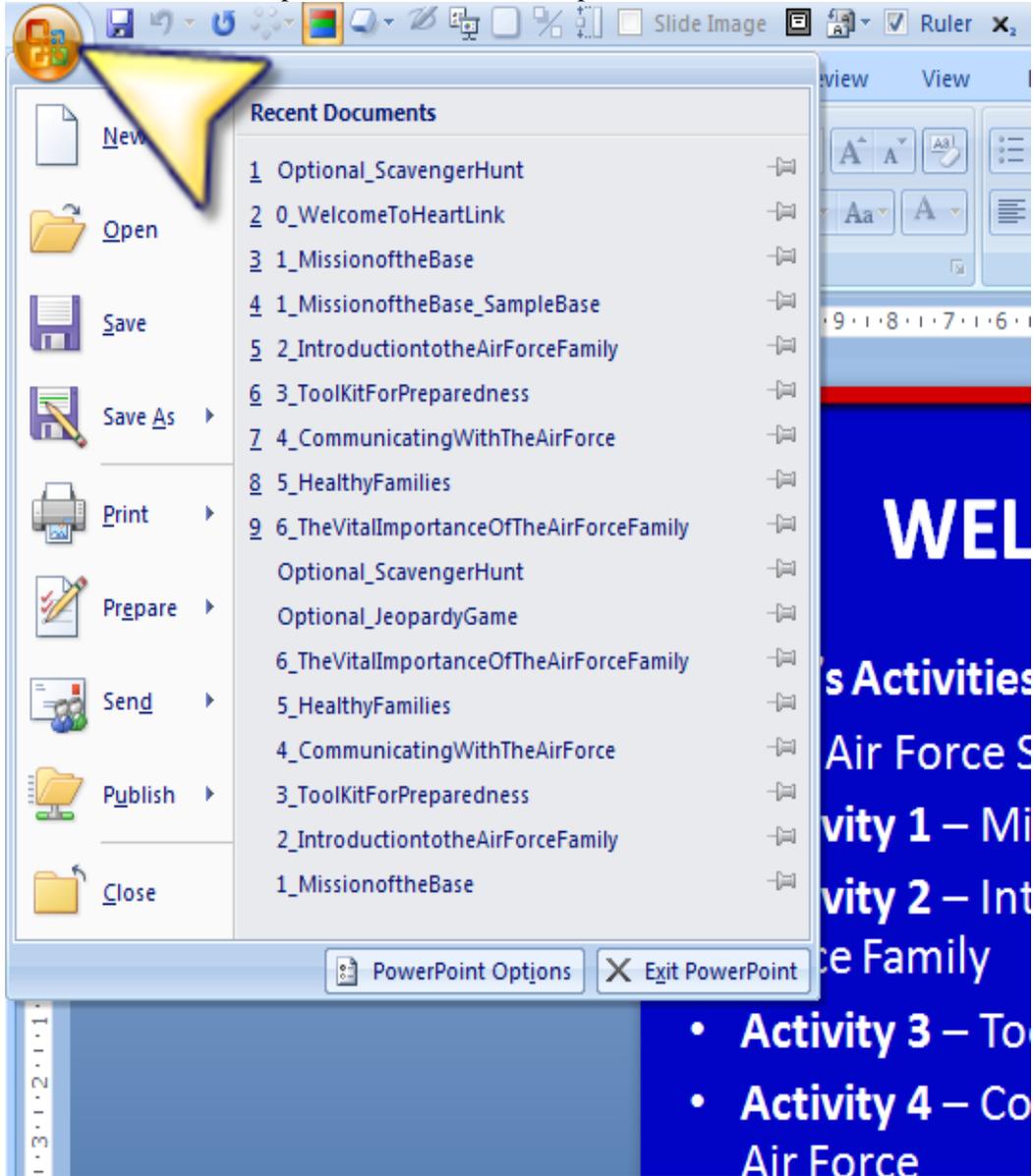


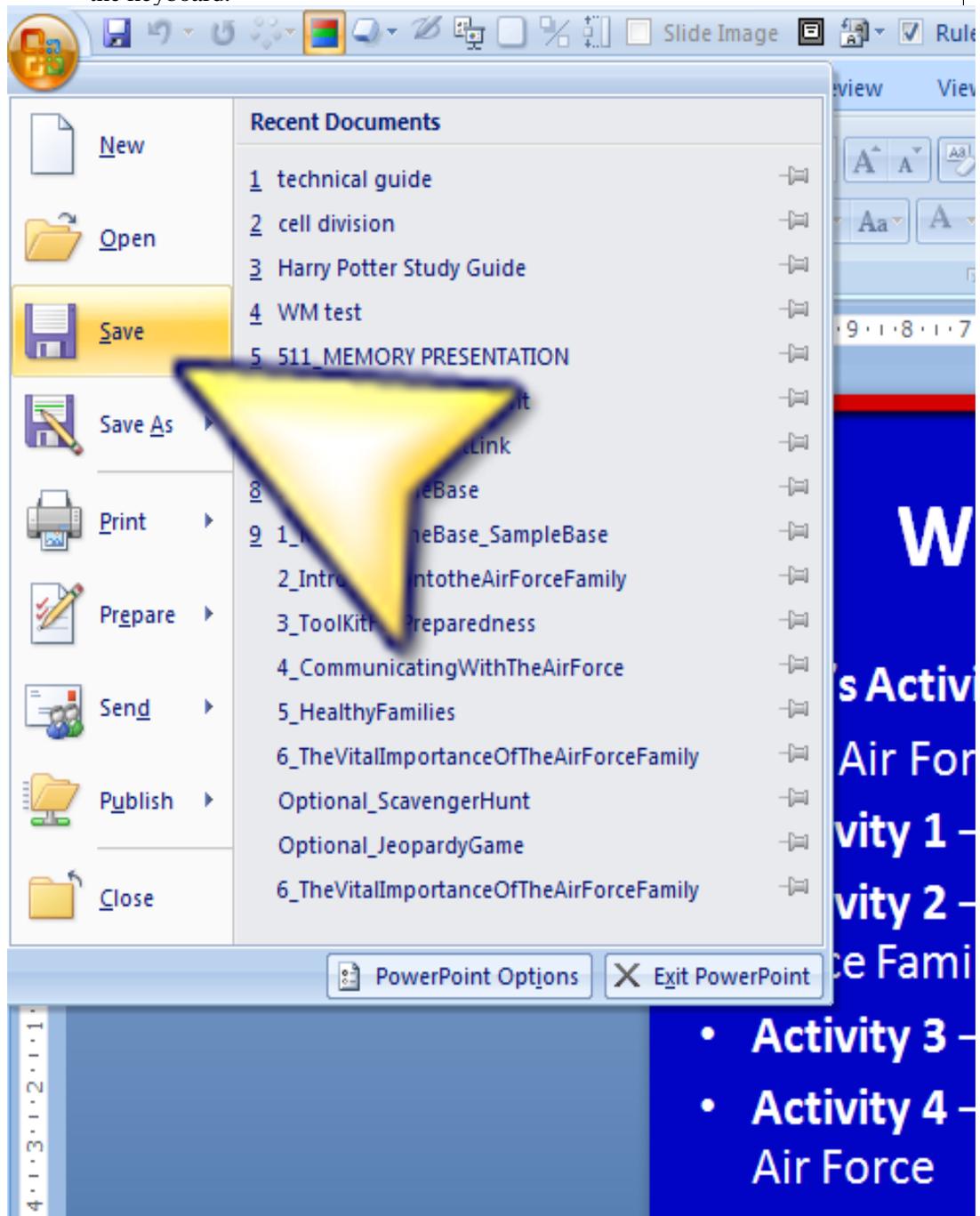
Technical Guide for “Heart Link” presentations

The guide below shows how you can make some basic changes to a PowerPoint presentation depending on the aims of your individual base:

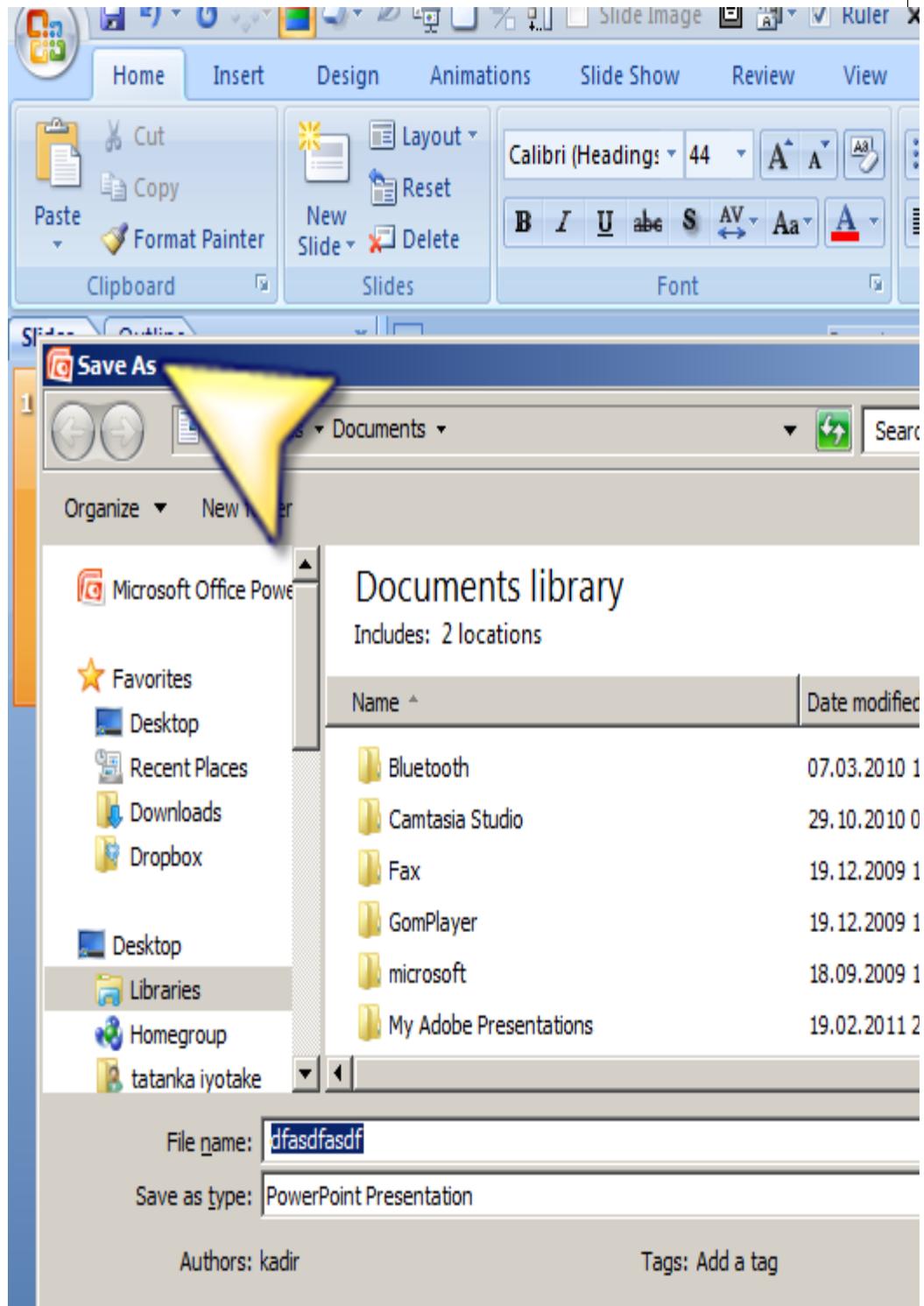
What to do	How to do
<p>Saving the PowerPoint to your computer</p>	<ul style="list-style-type: none"> • “Save” function <ol style="list-style-type: none"> 1) Go to the massive MicroSoft office button/logo on the upper left hand corner. Click on it. A top down menu will show up. 

