

Now You Are Ready to Edit Your Presentations

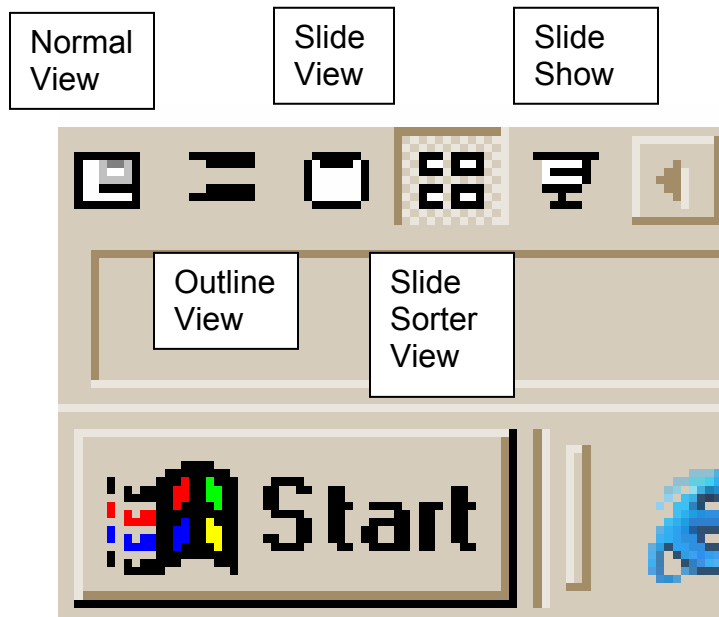


1. If your folder is on the Desktop, just double click with the left mouse to open the folder.
2. Select the sermon you want to work on double click it with the left mouse to open that sermon in PowerPoint.




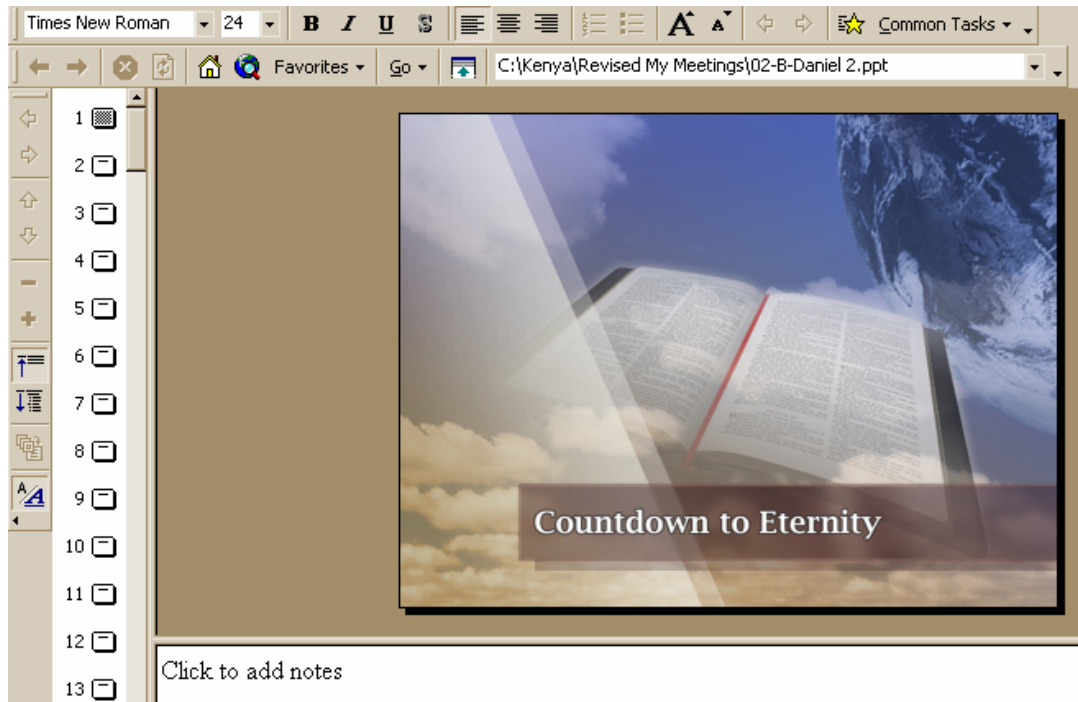
07-G-Second
Coming.ppt


3. If you got your double click correct the selected icon will darken (an hour glass will also appear) & the sermon will open, usually to the Slide Sorter View part of PowerPoint.
4. Here are some icons you will need to be familiar with: these are all found at the bottom of your screen just above the Start button.

