

# Microsoft® PowerPoint™

## Desktop Presentations Program

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DOUBLE-CLICK ON A TOPIC IN THE HELP LIST.  
Double-clicking on a topic shows you information on that specific subject. For more instructions on how to use this Help Presentation:

1. Click on the Title Sorter Button, then
2. Double-click on the title of Slide 2, entitled "Using This Help Presentation."

This is the  
Title Sorter Button



# Microsoft®

- Copyright © 1987, 1988 Microsoft Corporation
- Choose Title Sorter from the View menu to see the Help list again.

## Using This Help Presentation (Demo Version)

- **To choose a topic**

Choose Title  
Sorter from the View  
menu.

Or

Click on the Title  
Sorter button to see the  
Title Sorter view.

Then

Double-click on  
the topic you want.

- **To scan the list  
of topics**

Drag the vertical scroll  
bar on the right side of the  
window.

Or

Click on the scroll  
arrows.

- **To get back to your  
presentation**

Choose the  
presentation's name from  
the Window menu.

Or

Click on its  
window, if it's visible.

- **To close the Help  
Presentation**

Choose Close  
from the File menu.

Or

Click on the Close  
Box at the top left of the  
window.

- For more about this topic, refer to [page\(s\) 101-103](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## MENUS

You choose from the eight PowerPoint menus at the top of the window in the usual way:

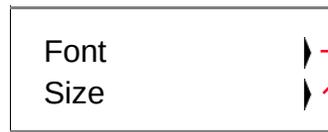
1. Press the mouse button while on a menu title to pull it down;
2. Drag the pointer until the command you want is highlighted;
3. Release the mouse button.

When choosing a command or option for an object, such as Framed from the Draw menu, select the object first before choosing the option.

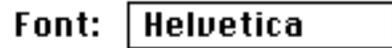
The next few slides in this Help presentation describe the commands and options.

- For more about this topic, refer to **Chapter 5** in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## Sub-Menus and Pop-Up Menus



The small arrow symbols indicate a sub-menu. When you choose a command that has the arrow symbol next to it, a sub-menu appears. Drag over to the sub-menu and choose from it as you do from a regular menu.



A box with an outline indicates a pop-up menu. These menus only appear in dialog boxes. Put the pointer on the box, hold down the mouse button, and the pop-up menu appears. Drag onto the pop-up menu and choose from it just as you do from a regular menu.

- For more about this topic, refer to [page\(s\) 99-101](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## File

### The File Menu

New...	_____	Opens a new presentation, optionally using format of the active one.
Open...	_____	Open an existing presentation with or without its original title.
Save	⌘S	— Saves a presentation and overwrites its earlier version.
Save as...	_____	— Saves a presentation under a new name.
Close	_____	— Closes a presentation, reminds you to save it if necessary.
Paste from...	_____	— Pastes from a file into your presentation. The files must be in Paint, PICT, PICT II, EPSF, or MORE/ThinkTank format.
Page Setup...	_____	— Shows dialog boxes for paper size, orientation, slide size, and screen size. Set slide size to overheads, 35mm, or a custom size.
Print...	_____	— Shows the Print dialog box. Choose what you want printed here.
Slide Show...	_____	— Shows the Slide Show dialog box. Choose a manual or automatic show and the duration between slides here.
Quit	⌘Q	— Quits PowerPoint.

- For more about this topic, refer to [page\(s\) 288-300](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## **Edit**

### The Edit Menu

Undo	⌘Z	—	Cancels the last change to the presentation.
<hr/>			
Cut	⌘X	—	Removes selection and puts it on the clipboard.
Copy	⌘C	—	Copies selection onto the clipboard.
Paste	⌘V	—	Pastes selection from the clipboard.
Clear		—	Removes a selection from the presentation.
Select All	⌘A	—	Selects: 1) all objects on a slide, 2) all text in an object, or 3) all slides in the Slide or Title Sorter views.
<del>Bring to Front</del>	<del>⌘=</del>	<del>—</del>	<del>Puts selected object on top of all others.</del>
Send to Back	⌘-	—	Puts selected object underneath the others.
<hr/>			
<del>Paste as Picture</del>		—	<del>Creates a single picture from multiple objects on the clipboard.</del>
<hr/>			
<del>Omit Master</del>		—	<del>Removes the Master format from the current slide or notes.</del>
Set as Title		—	Makes the selected object the slide title.
New Slide	⌘N	—	Inserts a new slide into the presentation.

- For more about this topic, refer to [page\(s\) 300-306](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## View

## The View Menu

Full Size  
66% Size  
50% Size  
33% Size

Changes the scale of view on slides or notes pages.  
In the Slide Sorter view, changes the sizes of the miniatures.

---

Slides (#1) ⌘D

Shows the current slide.

Notes (#1) ⌘E

Shows the notes page for the current slide.

---

Slide Master

Notes Master

Shows the master format for slides.

Handout Page

Shows the master format for notes pages.

Shows the template for the handouts pages.

---

Title Sorter

Slide Sorter

Switches to the Title Sorter view.

Switches to the Slide Sorter view.

- For more about this topic, refer to [page\(s\) 306-310](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## Style

Plain ⌘P  
**Bold** ⌘B  
*Italic* ⌘I  
Underline ⌘U  
Outline  
Shadow

---

### Font

Size ▶

---

### Styles

Define Styles... ▶

## The Style Menu

These options change the typestyle of the selected text. Select the text first, then choose the typestyle you want for it. You can choose more than one typestyle, for instance, **bold underlined**. Choose **Plain** to remove the other typestyles from the selected text. Checkmarks next to the typestyles indicate which ones pertain to the selected text.

The Font and Size sub-menus show your choices for selected text. The fonts and sizes come from the System file.

Text Styles consist of fonts, typestyles, sizes, and colors. The Styles sub-menu shows choices for styles. Choosing Define Styles shows a dialog box for adding, removing, or rearranging styles on the list.

- For more about this topic, refer to [page\(s\) 310-314](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## Text

Left  
Center  
Right  
Justify

### The Text Menu

Determines text alignment. Choosing an alignment option before typing will set that alignment until you change it. To realign existing text, select it first, then choose an option.

Indent » ⌘R  
Indent « ⌘L

Changes the indenting of the selected text to the Right or the Left. The indentation is set on the text ruler (only applies to word processing objects).

Show Text Ruler  
Line Spacing...  
Set as Default...

Shows the text ruler for indenting and tabs.

Shows the dialog box for setting line spacing.

Sets indents, tabs, line spacing, and text alignment as defaults for new word processing objects.

Find/Replace...  
Find Next ⌘F  
Spelling...