- 2) On the menu, click on the “save” option if it is the first time you are saving it. You need to click this button when you modified the document and want to save them as well. Shortcut of ‘save’ function is “CTRL (control)” button + “S” button on the keyboard.

Saving the PowerPoint to your computer



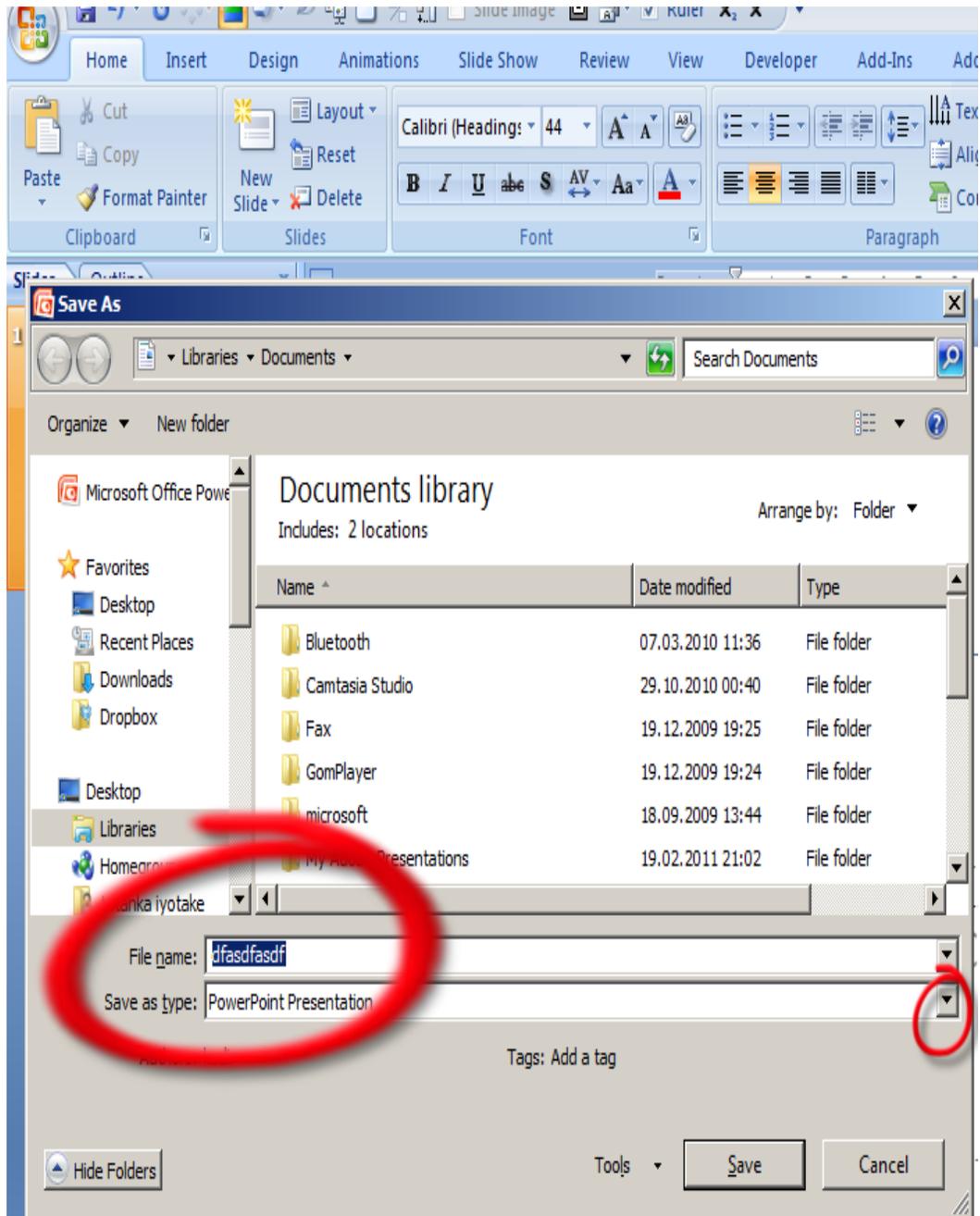
3) If it is the first time you are saving the document, a “save as” window will show up.



Saving the PowerPoint to your computer

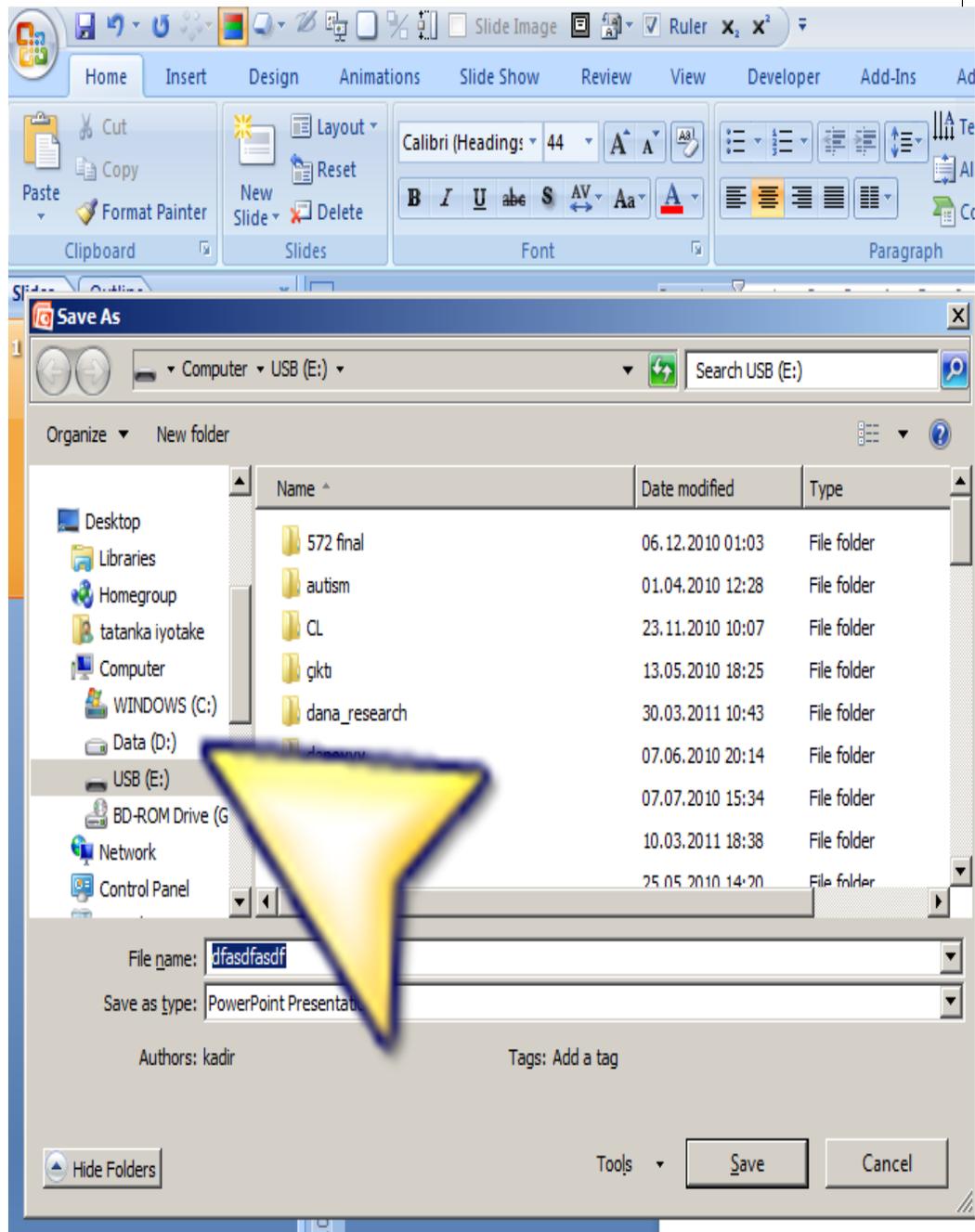
- 4) Towards the bottom of the window, there are “file name” and “save as type” boxes. In the “file name” box type in the name you want to assign to your document. The “save as type” box should include “PowerPoint Presentation”. If you want to save the document in a different format you can, click on the “arrow box” on the very right of the “save as type” box and change the type by choosing one of the options on the menu that will show up.