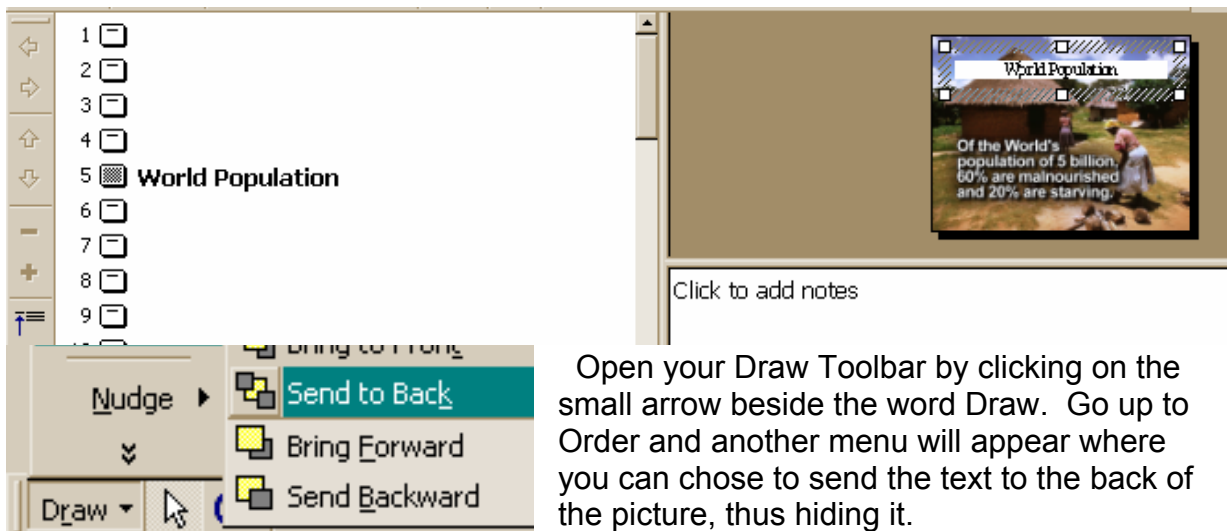


5. The Icon that looks like it is pressed in is the view that is on your screen. You can change views by one left mouse click on any of the icons.

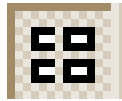
6. This is the **Normal View**.  On the left hand side of your screen is a list of the slides in this presentation. Any Titles to slides that you type on the slide will appear here. Below the slide you will see a box that says "Click to add notes" ---You can type in anything you especially want to remember about this slide. (These can be printed in Word – These can become your sermon notes)