Finds and can replace text that you specify.

Finds the next instance of text that you specify.

Shows the dialog box for checking spelling.

- For more about this topic, refer to [page\(s\) 314-322](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

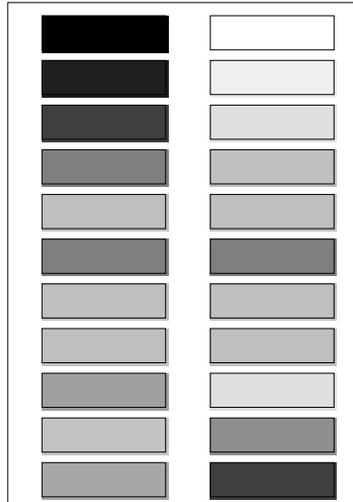
## Draw

### The Draw Menu

Opaque	_____	Makes the selected objects opaque.
Framed	_____	Puts a frame around the selected objects.
Filled	_____	Fills the selected objects with a pattern.
Shadowed	_____	Puts a drop shadow behind the selected objects.
Sized to Text	_____	Makes the selected text objects fit exactly around the text within them.
<hr/>		
Pattern	_____	
Line Style	▶	Shows sub-menus for these drawing features. See the next 2 slides for details.
Arrowheads	▶	
	▶	
<hr/>		
Ignore Grid	_____	Turns off the automatic grid alignment. If it's already off, this option becomes Snap to Grid.
Show Guides	⌘ G	
Show Edges	_____	Shows the two on-screen "straightedges." If they're already on the screen, this option becomes Hide Guides.
	_____	Shows a dotted outline around all unframed objects. If Show Edges is on, this option becomes Hide Edges.

- For more about this topic, refer to [page\(s\) 322-326](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## The Pattern Sub-Menu



These are the patterns that can be used for the frame or the interior fill of an object.

To give an object a patterned frame:

1. Select the object.
2. Choose Framed from the Draw menu.
3. Choose a pattern from the Pattern sub-menu.

To give an object a patterned fill:

1. Select the object
2. Choose Filled from the Draw menu.
3. Choose a pattern from the Pattern sub-menu.

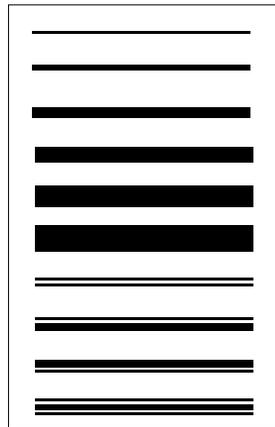
(Frame

—if any—will be solid.)

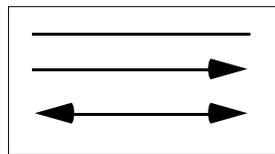
If you're working in color, the pattern colors are determined by the Pattern Contrast setting on the Color menu, and the object's fill or line color.

- For more about this topic, refer to [page\(s\) 324](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

### Sub-Menus for Line Style and Arrowheads



These options set the thickness and style of lines. Select one or more objects, then choose one of these options. The lines in the objects, including the frames, will become that line width and style. If you also choose an arrowhead from the arrowheads sub-menu, it will be proportional to the line thickness. Checkmarks indicate the thickness and style of the selected lines.



These options only apply to lines, not to frames. Draw the line and then choose one of the options for arrowheads. The single arrowhead points in the direction you drew the line.

- For more about this topic, refer to [page\(s\) 324, 325](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## Color

Fill  
Line  
Shadow  
Pattern Contrast  
Text

---

Color Scheme...

Recolor Picture...

Add Extra to Menu...

## The Color Menu

Shows sub-menus of color choices. The choices are the color scheme and any extra colors you have added. Select an object and then choose a color from one of the sub-menus. For instance, to fill an object with a color, select the object, choose Fill from this menu, then choose the color from the sub-menu. You do not have to choose Fill first from the Draw menu.

Shows the Color Scheme dialog box.

Shows the dialog box for recoloring pictures copied to your presentation.

Shows the dialog box for adding extra colors to the sub-menus for color choices.

- For more about this topic, refer to [page\(s\) 326-340](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## The Window Menu

### Window

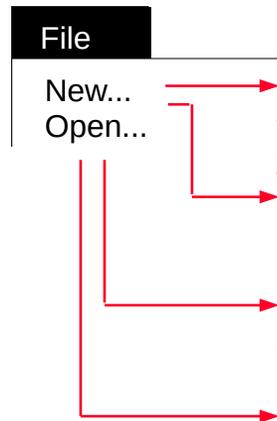
Training Presentation  
PowerPoint Presentation  
Columbus  
PowerPoint Help  
Color Scheme  
Spelling

Each time you open a presentation or desk accessory, it's listed on the Window menu. Certain PowerPoint dialog boxes are also listed. Choosing a window here makes it the active window on the screen. The main use of the Window menu is to help you move among presentations and dialog boxes quickly without having to resize windows to find the one you need.

- For more about this topic, refer to [page\(s\) 340](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## OPENING A PRESENTATION

PowerPoint has four ways to open a presentation. All four use the File menu.



1. If another presentation is active and you want to re-use its format, but not its slides, choose New, then click on the button labeled Use Format of Active Presentation.