Saving the PowerPoint to your computer



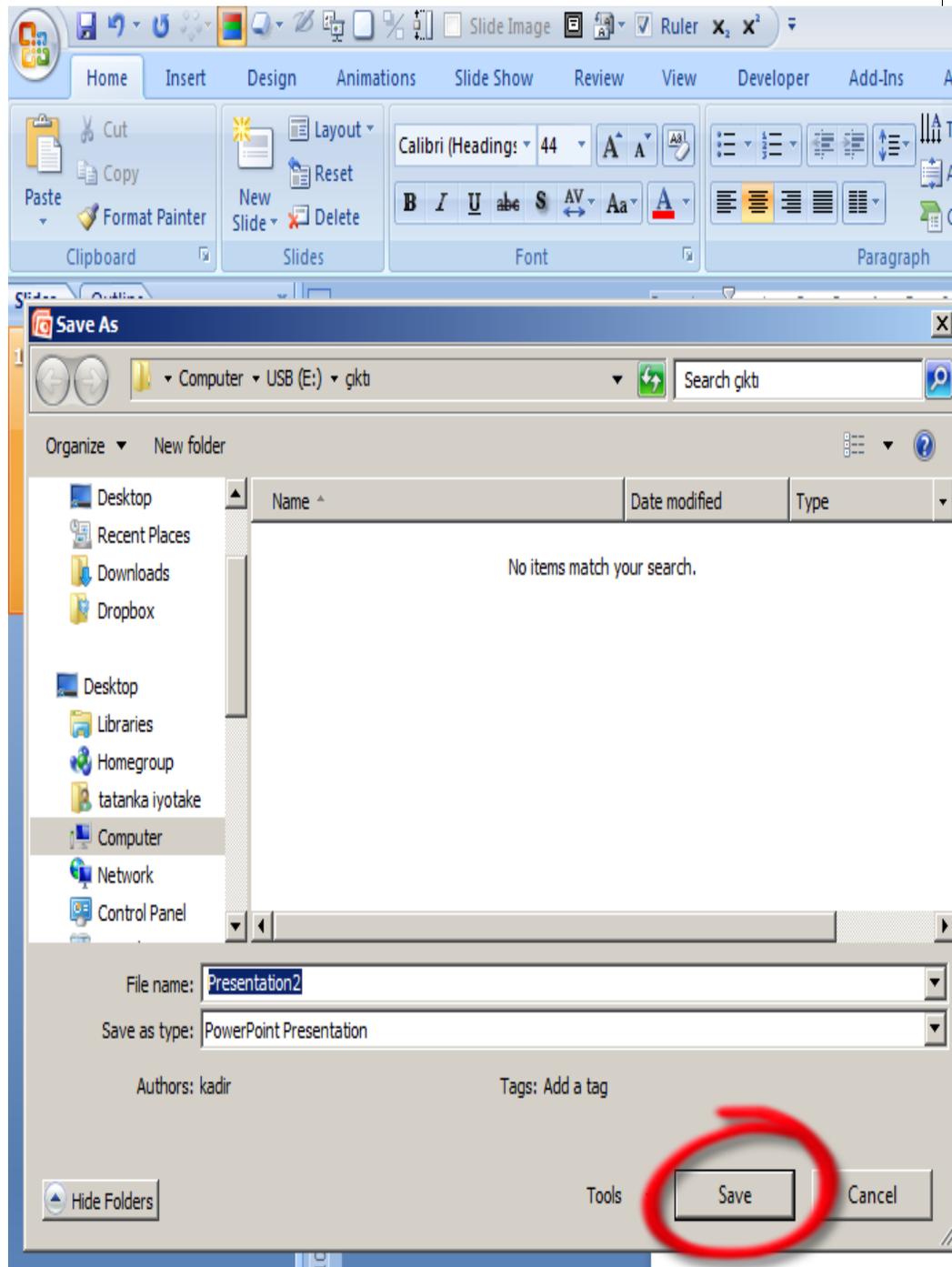
- 5) On the left hand side, you will see a list or menu of the locations on your computer where you can save your document. Click on the one where you want to save your document. This would generally be “computer”. The inner places located under “computer” will appear. Continue to click until you reach the exact place where you want to save your document. You can scroll up and down to go to other options on the list.

Saving the PowerPoint to your computer



- 6) Click on the “save” button located on the lower hand side corner of the “save as” window.

Saving the PowerPoint to your computer

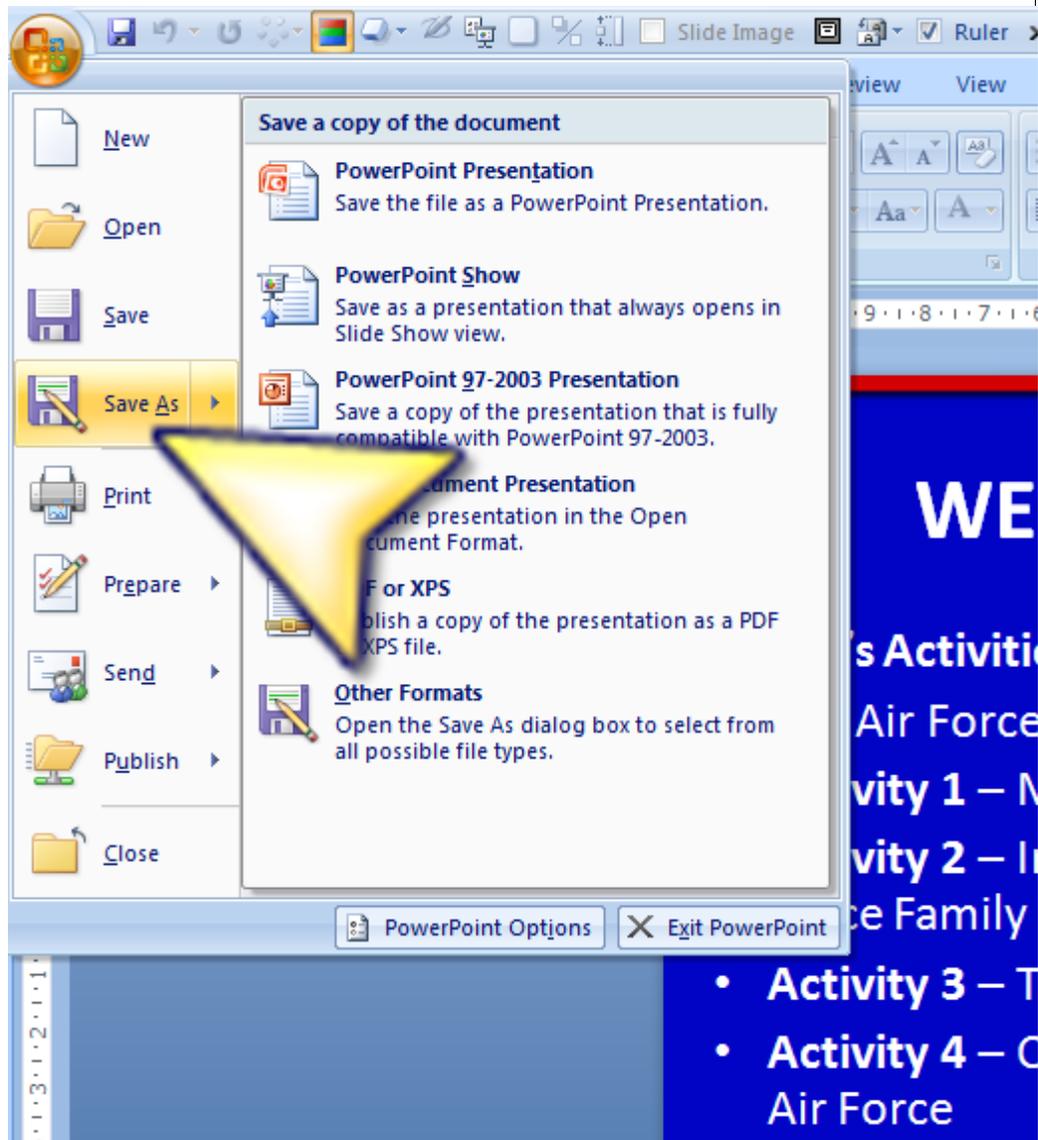


- “Save as” function

In the following situations, you may need to use “save as” functions to save the PowerPoint:

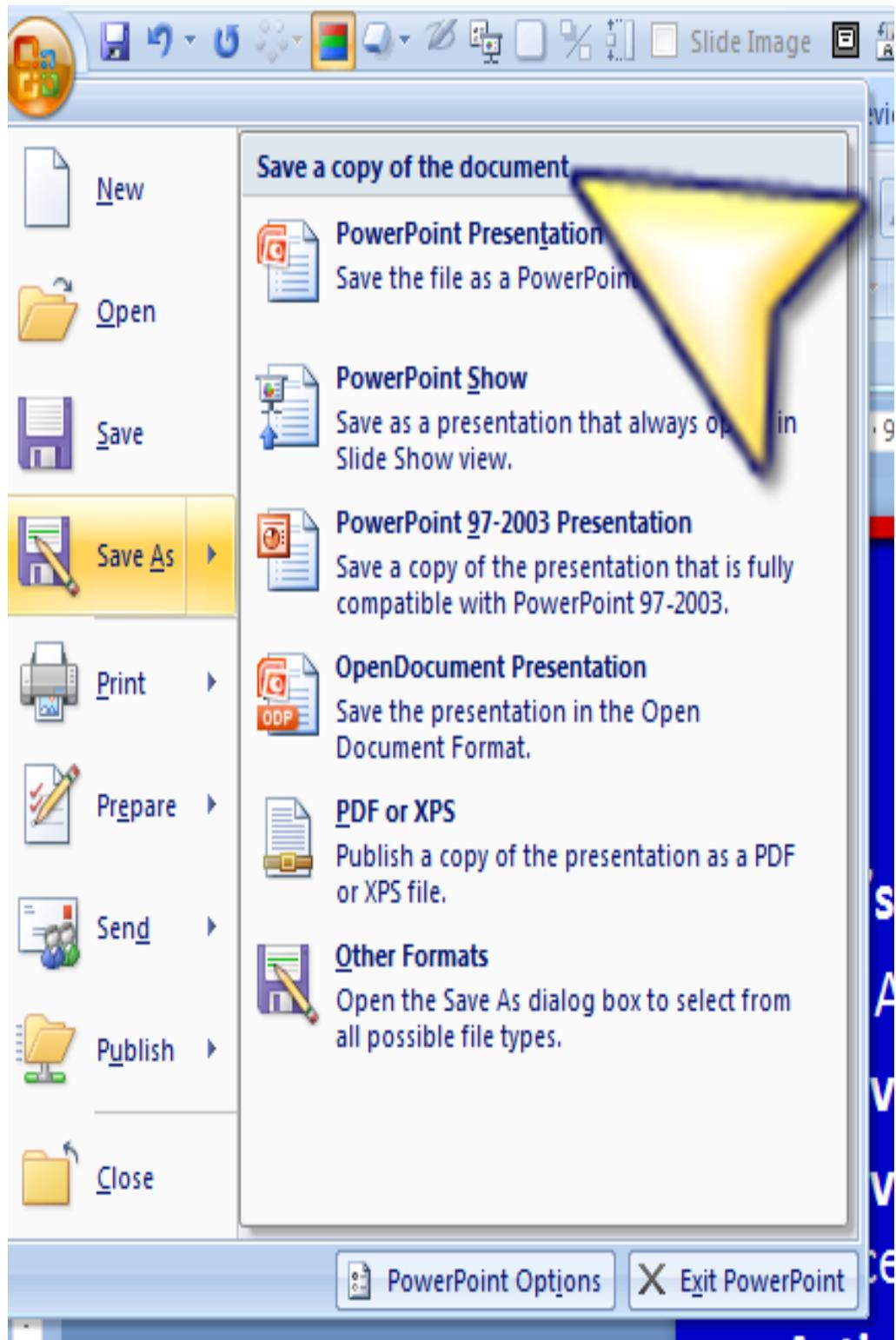
- a) To change the name of the file.
 - b) To save the format of the file (e.g., as a 97-2003 PowerPoint compatible document)
 - c) To save the PowerPoint to another place on your computer.
 - d) To do all of the above.
- 1) On the menu that will show up after you click on Microsoft Office button that is in the left hand upper corner, click on the “save as” option located right under “save”.