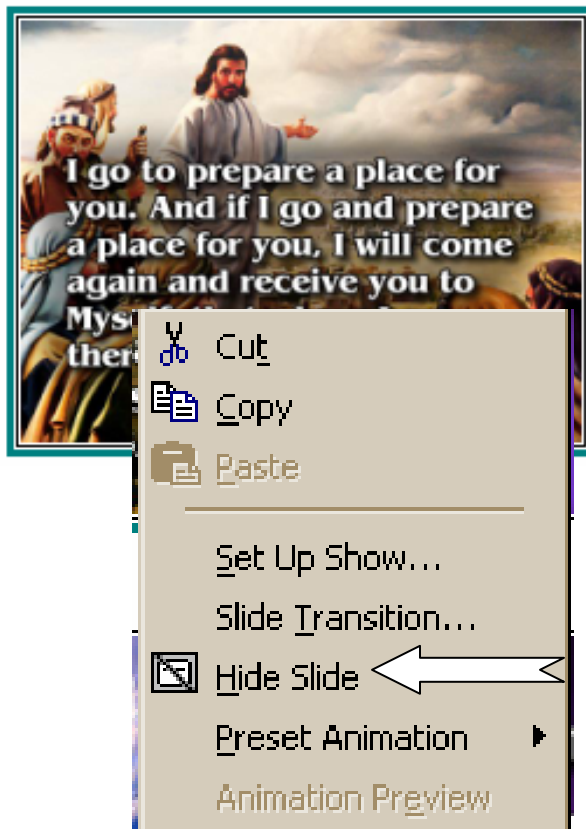
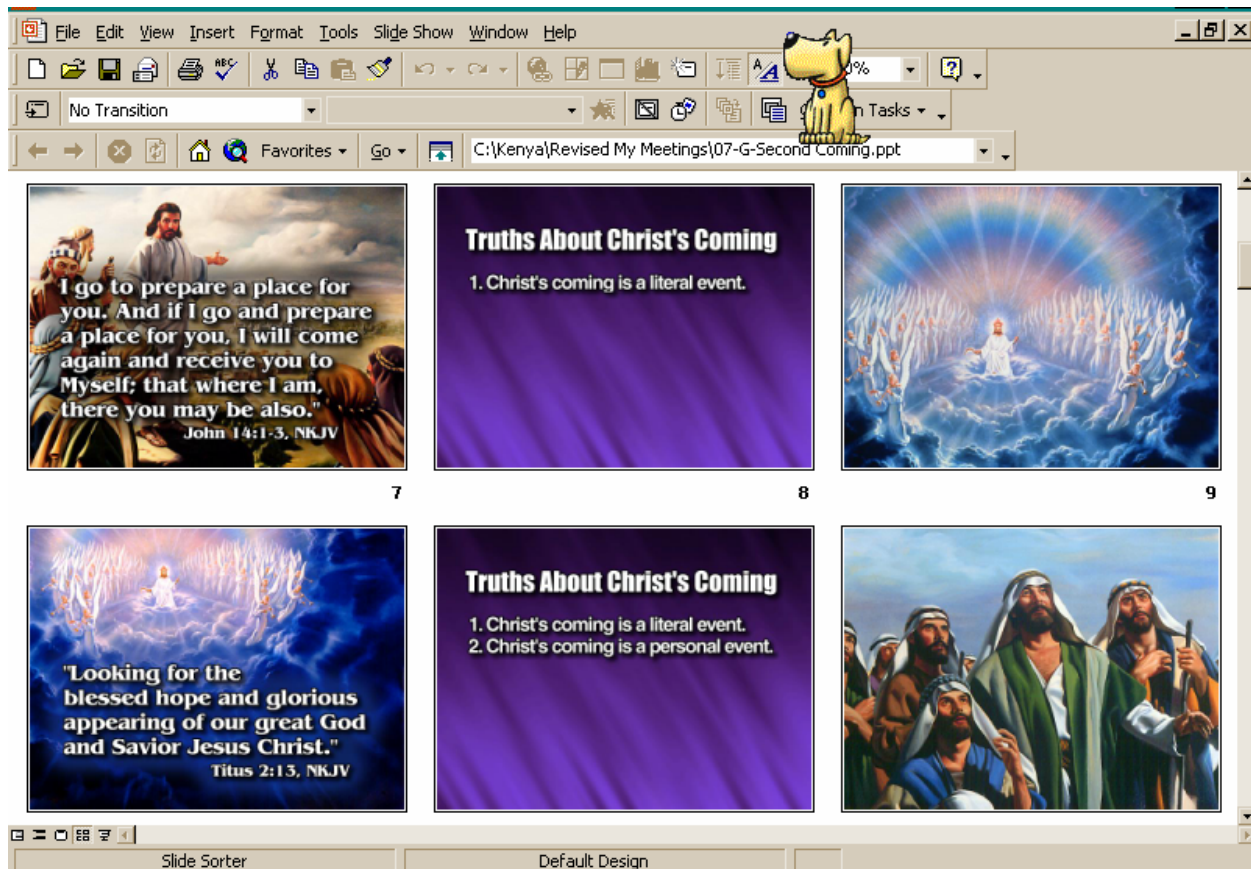
7. This is the **Outline View**.  This view is similar to the Normal View. You just have more room to type in notes or Titles. If you type in a title next to a slide you will see it appear on the Slide itself. If you want it in the outline the only way to hide it is to




Open your Draw Toolbar by clicking on the small arrow beside the word Draw. Go up to Order and another menu will appear where you can choose to send the text to the back of the picture, thus hiding it.