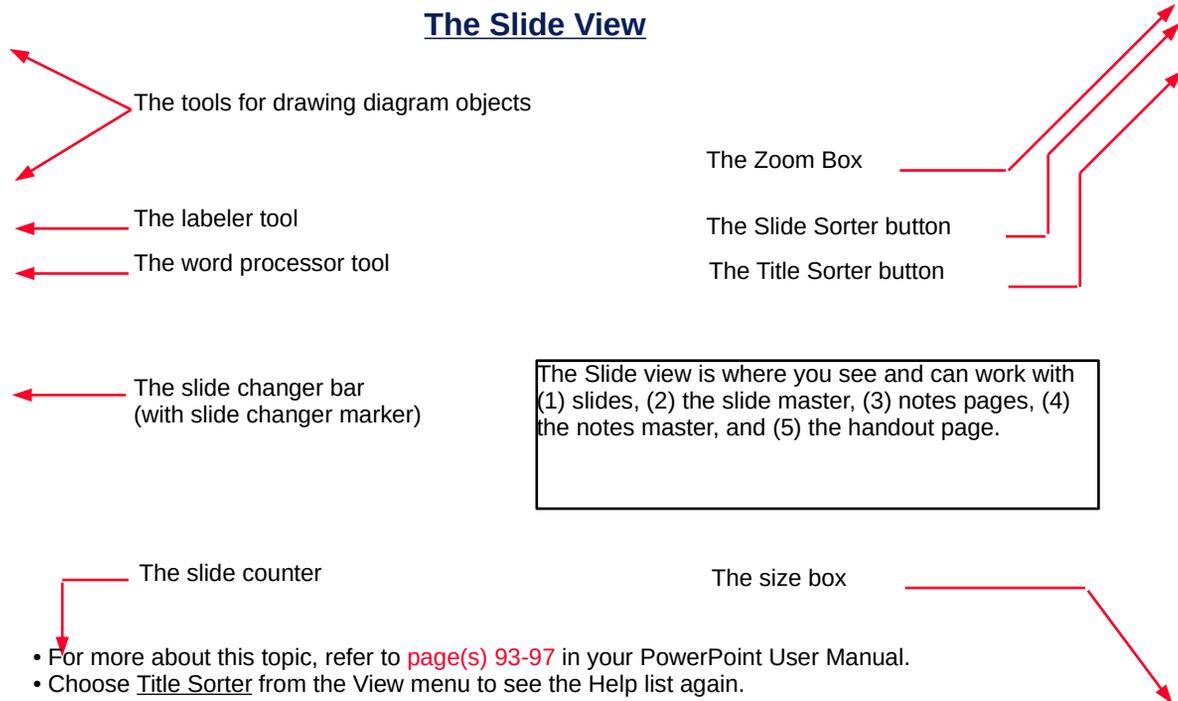
2. To open a presentation with PowerPoint's default format, choose New, then click on Use Default Format. If you've saved your own custom default choices and slides in a presentation named Default Format, a new presentation with those defaults will open.

3. To re-open an existing presentation and maintain its current name, choose Open. On the dialog box that appears, double click on the name of the presentation.

4. To open a new copy of an existing presentation and give it a new name, choose Open, then click on Open an Untitled Copy.

- For more about this topic, refer to [page\(s\) 107-111](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## The Slide View



## The Slide Master

1. To see the Slide Master, choose Slide Master from the View menu.

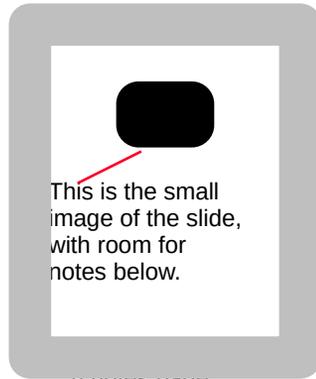
2. To get back to your slides when you're through with the Slide Master, choose Slides from the View menu.

The Slide Master is where you design the format for all the slides. Use the tools at the left of the window to draw your master format. You can also copy artwork, such as your business logo, to the Slide Master. But remember, objects on the Slide Master cannot be selected on the slides themselves (except the slide title). Therefore, don't draw, for instance, a text box on the Slide Master if you intend to enter text into it on the slides. The title on the Slide Master does not itself appear on the slides, but whenever you start a new slide, its title is created for you by copying the title from the Master.

You'll know when the Slide Master is in view because the slide counter will read:

Slide Master

- For more about this topic, refer to [page\(s\) 123-126](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.



A notes page.

The slide counter lets you know which notes page is in the window. For example:

Notes 22

## Seeing Notes Pages

PowerPoint creates a single notes page for each slide in a presentation. The notes page contains a small image of its corresponding slide. If you're using color, the image will be the same colors as the slide. Using the diagram tools or text tools at the left of the window, you can write notes for each slide, or paste information (e.g., an Excel table for backup).

To see a slide's notes page:

1. Get the slide in the Slide view.
2. Choose Notes on the View menu.

To get back to the slide, choose Slides on the View menu.

You can cycle through your notes pages - just like you can with slides - with the slide changer, Sorter views, etc. From the Sorter views, double-clicking on a slide or title shows you the corresponding notes page, if you arrived in the sorter from viewing a notes page.

- For more about this topic, refer to [page\(s\) 211-213](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## The Notes Master

You use the Notes Master for creating the master format for your presentation's notes pages. You can move and resize the small slide image, and using the tools at the left side of the window, draw objects or add text. Except for the slide image, objects drawn on the Notes Master cannot be selected on the notes page, therefore don't draw a text box if you intend to add text to it on each notes page. Instead, create the box individually on each page. Hint: An easy way to get all the boxes in the same position on the notes pages is to draw it on one page, then select it, choose Copy from the Edit menu, get to the next page and choose Paste. Continue pasting on all the notes pages in your presentation.

You'll know when the Notes Master is in view because the slide counter will read:

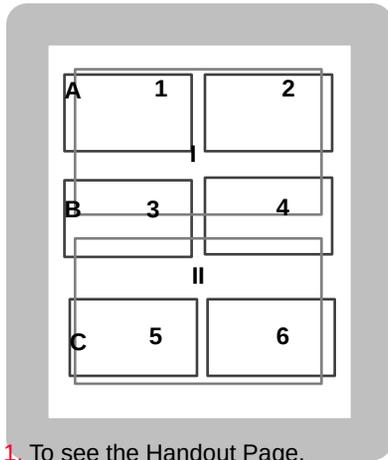
1. To see the Notes Master, choose Notes Master from the View menu.

2. To get back to the notes page, choose Notes.

3. And to get back to the slides, choose Slides.

Notes Master

- For more about this topic, refer to [page\(s\) 214-216](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.



## The Handout Page

Handouts pages can have 2, 3, or 6 slide images as represented in the template at the left (I, II; A, B, C; and 1, 2, 3, 4, 5, 6 respectively.) You choose which combination you want PowerPoint to print from the Print dialog box (choose Print on the File menu). The outlines on the template show you where the slides will be positioned on the printed handout pages. You can add text or other objects to the handouts pages here. Whatever you add to the template will be printed on each handout page. Use the outlines to position your text and objects so they don't overlap the images when the handouts pages are printed.

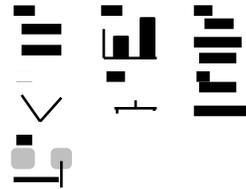
You'll know when the Handout Page is in view because the slide counter will read:

1. To see the Handout Page, choose Handout Page from the View menu.
2. To get back to your slides, choose Slides from the View menu.

## Handout Page

- For more about this topic, refer to [page\(s\) 216-217](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## The Slide Sorter View



This is a reduced image of the Slide Sorter view.

The Slide Sorter view shows all your slides in miniature.  
To get to the Slide Sorter view:

- Choose Slide Sorter from the View menu, or
- Click on the Slide Sorter Button.

To get back to the Slide view:

- Choose Slides from the View menu, or
- Double click on the slide miniature.