Saving the PowerPoint to your computer



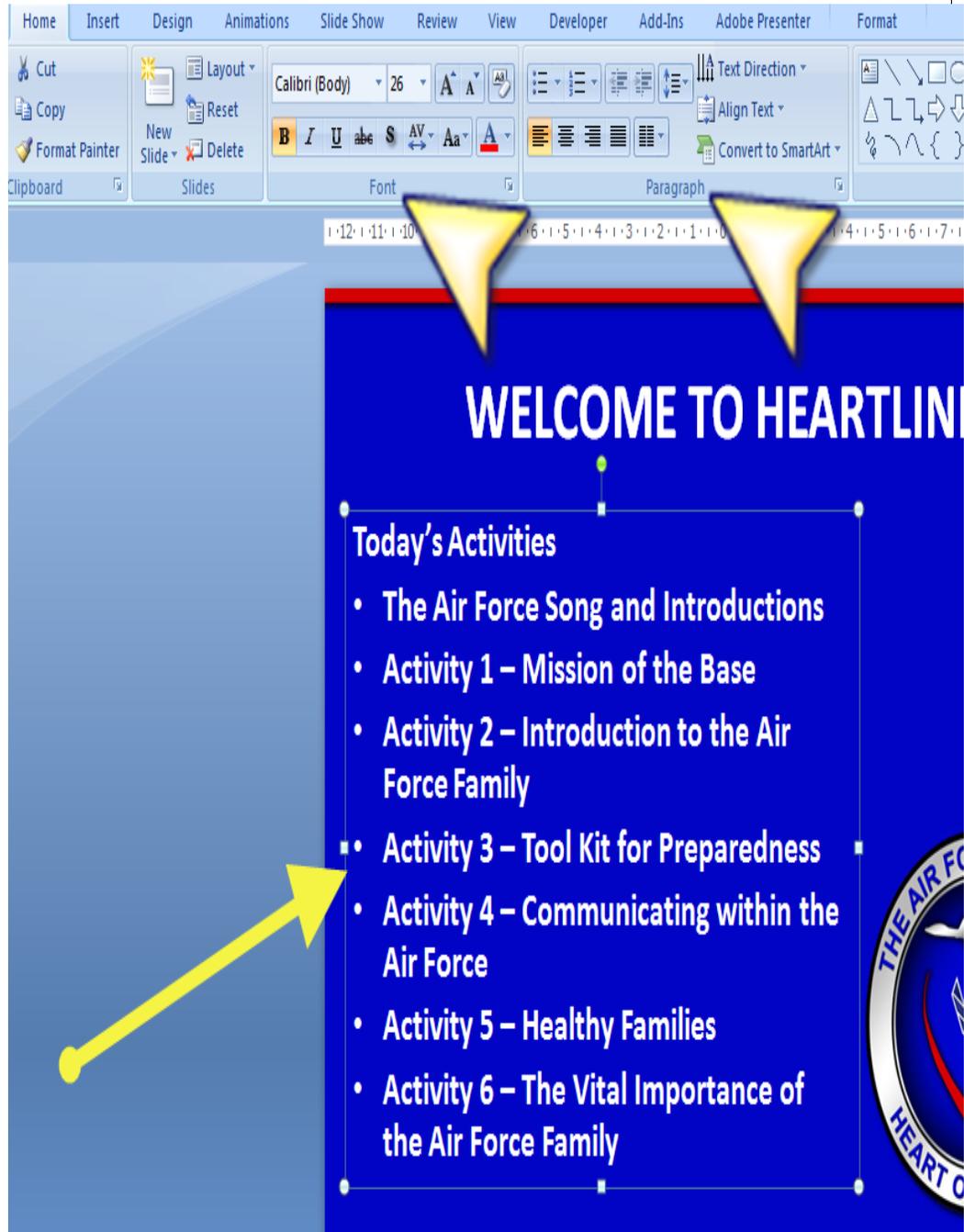
- 2) When you click on “save as”, another menu titled “save a copy of the document” will show up on the right. If you want to change the format, choose one of the options on this top down menu and click on it.

Saving the PowerPoint to your computer



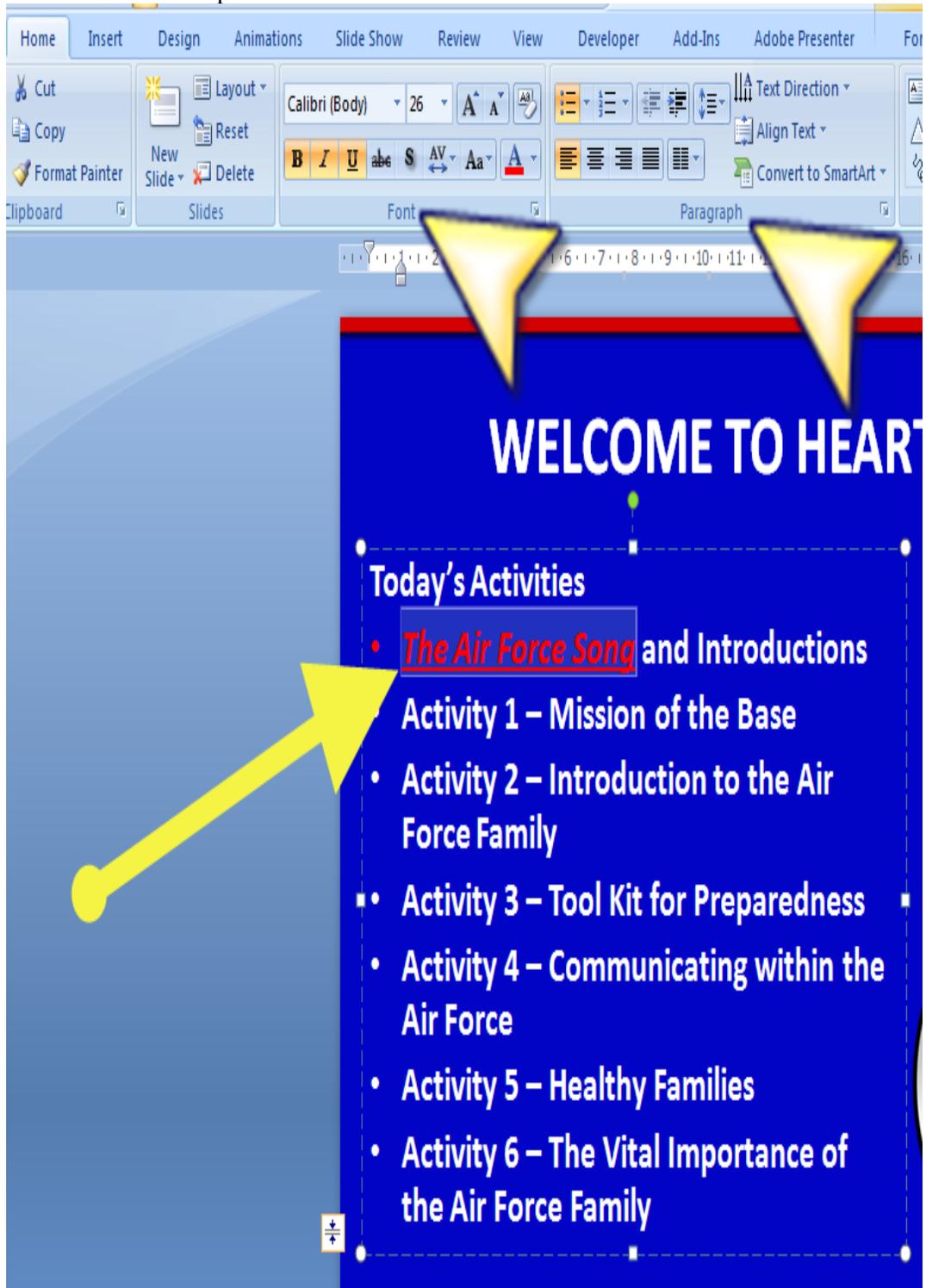
Changing Text in PowerPoint

- Changing text in a text box as a whole. If you want to change the whole body of text in a text box, you can just select the text box and then change font size, color, make it bold, italicise etc. by using the functions in the “font” box on the ribbon. Additionally, you can also use the functions in the “paragraph” box on the same ribbon to create a bulleted list, change space, change background color and change text alignment etc.



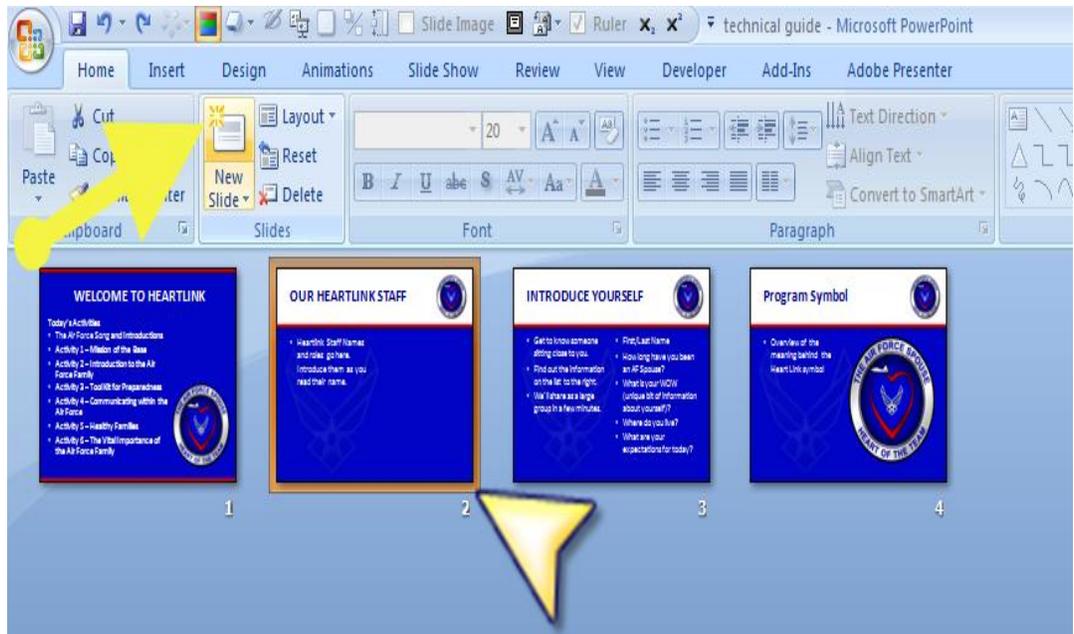
**Changing
Text in
PowerPoint**

- Changing some part of the text: Just highlight the part of the text by left clicking on your mouse and use again the functions in “font” or “paragraph” box to change the relevant text piece.