10. This is the **Slide Sorter View**.



There are several functions that you can do in this view.

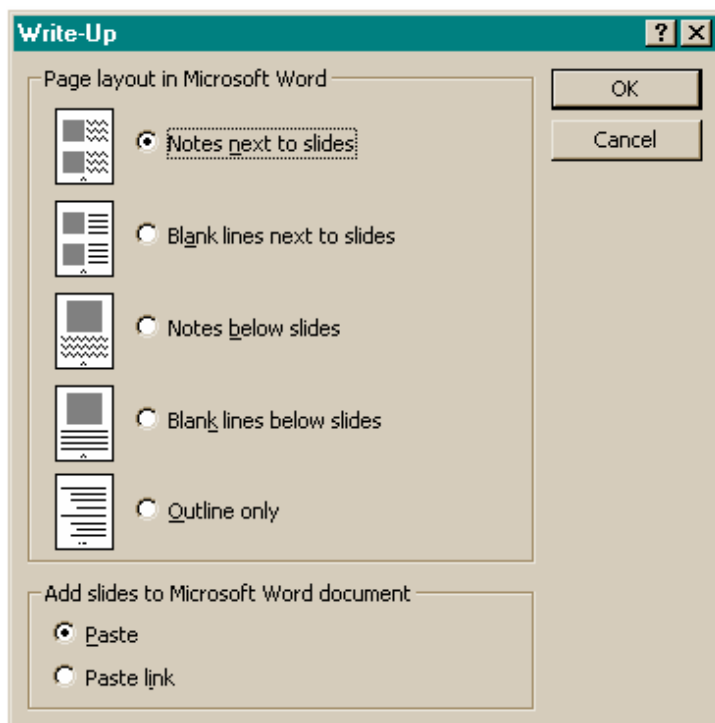
- A. Place your cursor on the picture that you want to change left click with your mouse on any picture -- you will see a green outline around your picture.
- B. With the cursor on the picture right click & the menu will come up that is pictured here.
- C. Choose the option that you want to do with that picture.
For example: To hide this slide Click on the symbol or the words and this picture will be hidden only during the Slide Show version.
- D. A diagonal line will cross the number as illustrated below. To

 To unhide the slide just repeat the steps for hiding it. If you chose to "Cut" instead of hide your picture is gone.

- E. If you want to move a slide from one place to another, just place your cursor on the picture & left click with your mouse & hold the left click button down. A faint line will appear to the right of the picture & a small envelope like rectangle will appear just under the cursor now still holding the left click button down on your mouse you can move the picture wherever you want it. It will insert where the faint line is resting.
- F. If you double left click on a picture after placing your cursor on it this will immediately take you to the Slide View where you can add words, change the picture or whatever you need to do. You will need to click the symbol for whatever view you wish to go to next.
- G. If you have done something & do not like the change use these arrows on the top toolbar. When blue (or whatever color your screen is set for) you can “undo” changes, if the other arrow is blue you can “redo” changes.
- H. If you have made a lot of changes you can move the pictures & your notes if you have typed them in the note part of Slide Viewer, into Microsoft Word. As illustrated below:



- Click on the word **“File”**
- Go down to the words **“Send to”**
- On second Menu go to the words **“Microsoft Word”** and left click.

- I. After you click on Microsoft Word the following box will appear.



The top one is click (it shows the black center in the circle). This will put about 3 slides per page plus the notes will print to the side. OR use the 2nd choice if you want to type your notes after the slides are in Word.

OR you can handwrite your changes on the notes you have printed from the program in Acrobat Reader.

11. Now with your notes printed it is time to go through your slides the way they will appear on the screen. For this we go to the **Slide Show**.



12. One left mouse click will move the slides one at a time. If you have added animation you will need an extra click to bring that onto your slide.

PRAY --- STUDY --- PRAY --- STUDY --- PRAY --- STUDY --- PRAY --- **SHARE**