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The Slide Sorter view (and the Title Sorter view) is where you:

- Rearrange the order of slides in a presentation
- Delete slides, cut, paste, and copy slides
- Copy slides to and from other presentations

To see all the miniatures in the Slide Sorter view, scroll using the vertical scroll bar.

- For more about this topic, refer to [page\(s\) 101-102](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## The Title Sorter View

- 1 Business Plan
- 2 World Trade Routes
- 3 A New Trade Route
- 4 World Trade Market Share
- 5 Proposed Expedition
- 6 Expedition Plan
- 7 Fleet Organization
- 8 Risks to be considered
- 9 Estimated Budget

This is a reduced image of the Title Sorter view.

The Title Sorter view shows the title of your slides. To get to the Title Sorter view:

- Choose Title Sorter from the View menu, or
- Click on the Title Sorter Button.

To get back to the Slide view:

- Select a title (click on it) and choose Slides from the View menu, or
- Double click on the title.

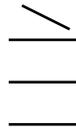
The Title Sorter view (and the Slide Sorter view) is where you:

- Rearrange the order of slides in a presentation
- Delete slides, cut, paste, and copy slides
- Copy slides to and from other presentations

To see all the titles in the Title Sorter view, scroll using the vertical scroll bar.

- For more about this topic, refer to [page\(s\) 102-103](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## WORKING WITH OBJECTS



Objects are the building blocks of your slides and notes pages. You draw diagram objects using the four tools at the left of this window. The tools draw their respective shapes.



The other two tools are for writing labels and for writing with the PowerPoint word processor.

Pictures from other slides or other programs are also objects. The next few slides in this Help Presentation tell you how to create, edit, and design objects for your presentation.

- For more about this topic, refer to [page\(s\) 133-141,185-196](#) in your PowerPoint Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## Adding Frames, Fills, and Shadows

1. Create an object with any of the tools at the left side of the window, or copy and paste a picture (or other object) onto your slide. For instance:

2. Select the object.



3. Choose Framed, Fill, Shadowed from the Draw menu. Choose from the Line Style sub-menu to change the width of the frame, choose from the Pattern sub-menu to change the pattern of the fill. If you're working in color, you can choose Fill, Line, and Shadow from the Color menu.

Framed



Framed  
and Filled

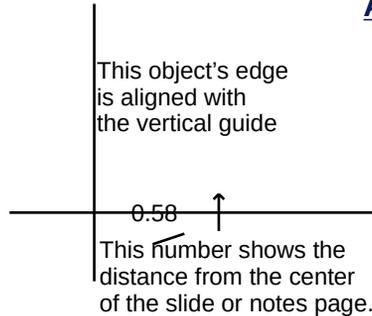


Framed, Filled  
and Shadowed

See the next slide in this Help Presentation for details about mixing frames and fills on objects.

- For more about this topic, refer to [page\(s\) 192-195](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## Aligning and Cropping



To align objects, choose Show Guides from the Draw menu. The two dotted guides appear. Drag the guides to the position where you want to align objects. Now drag the objects to the guides. The edges and centers of the objects “stick” to the guides for easy alignment. The numbers on the guides measure the distance from the center of the slide or notes page. Turn off the guides by choosing Hide Guides on the Draw menu.

The full picture

**Microsoft**®

Cropped from the top left corner to the middle

**Microsoft**®

Pictures (artwork from another program or PowerPoint objects Pasted as a Picture) may be cropped to reduce the visible part. To crop a picture, select it, hold down the **⌘** key and drag a resize handle. The picture is cropped from the corner inward. If you forget to press the **⌘** key, you'll resize the picture and change its dimensions. Choose Undo right away and start over.

- For more about this topic, refer to [page\(s\) 196-199, 210-211](#) in your PowerPoint Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## Copying an Object From One Slide to Another

Slide 1



1. Select the object  
Choose Copy or  
Cut

3. Choose Paste

The object is pasted  
to the same spot as  
on the original, if  
that spot is visible.

Slide 2

egg  
study

2. Get to the slide  
to paste to

Slide 2



egg  
study

You can copy objects from slides and notes page  
in the same presentation or between  
presentations.

1. Select the object (or objects).
2. Choose Copy (or Cut) from the Edit menu.
3. To copy to a different presentation, choose it  
from the Window menu.
4. Get to the slide or notes page you want to  
copy to.
5. Choose Paste from the Edit menu. The  
object (s) is pasted to the same position as on the  
original (if visible).

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One note: if you copy from a slide and paste  
back to it, the objects are slightly offset  
so you can distinguish them, like this



- For more about this topic, refer to [page\(s\) 222-223](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## Deleting Objects

Slide 1



egg  
study

Select the object,  
then choose Clear  
or press Backspace

Slide 1

egg  
study

The selected object(s)  
is deleted.

You delete objects at the Slide view.

To delete objects, select them, then:

Choose Clear from the Edit menu,

or

Press the Backspace key.

If you delete the wrong objects, choose Undo from the Edit menu right away, before doing anything else. The deleted objects will return.

You can also delete objects by selecting them and choosing Cut from the Edit menu. Then you can paste the objects to the same or to other slides. See the previous slide for details about pasting to another slide.

- For more about this topic, refer to [page\(s\) 137](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## Drawing

PowerPoint's four drawing tools are for creating diagrams. The shape of each tool indicates the type of diagram it can create:

line   oval   rectangle with rounded corners   and rectangle .

To draw a diagram:

1. Click on one of the tools.
2. Put the pointer on the window. It will become crosshairs:
3. Drag to draw the diagram. It will follow the crosshairs like this:

Start here  
The diagrams can also be constrained (shift key) to be circles and squares  
And end here



The drawing tools are meant for creating diagrams such as organization charts, system diagrams, process charts, and the like.

You can also use your other Macintosh programs to create art, then paste it into your presentation from the clipboard, scrapbook, or by using the Paste from command (on the File menu).

- For more about this topic, refer to [page\(s\) 185-195](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

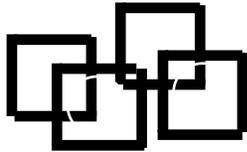
## Selecting and Deselecting One or More Objects

An object with  
a selection  
box around it



To select an object, click on it. The pointer must be an arrow in order to select an object. If it is a crosshair or other shape, change it back to an arrow by clicking on the arrow tool at the top left of the window, or by clicking on a blank spot on the window. The selection box indicates an object is selected. Selection boxes for single objects have resize handles.