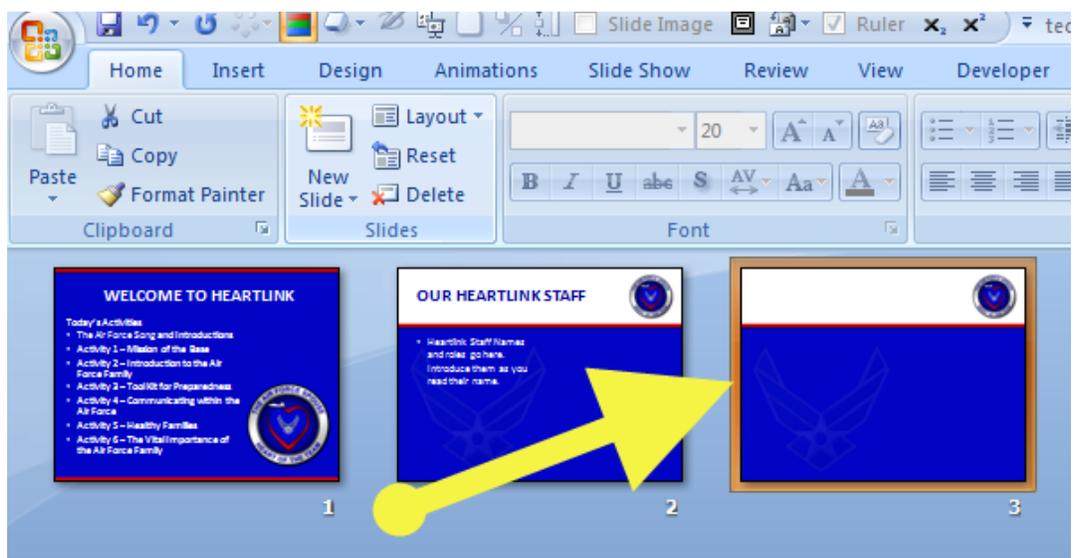


Adding slides

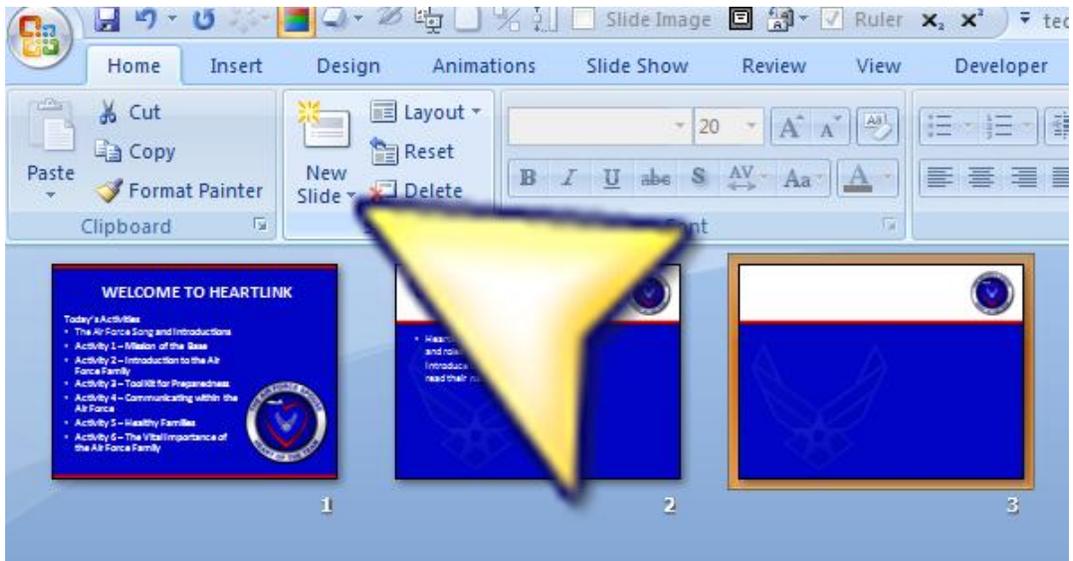
- To add slides to your presentation, you can follow two ways:
 - 1) Click on the slide after which you want to add a slide. Then, press “control button” + “M” button on the keyboard.
 - 2) Click on the slide after which you want to add a new slide. Under “home” tab, go to the “slides” box on the ribbon. Click on the “new slide” button”. If you also want to change the layout of the new slide, you can select either “layout” button or click on the top down arrow next to the “new slide” caption button and choose the layout you want to apply to the new slide.



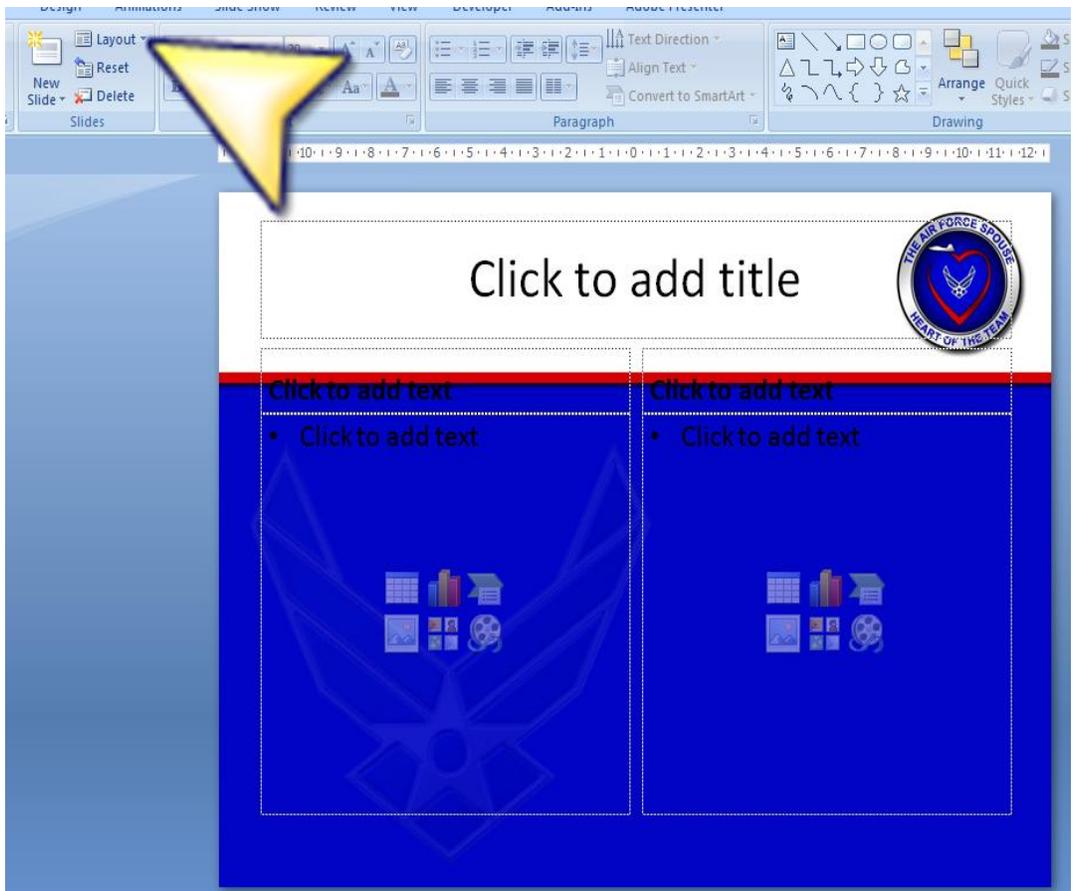
Selecting the slide after which you want to insert the new slide and clicking on the new slide button.



New slide



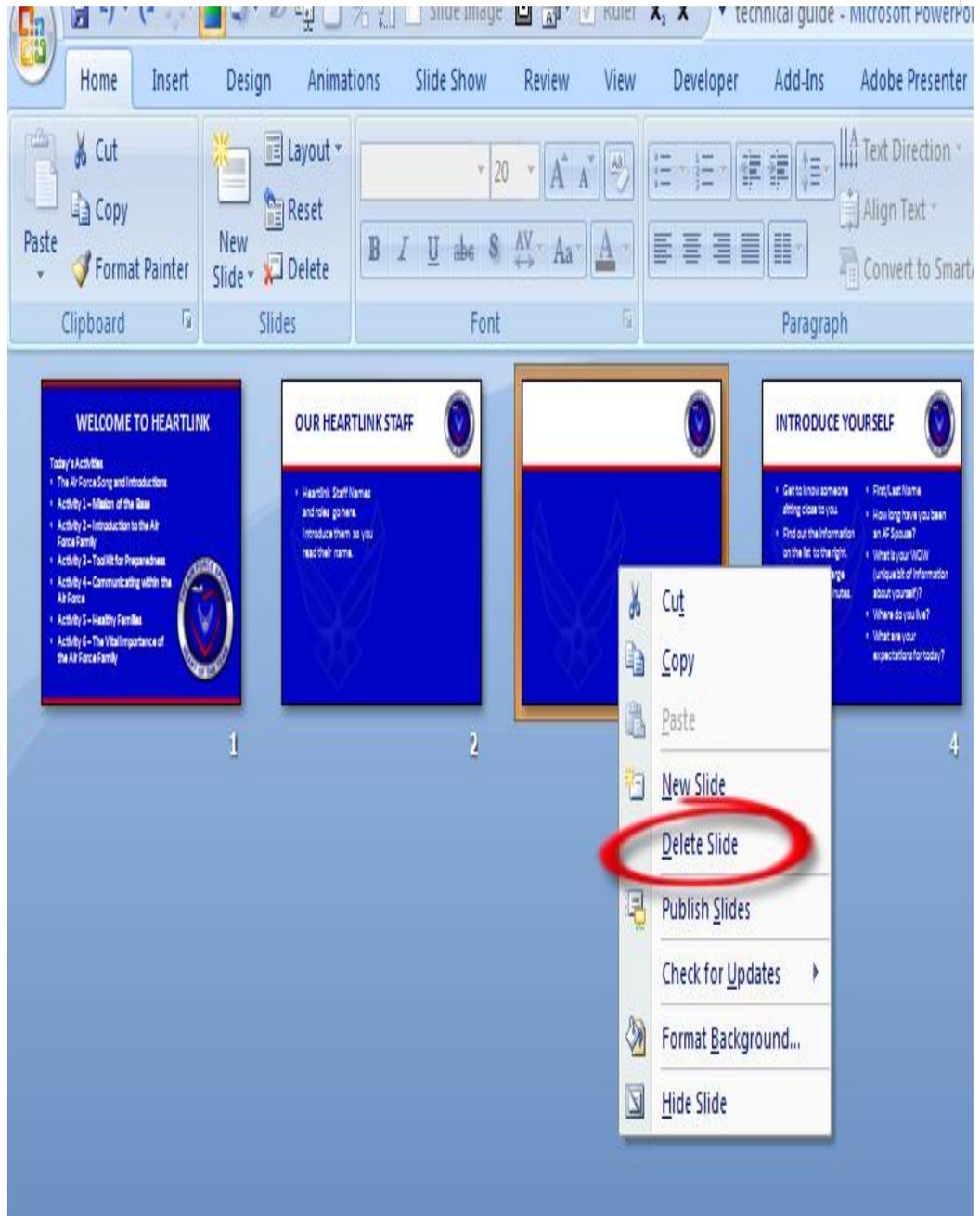
Changing the layout of the new slide as well.



