across Multiple Diskettes

From the File menu, select Pack and Go. This wizard will compress your PowerPoint presentation and copy the file onto as many floppies as are necessary. Be sure to format a bunch of floppies BEFORE you start the process, and make sure they are empty. This feature requires PowerPoint 95 or higher.

Subliminal Messages

These can be pretty hysterical in the right circumstances. Create a text object. With the text object selected, click on the Animation Effects button on the tool bar (the one that looks like a yellow star), and then click on the "flash once" button. Go to slide show and see the message quickly flash and then disappear.

Editing Drawings

Anything you draw with the pencil tool, you can edit. To get the object into "points mode", either double-click on the object, or select it then hit the Enter key. You will then see points at every vertex, which you can move. You can add points by holding down the shift key and clicking, you can subtract points by holding down the ALT key while clicking, and you can of course just drag points around.

Soft Shadows

You can create "soft" shadows for square or round objects that sit on a solid color background. Make a copy of the object, then change its fill to be shaded from black to the background color, with the shading set with black going from the center out to the

background color at the edges. Make this object about 150% bigger than the original object, and put it behind the object. This will give you the effect of "soft" shadows.

Selecting Small Objects

Hit the ESCAPE key to insure that nothing is current selected, then repeatedly hit the TAB key, which will toggle you through a selection of all of the objects on a slide. This is useful for selecting very small objects, or objects that are covered up by other larger objects.