Multiple objects with  
selection boxes  
around them



You can select multiple objects three ways:

- Hold down the Shift key and click on each of the objects
- When the pointer is an arrow, drag around the objects. A dotted box follows the arrow. Objects fully within the box will be selected when you release the mouse button.
- Choose Select All from the Edit menu.

Resize handles aren't on multiple selection boxes.

To deselect an object, click on it. To deselect one object of a group, shift-click on it. To deselect a group within another group, shift-drag around the group to deselect.

- For more about this topic, refer to [page\(s\) 134-136](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## Moving and Resizing an Object

Drag on the selection box.



A dotted outline tracks the move.



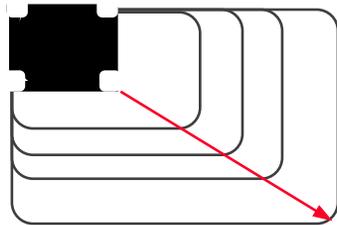
Release the mouse button when the object is where you want it.



To move an object, select it first, then:

1. Put the arrow pointer on one of the sides of the selection box (not on a solid corner).
2. Drag the arrow pointer and the object moves with it.

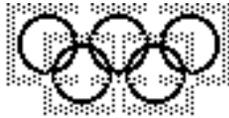
To move multiple objects, select them and drag any part of their multiple selection boxes. All the objects move together maintaining their relative positions.



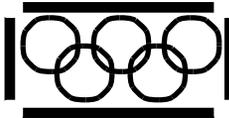
To resize an object, select it first, then drag on one of the solid resize handles. A dotted outline shows the resizing. Release the button and the object takes on its new size and shape. Constrain with Shift to horizontally, vertically, or proportionally resize. Choose Undo right away to change an object back to its earlier size.

- For more about this topic, refer to [page\(s\) 187, 191](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## Pasting a Group of Objects as a Single Picture



Select the objects



After being pasted as a picture, they're a single unit.

You paste a group of objects as a picture so that you can:

- Treat them as a unit and maintain their relative positions
- Crop and resize the picture.

To paste objects as a picture:

1. Select them.
2. Choose Cut from the Edit menu.
3. Choose Paste as Picture from the Edit menu.

The picture is pasted to the center of the window. You can now move it as a single object.

If you also want to keep the objects as individuals, make a copy first  
——Paste as Picture cannot later be reversed!

- For more about this topic, refer to [page\(s\) 208-210](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## WORKING WITH SLIDES

PowerPoint has specific features for working with your slides in a presentation. For instance, the features include ways to rearrange the slides' order and move slides between presentations so you can build one presentation from one or more previous presentations. The next few slides explain how to do it.

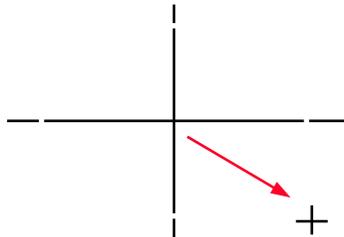
- For more about this topic, refer to [page\(s\) 218-224](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## Adding Slide Borders

Title



Some typical borders on slides



Option-drag from the center of the guides centers the border.

In the case of overheads, borders around the edges make them more visually appealing. Always create the border on the Slide Master so it will appear on each slide automatically, and in the same position.

To get the border centered on the slide, choose Show Guides from the Draw menu, then click on the tool that you want for the border. Put the crosshair at the intersection of the guides, hold down the option key and drag outward. The border is centered on the slide area.

See the booklet that accompanies PowerPoint, Using PowerPoint Templates, for some border ideas.

- For more about this topic, refer to [page\(s\) 196-201](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## Adding Slide Numbers, Date, and Time

Title

The three special codes are:

Slide Number 34 (pound pound) —also page numbers

Date 2/15/25 (slash slash)

Time 09:09:22 AM (colon colon)

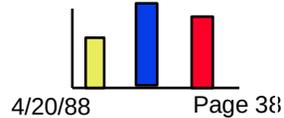
2/15/25  
5

Page 34

The codes on the Slide Master will be printed as number and date on each slide.

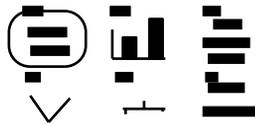
On the Slide Master, Notes Master, or Handout Page, create a label or word processing object containing any of the codes. When you print the presentation, PowerPoint substitutes the date and time of the printing for the 2/15/25 and 09:09:22 AM respectively. On the slide and notes page, the 34 is the slide number. On the handout page (which has more than one slide on it,) the 34 is the number of that handout page.

Sales YTD



The date and time are used to help you keep track of drafts. Their codes are usually removed before final printing.

- For more about this topic, refer to [page\(s\) 125](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.



Select a slide, then drag or Cut it.



The slides will be rearranged, and re-numbered as well.

## Arranging Slides

You arrange the order of the slides on the Slide Sorter view or the Title Sorter view. There are two methods you can use:

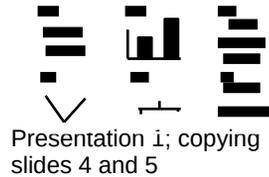
- Select the slides or titles, then drag them. Put the pointer where you want the slides to be relocated. Release the mouse button. If the pointer is on another slide or title, the rearranged slides will be put in front of it.
- Select the slides or titles, then choose Cut from the Edit menu. Put the pointer where you want them to be re-positioned. Choose Paste from the Edit menu. The slides reappear.

Remember that at the Title Sorter view, you can select slides either by clicking on their titles, or by dragging over the slide numbers at the left side of the screen.

When they're rearranged, the slides and their corresponding notes pages are automatically re-numbered.

- For more about this topic, refer to [page\(s\) 220-221](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## Copying Slides From One Presentation to Another



Presentation 1; copying slides 4 and 5



Presentation 2



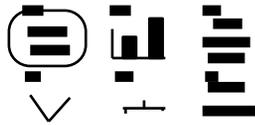
Presentation 2; with the copied slides

Using Copy and Paste, you can copy slides from previous presentations into your new one.

1. Open your new presentation and the presentations with the slides that you want to copy. Choose from the Window menu the presentation that has the slides you want to copy.
2. At either Sorter view, select the slides to copy, then choose Copy from the Edit menu.
3. Again from the window menu, choose the presentation that you want to copy slides to, and get to either Sorter view.
4. Put the pointer where you want the slides to be copied.
5. Choose Paste from the Edit menu. The slides are copied to your new presentation.

The copied slides assume the format of the presentation they're copied to. If the formats are different, you may have to move objects on the copied slides to fit their new format.

- For more about this topic, refer to [page\(s\) 223-224](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.



Select the slides to delete; choose Clear.



The slides are deleted and the remaining ones are renumbered accordingly.