The new slide whose layout has been changed as well. To change the layout again, you need to click on the “layout” button in the “slides” box and choose a new layout.

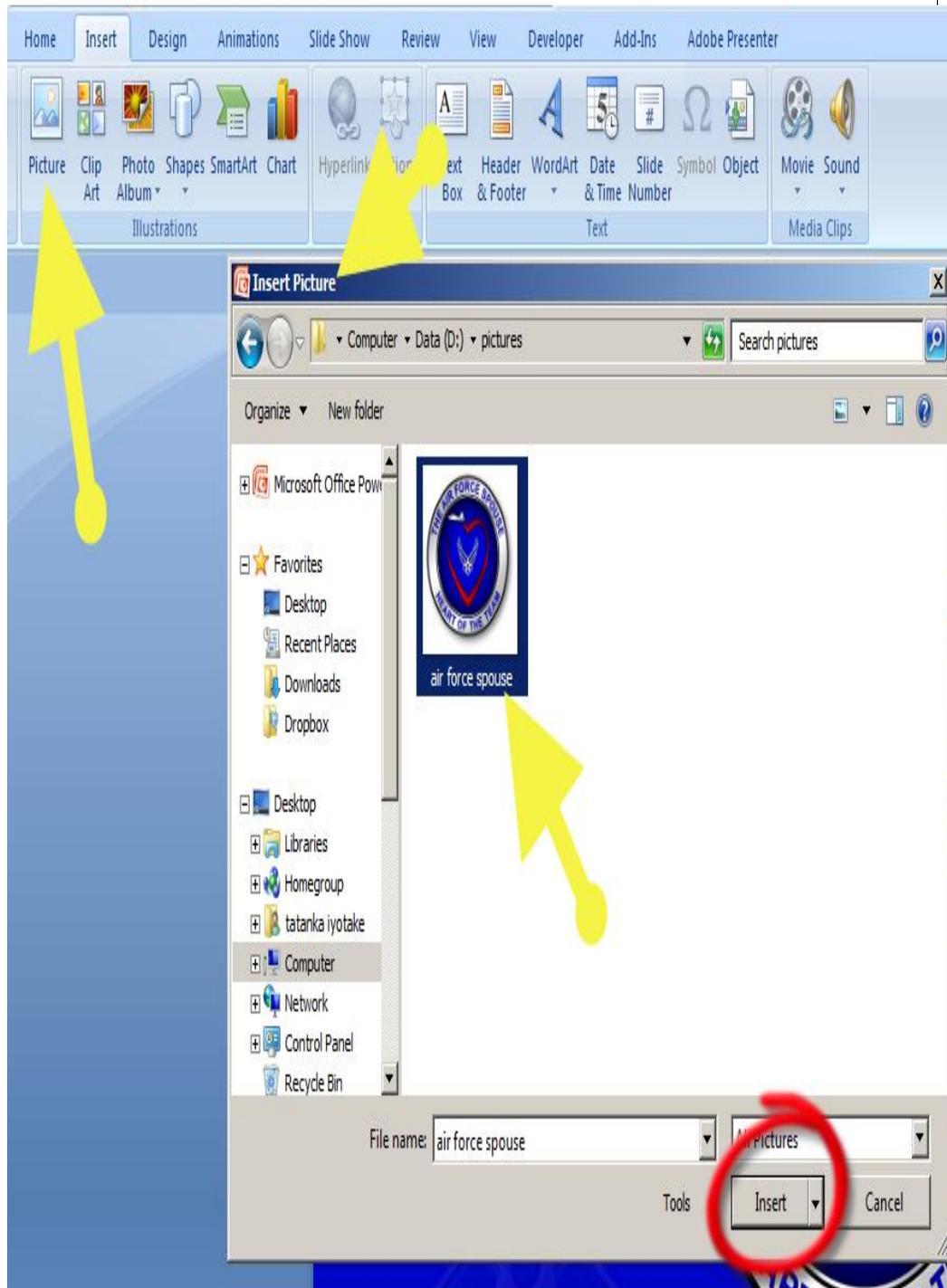
Removing slides

- You can also remove the slides from your presentation in two ways:
 - 1) Click on the slide you want to remove or delete. Then, hit the delete button on the keyboard.
 - 2) Right click on the slide you want to remove, and then choose “delete slide” on the menu that shows up.



Adding and removing images in power points

- In order to insert images, click on “picture” button in the “illustrations” box on the ribbon. An “insert picture” window will pop up. Go to the folder in which you have to the picture or pictures you want to add to your slide. Click on the picture you want to add twice or click once and then hit “insert” button on the insert picture window.



Resizing images in power points

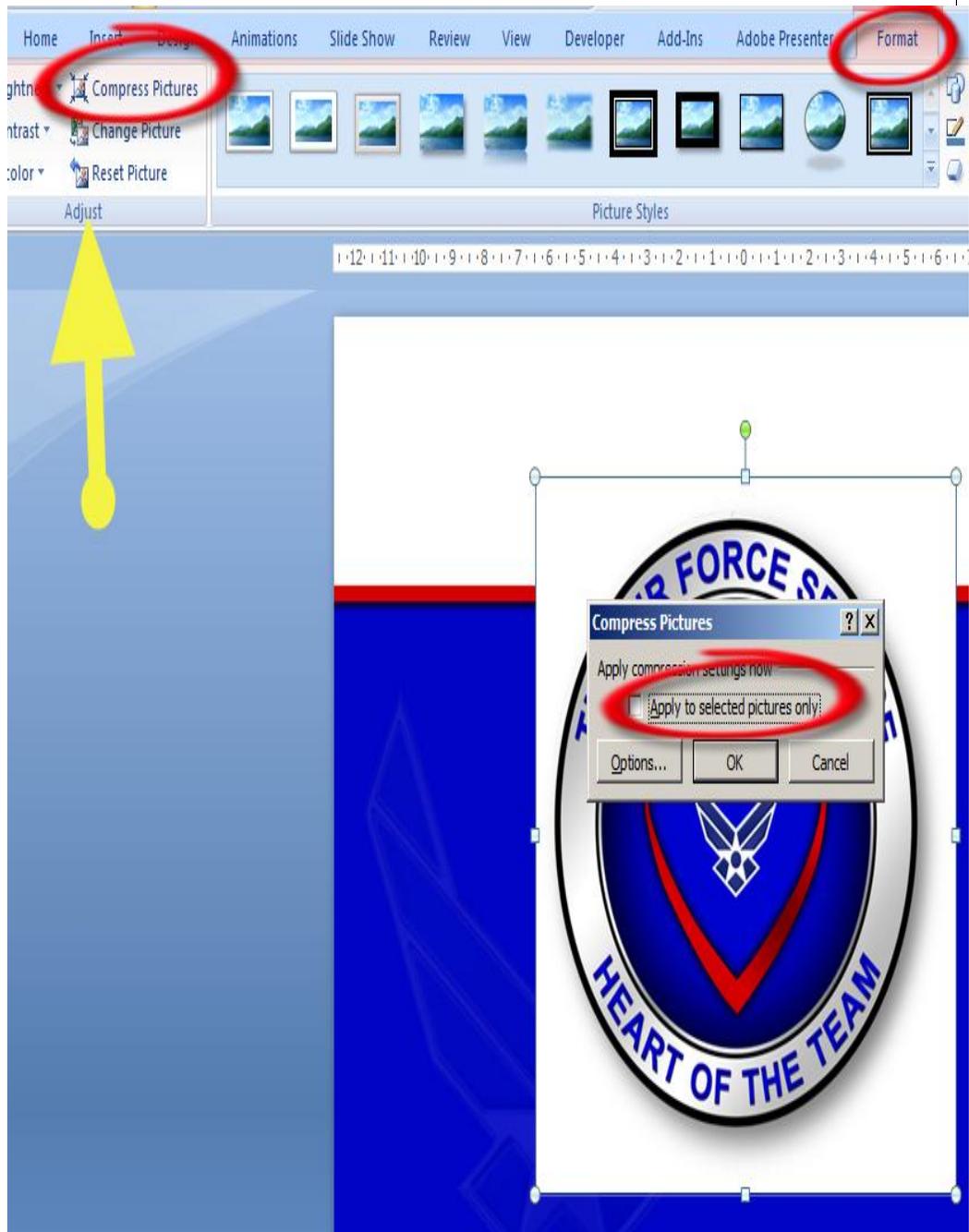
- When you insert a picture into a slide it will be selected meaning that you will see square buttons on edges and corners of the picture frame. When you hover over the cursor on these, the cursor will turn into a two-headed and two-way arrow. Then, when you left click, the arrow will turn into a bigger plus sign. At this point, you can drag the side you hold and change the size of the picture. In order not to change the resolution of the picture, you need to resize the picture by using the square buttons on the corner. Additionally, you may want to move the picture as well. In order to do this, just move the cursor over the picture (a four-headed arrow will also show up), left click and drag the picture wherever you want on the slide.

Moreover, you can also turn the picture in any direction you want by left clicking on the green circle attached to the picture on the top. When you move the cursor over this green circle, the cursor turns into a circular arrow. At this point, left click and drag the mouse to the left or right.



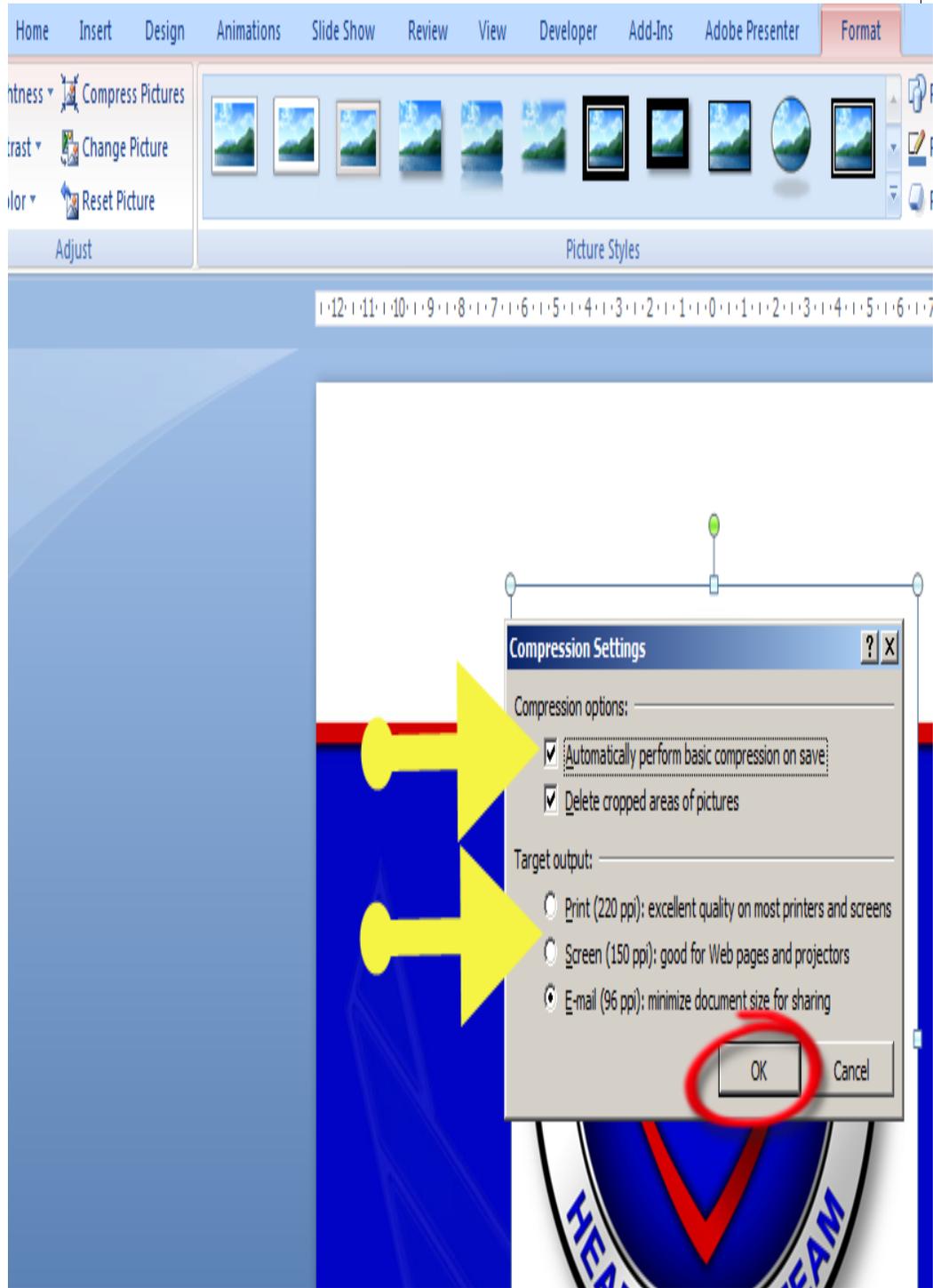
Compressing pictures in power points

- Sometimes, due to number of pictures included in a PowerPoint presentation the size of the document may get inflated. In such situations, compressing pictures will help to reduce the size to manageable levels. When you click on a picture, a format tab will appear among the other tabs. On the very left of the ribbon, you will see “adjust” box that includes “compress pictures” option. When you click on “compress pictures” button, a “compress picture window will show up. On this window, there is “ apply to selected pictures only” option. If you check the box next to this option, you will compress selected picture or pictures only.



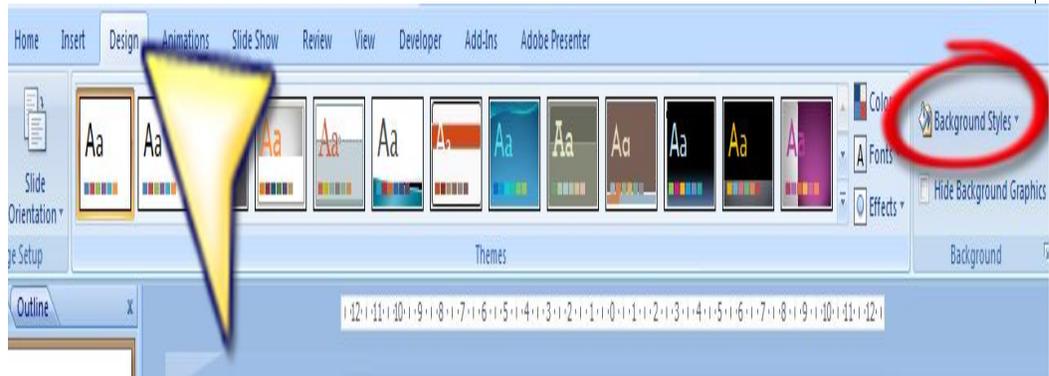
Compressing pictures in power points

- In order to move on to the compression settings, click on “options” button on the “compress pictures” window. A “compression settings” window will show up. Select the options you want and then click on “OK” button.

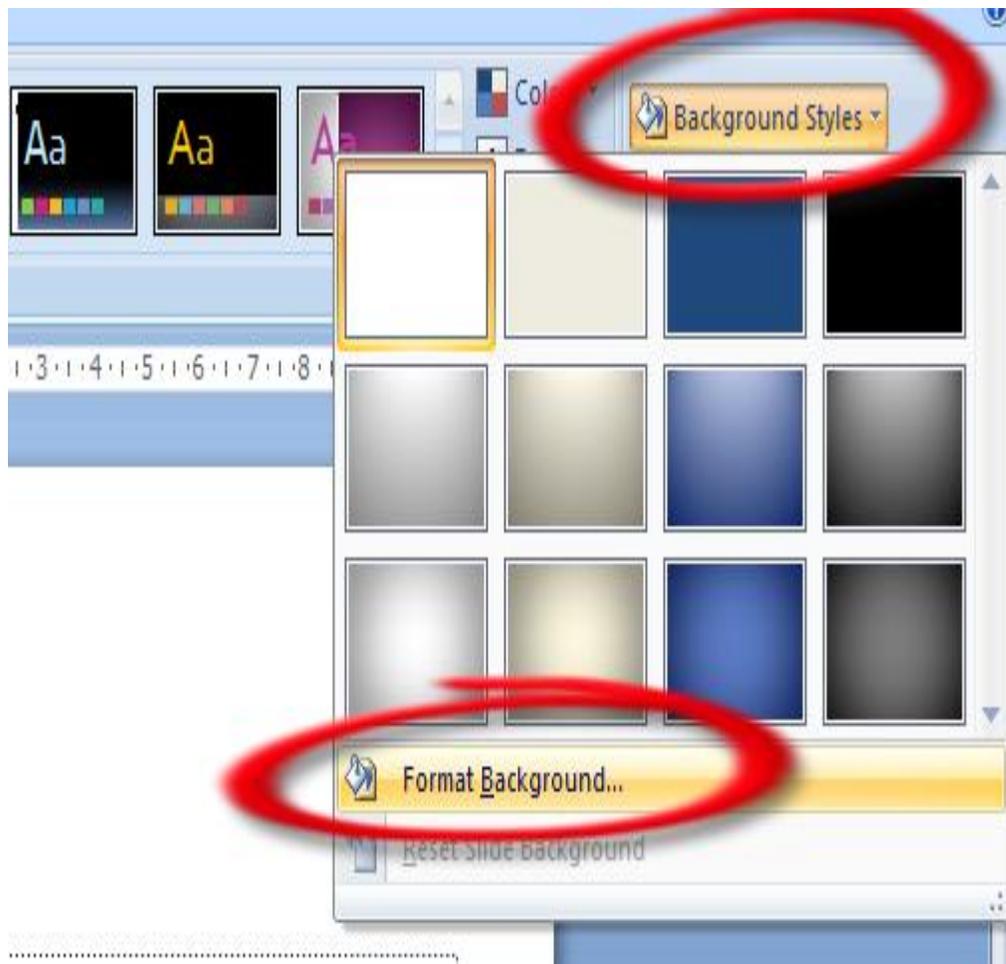


Inserting a background image into power points

- You can also add a picture you have on your computer as a background to your PowerPoint slides. In order to do this, click on the design tab. On the very right, you will see the “background” box. Click on the “background styles” in this box. A top down menu will pop up. On this menu, under the existing background templates, there is “format background” button. Click on it.