## Deleting Slides

You delete slides from the Slide Sorter view or the Title Sorter view. You cannot delete slides from the Slide view.

Select the slides at the Slide Sorter view, or the Titles at the Title Sorter view. Then:

Choose Clear from the Edit menu

or

Press the Backspace key.

The remaining slides rearrange themselves to fill in the space left by the deleted slides.

If you delete the wrong slides, choose Undo from the Edit menu right away before doing anything else. The deleted slides will return.

You can also delete slides by selecting them and choosing Cut from the Edit menu. You can then paste them to another presentation.

- For more about this topic, refer to [page\(s\) 127-128](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## WRITING TEXT

PowerPoint has three ways to write text: as an attached label, with the labeler tool, and with the word processor tool. The text can have different fonts, styles, and colors. It can also be indented or tabbed to create bulleted lists. The next few slides in this Help Presentation explain the different ways you can write text.

- For more about this topic, refer to [page\(s\) 141-143](#) in your PowerPoint User Manual.
- Choose [Title Sorter](#) from the View menu to see the Help list again.

## Creating Text Objects

You create text objects just like you create diagram objects. Click on either text tool and move the pointer onto the window. For the labeler tool, the pointer becomes an insertion point like this . Put it where you want to start your label, click and begin typing. For the word processor tool, the pointer becomes crosshair . Drag to create a word processor box and begin typing.

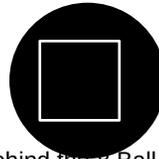


+

Labels are for "hanging" text...

You can have more than one word processor box at a time...

...if, for example, you want two columns of text on a slide



Behind the 8 Ball



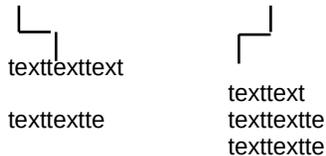
...or for labeling diagram objects

- For more about this topic, refer to [page\(s\) 146-150](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

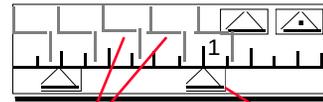
## Indenting and Tabbing

You indent and tab text using the Text Ruler. Select a word processor object, then choose Show Text Ruler on the text menu.

Each indent symbol controls the indenting for a different level. Drag a symbol along the ruler to set its indent distance. To indent text, choose Indent » (right) or Indent « (left) from the Text menu and begin typing. To indent (or “un-indent”) existing text, select it, then choose Indent » or Indent «. The shape of the symbol indicates the left margin for its level like this:



- For more about this topic, refer to [page\(s\) 169-177](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.



Indent symbols      Tab Symbols  
in place

To set tabs, drag a tab symbol from its box at the top right to underneath the ruler. The plain triangle is a normal tab; the one with a dot in it is a decimal tab. Numbers align on their decimal points at a decimal tab (text aligns at its right). You can have multiple tabs for each word processor box.

To remove the ruler, click off the box.

## Creating a Bullet Chart

This is a typical bullet chart with indented text...

### Sales Factors

To sell effectively:

- Know the product
- Know the client
- Know the

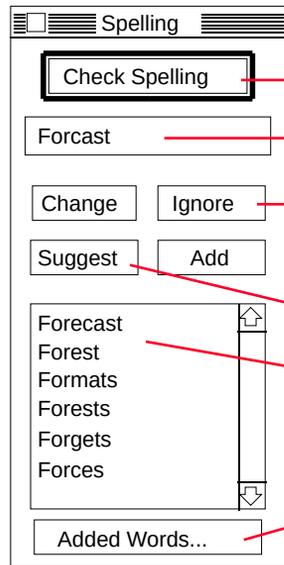
...and "hanging" bullets because the text does not wrap around all the way back to the bullet, like this: • know the

*competition*

To create this sample bullet chart, first create a word processing object. Choose Show Text Ruler from the Text menu. Drag the second indent marker, so its *top* is where you want the bullets to appear. Drag the *bottom* of the marker to where you want the indented text to wrap to. You can adjust the top and bottom of the marker independently. Type the first line, *To sell effectively*. Press return. Then choose Indent >> from the Text menu. Type the bullet, press the tab key, and type the bullet text. Press Return at the end of each bullet text (not at the end of each line). Type the next bullet, its text, and press Return. Continue until all the bullets are done. Choose Indent << to get the pointer back to the original left margin. It's easier than it sounds!!

- For more about this topic, refer to [page\(s\) 181-185](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## Checking Spelling



To check the spelling in your presentation, choose Spelling from the Text menu, and the Spelling dialog box appears.

Click the Check Spelling button.

A misspelled word appears. Edit it here and click Change

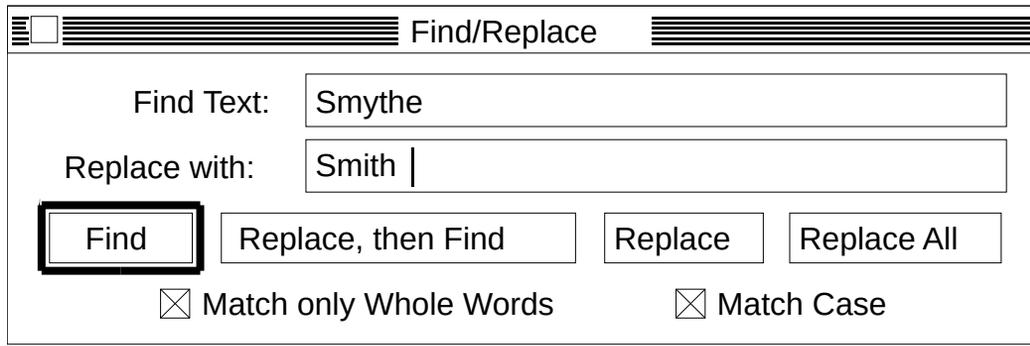
To ignore the misspelling (for instance if it's a proper name) click Ignore. To add the word to your custom dictionary, click Add.

If you want PowerPoint to suggest the proper spelling, click Suggest and possible spellings appear here. Select the spelling you want for the word and click Change. Then click Check Spelling to search for the next misspelled word in the presentation.

To see the words in your custom dictionary, or to create a new custom dictionary, click Added Words.

- For more about this topic, refer to [page\(s\) 154-160](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## Find and Replace



Find/Replace

Find Text: Smythe

Replace with: Smith |

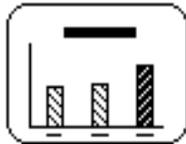
Find Replace, then Find Replace Replace All

Match only Whole Words  Match Case

Choose Find/Replace from the Text menu and this dialog box appears. At the Find Text space, enter the text for PowerPoint to find. At the Replace With space, enter the replacement text. Click on either or both of the boxes, Match only Whole Words or Match Case. Then click on one of the buttons to start the search. Find finds the next instance of text; Replace, then Find replaces the selected text and finds the next instance; Replace replaces the current selection; and Replace All replaces all instances.