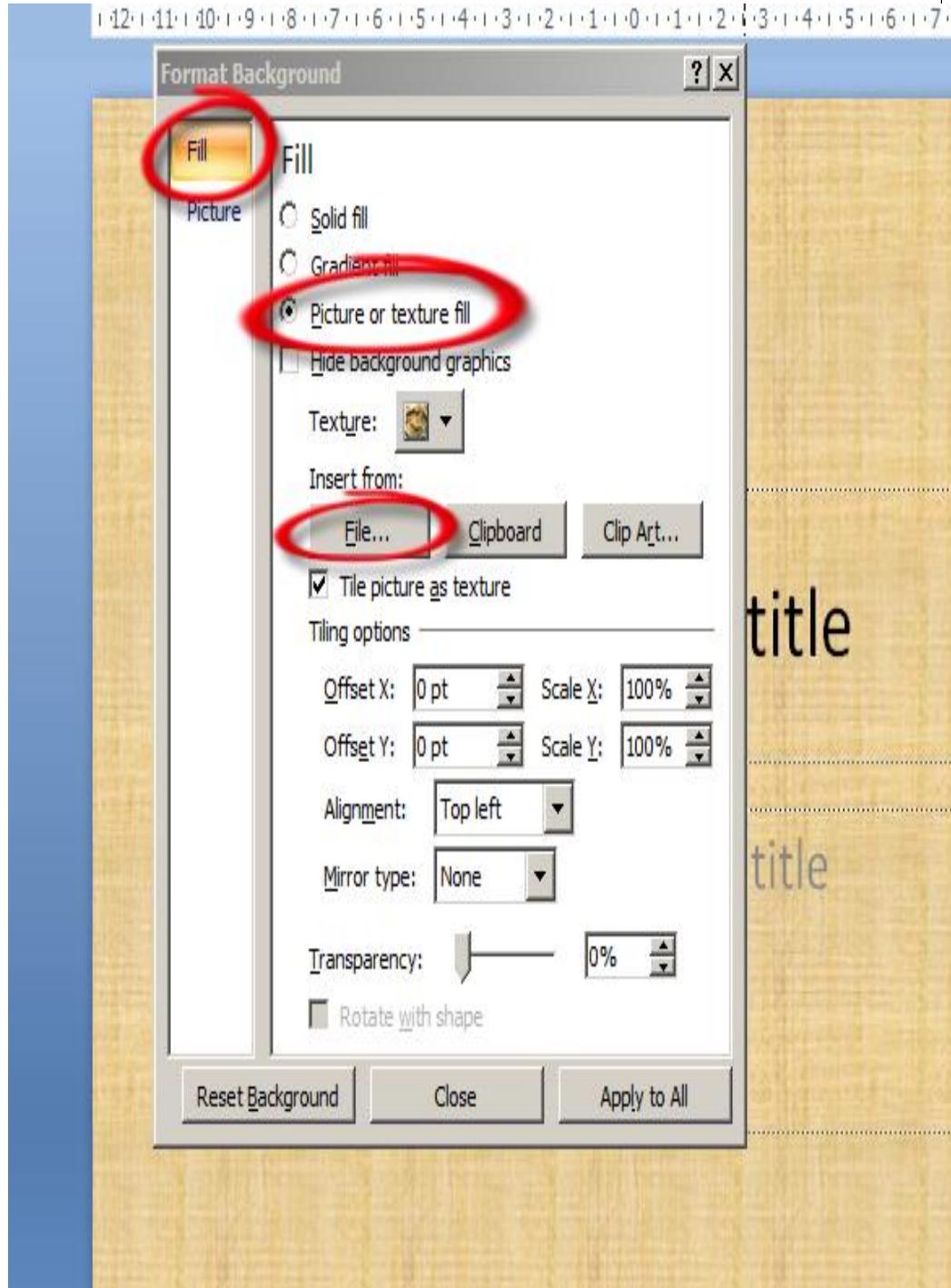


Design tab on upper left hand side and “background styles” on the right.



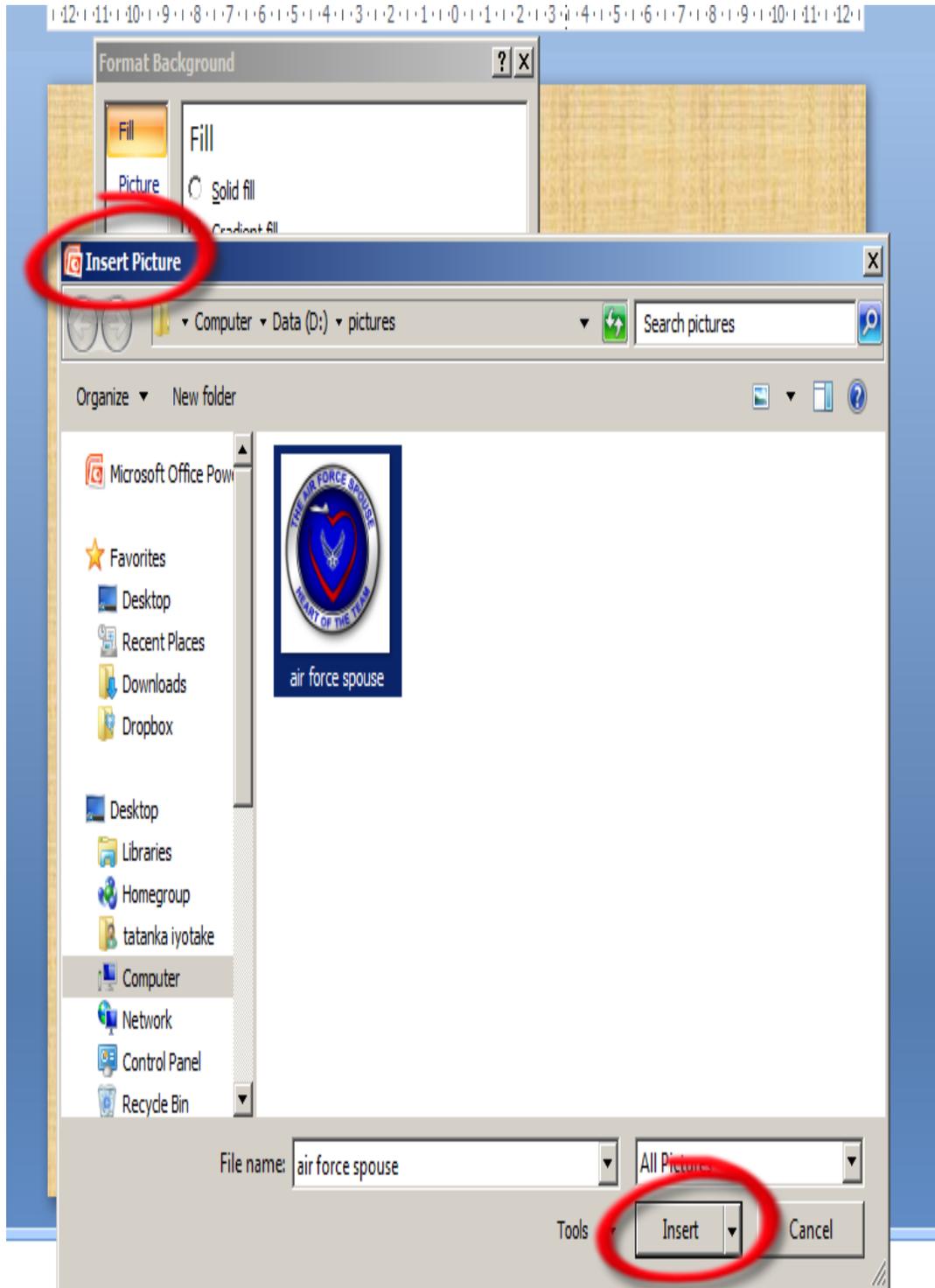
Inserting a background image into power points

- When you click on the “format background” button, a “format background” button will show up. On the left hand side menu, make sure that you select “fill” option. On the right hand side menu, select the bubble “picture or texture fill”. And click on “insert from:” – “file”.



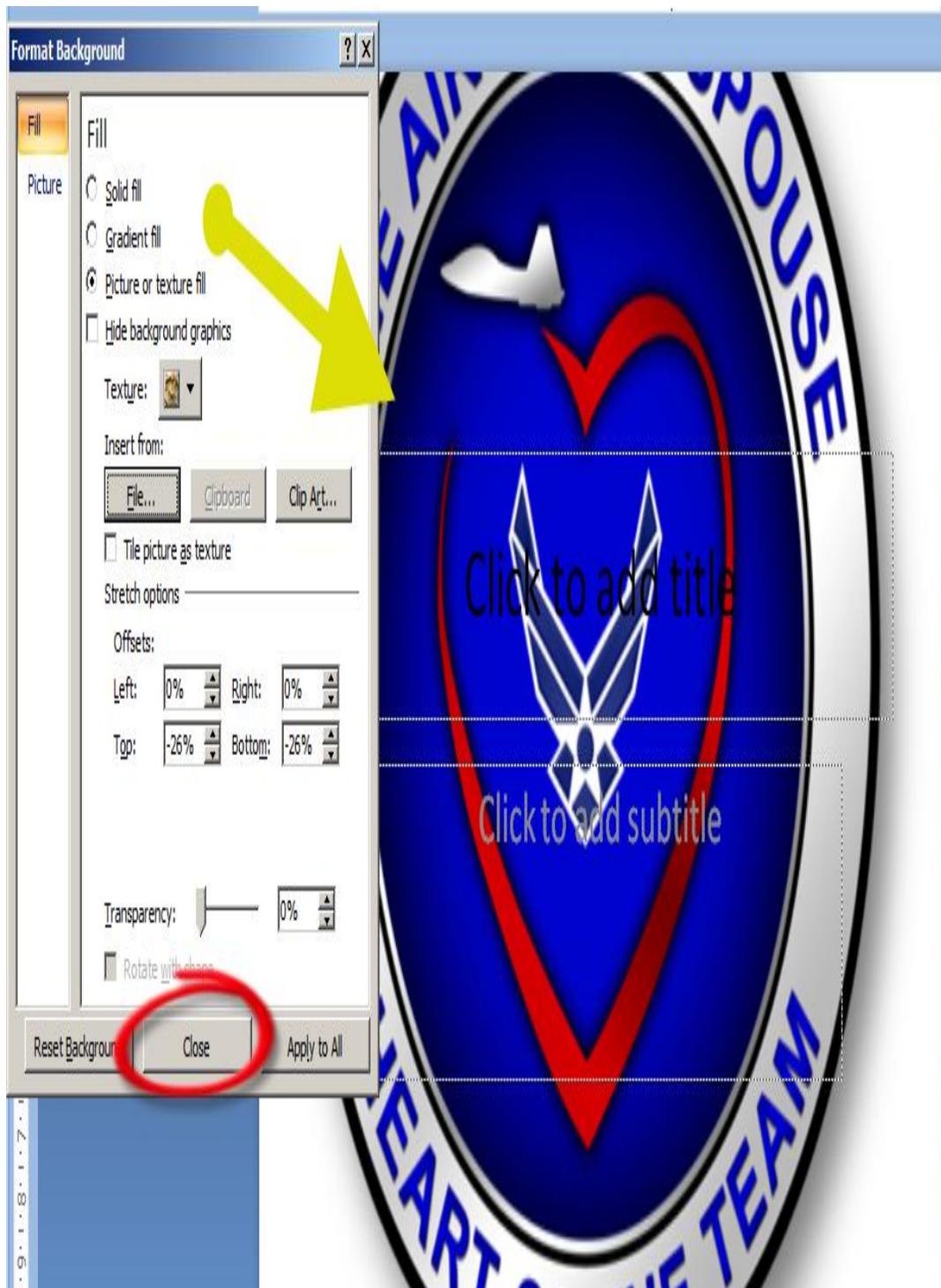
Inserting a background image into power points

- When you click on 'file' button, a "insert picture" window will show up. Go to the location where the picture you want to add as background is by clicking. When you come into the folder in which the picture exists, either left click on it twice or click on "insert" button.



Inserting a background image into power points

- The picture will be inserted as a background to the current slide. If you hit the “close” button at the bottom of the ‘format background’ window, the picture will be inserted as a background to the present slide only.



Inserting a background image into power points

- If you want to add the picture as a background to all slides, just click on the “apply to all” button next to the “close” button.