- For more about this topic, refer to [page\(s\) 150-153](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## GIVING AN ON-SCREEN PRESENTATION



Slides appear on the screen without any distractions



Images can be inverted by typing the letter I.

So you can preview your slides and practice giving the presentation, or give a small group an on-screen presentation, PowerPoint can show your slides as a slide show. Choose Slide Show from the File menu. The dialog box that appears has choices for controlling the show, manually or automatically. (You can choose a second monitor—or video projector—to receive just the show, if you have one attached.) The slides are shown without the distractions of the menus at the top of the screen and without the window features. All you see is the slide contents. Click the mouse button to advance the slides manually, type ⌘ . (period) to stop the show. (Other commands also are defined, and you can use an equivalent remote control device.)

To design your presentation for best appearance on the screen— so it will show at full size: Specify the size of your computer screen in the For Screen box of the Page Setup dialog box. The setting for a standard Mac Plus or Mac SE screen is 342 pixels tall by 512 pixels wide. The setting for the larger Macintosh II screen is 480 pixels tall by 640 pixels wide.

- For more about this topic, refer to [page\(s\) 227-232](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## SAVING A PRESENTATION

The two commands Save and Save as on the File menu save your presentation. Save replaces the existing presentation of the same name with the current version on your screen. Save as saves the current version under another name. PowerPoint also has a special feature to save a presentation as a series of scrapbook pictures that can then be “placed” into your other files, such as desktop publishing documents.

---

**File**  
New...  
Open...  
Save ⌘S  
Save as...

- If your presentation is untitled, PowerPoint will always show you the Save as dialog box.

- To save the presentation as scrapbook pictures, choose Save as, then click on the button labeled “Save Slides as Pictures in a Scrapbook.” Make sure to first save the presentation normally. When the slides are pictures in a scrapbook, they’re no longer a PowerPoint presentation and cannot be edited as such.

- For more about this topic, refer to [page\(s\) 114-115, 290](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## **PRESENTATIONS IN COLOR**

With PowerPoint's color capabilities, you can add the full range of 16.8 million colors to objects, text, and pictures copied from other presentations or programs. PowerPoint runs on both monochrome and color Macs, and a presentation created on either can be edited on both kinds of machines. Even if a presentation is originally created in color, you can still view it on a monochrome computer. (Colors other than the background will be black on the monochrome screen.) To print in color you'll need a color printer, but you can also print in gray scale or inverse gray scale on a monochrome printer. You can make color 35mm color slides from a PowerPoint presentation if you have a film recorder, or by using a slide production service such as Genigraphics®.

PowerPoint's color has been designed to take full advantage of the color capabilities of the Mac II, dynamically handling the display of up to 16.8 million colors on the standard Mac II color monitor and standard Mac II video card. For full display of 256 colors at a time—rather than only 16— your Mac II video card should have the Memory Expansion Kit installed (Apple's part number M0213, available from dealers at a cost of about \$150).

- For more about this topic, refer to **Chapter 4** in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## About the Color Scheme



A Reminder: Choose an "Apply to" choice before clicking Apply.

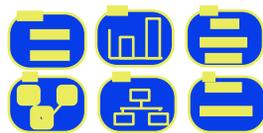
The Color Scheme shows the eight basic colors you choose for a presentation. Some important features of the color scheme:

- The first color is the slide background like this: 
- The codes (like BU2, RD8) on the colors refer to the  on the Change a Color dialog box.
- Position on the scheme is important. If you drag OR8 to RV8, objects colored with RV8 change to OR8 like this:

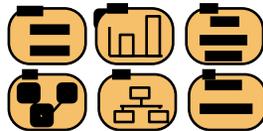
When you choose  Slide from the Edit menu, the new slide has the color scheme of the previous slide. To use the scheme from another slide, make that slide active, choose Color Scheme from the Color menu, then make the new slide active, choose Color Scheme from the **W**indow menu, click on Apply to this slide, and click on the Apply button.

- For more about this topic, refer to [page\(s\) 245-259](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## Choosing a Color Scheme



When you change the Color Scheme, and Apply it to All Slides, all the objects change to their new colors. You don't have to re-color objects individually.



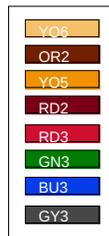
Your Color Scheme choices (over 5,000) have been prepared by professional artists of Genigraphics® Corporation to enhance presentations. To choose a color scheme:

1. Choose Color Scheme from the Color menu.
2. Click on Choose a Scheme.
3. Choose a Background color.
4. Choose a Foreground color.
5. Choose a set of accent colors.
6. Click OK.
7. Choose one of the "Apply to" options.
8. Click Apply.

Note: Extra colors are not affected by the change.

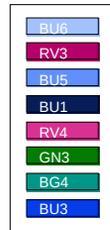
- For more about this topic, refer to [page\(s\) 250-255](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## Copying a Color Scheme From Another Presentation



When you change the Color scheme by copying it from another presentation...

...you get the exact colors you want without having to remember color codes.



Once you get the exact Color Scheme you want, you can reuse that scheme for a later presentation by copying it to the new presentation.

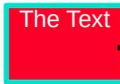
1. Open a New presentation.
2. Open the presentation that has the scheme you want.
3. Choose Color Scheme from the Color menu.
4. Make the New presentation active.
5. Choose Color Scheme from the Window menu.
6. Click Apply to all slides.
7. Click Apply.

See the booklet, Using PowerPoint Templates for suggestions about re-using Color Schemes.

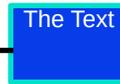
- For more about this topic, refer to [page\(s\) 264-266](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## Coloring Objects and Text

An example: To change the color of the fill from red to blue, select the object,



select the object,



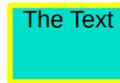
choose Fill from the Color menu, then choose the color blue from the sub-menu. Only the fill changes. The other attributes remain their original colors.

You change individual colors by choosing from the Color menu. The sub-menu shows your currently chosen color scheme. You can also use colors not on the menu by choosing Other on the sub-menu. Select multiple objects to change all their colors at once.

Changing the Color Scheme provides you with a new set of color choices. Applying the new scheme to a slide changes all of the colors to the new ones. The change is relative to the position on the scheme. So, if the first color on the scheme was red, and it is blue on the new scheme, all reds on the slide become blue.



To change all of the colors at the same time, change the Color Scheme.

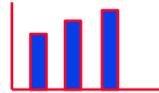


- For more about this topic, refer to [page\(s\) 268-270, 276-278](#) in your PowerPoint Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## Recoloring a Picture



You can recolor a picture copied from another program or presentation...



### Change Colors

Solid black is now red; black-and-white patterns are now yellow and blue patterns.



### Change Patterns

The three patterns are changed to three solid colors.

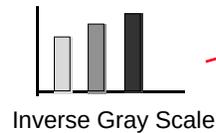
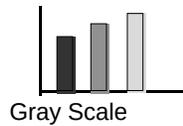
Pictures copied to your presentation, including black-and-white pictures, can be recolored. You can change the black and white to colors, or if the picture contains patterns, you can change each pattern to a color.

1. Select the picture and choose Recolor Picture from the Color menu.
2. Click Change Colors or Change Patterns.
3. In the column labeled To, choose new colors for the patterns or colors in the picture.
4. Click Preview to see how the new colors work.
5. Click OK.

A Hint: To change the colors and patterns, change patterns then repeat the process for colors.

- For more about this topic, refer to [page\(s\) 280-282](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## Printing in Color



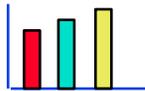
You'll need a color printer in order to create color overhead slides. However, you can print on the LaserWriter so that various gray tones represent the colors. You choose how you want to print the colors from the Print dialog box. Choose Print from the File menu.

- Normal Colors print in color on a color printer. Colors print in black-and-white on any printer that doesn't print in color (and all colors—even white—print black).
- Gray Scale substitutes gray tones for the colors (usually what you want for a LaserWriter).
- Inverse Gray Scale prints lighter grays for darker colors, and darker grays for lighter colors. You usually use this option for printing slides that were originally created for a 35mm presentation.

- For more about this topic, refer to [page\(s\) 226, 297](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## Color on a Monochrome Computer

An object  
in color...



..looks like this on a  
monochrome computer



Presentations that have been created in color can be shown on a monochrome computer, however, each color except the background color will be shown in black. Therefore, if you expect a color presentation to be viewed on a monochrome computer, here are a few hints:

- Always keep the object's fill color the same as the background (which is always shown as white), otherwise the whole object will appear as solid black.
- Use patterns, not colors, to distinguish information such as bar graphs.

- For more about this topic, refer to [page\(s\) 278-279](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## **REFERENCE TABLES**

The reference tables on the next five slides in this presentation are copies of the tables in your PowerPoint user's manual. Having them here on-screen saves you the time of looking for them in the manual.

- For more about this topic, refer to **Chapter 5** in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## Constraint Keys for Rectangles and Ovals

Key	Draw	Resize	Move
Shift	Circles and squares only	Vertical, horizontal or diagonal only	Vertical or horizontal
Option	From center outward	Maintains center	No effect
Shift-Option	Circles and squares only from center outward	Vertical, horizontal, or diagonal only, and maintains center	Vertical and horizontal (same as Shift)

- For more about this topic, refer to [page\(s\) 185-188](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## Constraint Keys for Lines

Key	Draw	Resize	Move
Shift	Vertical, horizontal, and 45° only.	Change length but not angle.	Vertical or horizontal only
Option	From center outward	Both ends outward	No change
Shift-Option	Vertical, horizontal, and 45° only from center outward	from center; change length and angle Both ends outward from center; only along line	Vertical and horizontal (same as Shift)

- For more about this topic, refer to [page\(s\) 189-192](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## Keyboard Equivalents

Key	Menu	Function
⌘ S	File	Save the current presentation
⌘ Q	File	Quit PowerPoint
⌘ Z	Edit	Undo the last action
⌘ X, C, V	Edit	Cut, Copy, Paste the selected text, object, or slide
⌘ A	Edit	Select All
⌘ =, -	Edit	Bring to Front, Send to Back
⌘ N	Edit	Add a new slide to the presentation
⌘ D	View	Return to the current slide in the Slide view
⌘ E	View	Return to the current notes page in the Slide view
⌘ P, B, I, U	Style	Plain, Boldface, italicize, or underline the selected text
⌘ 1(2,3..)	Style	Change the style of selected text to the 1st (2nd, 3rd) listed
⌘ R, L	Text	Indent the selected text to the next indent level to the right, left
⌘ F	Text	Find next instance of word or phrase in Find/Replace dialog box
⌘ G	Draw	Show guides/Hide guides
⌘ Tab		Move to next slide or notes page
⌘ Shift-Tab		Move to previous slide or notes page

- For more about this topic, refer to [page\(s\) 341-342](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## Slide Show Keys

Function	Mouse	Keyboard
Show next slide	Click	Spacebar or N or Up arrow or Right arrow
Show previous slide	⌘ Click	Backspace or P or Down arrow or Left arrow
Show slide <u>number</u>		<u>number</u> Return or <u>number</u> Enter
Show/Hide Arrow pointer		A or = (equals)
Invert Image		I or / (slash)
Black/Unblack screen		B or . (period)
Return to the Slide Show box		⌘ . (Command period) or - (minus) dialog
Start/Stop Automatic Show		S or + (plus)
Write/Unwrite screen		W or , (comma)

- For more about this topic, refer to [page\(s\) 298-300](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## Types of Pasting

What You're Pasting	Where You Are Pasting To	
	Sorter View	Slide View
Slides in their same	Put at the insertion point	All objects are added to the or in front of the selected current slide slide. relative positions.
Objects	Does not apply.	Pasted at their original positions on the new slide if the positions are visible. If the positions are not visible, the objects are pasted to the middle of the window.
Text	Does not apply.	Replaces selected text on the slide.
Picture	Does not apply	Pastes a new object centered in the window.

- For more about this topic, refer to [page\(s\) 301-303](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## TROUBLE-SHOOTING

The remaining slides in this Help Presentation offer assistance if things go wrong or if you need a hint about getting more work out of PowerPoint. For example, one Help slide tells you how to make sure the fonts in your Macintosh System File are the right ones for PowerPoint, while another Help slide gives you hints to make printing go faster.

- For more about this topic, refer to **Chapter 5** in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## **Be Sure You Have the Fonts You Need**

The fonts available to PowerPoint are the ones installed into the System file that you use to start your Macintosh. For instance, if your System file contains the fonts Helvetica and Times, those are the fonts you can use for text on your slides. As long as the Macintosh you are using to print the presentation has those fonts in its System file, there's no problem. But, if you create the presentation on a Macintosh that uses a System file with one set of fonts, and then later want to view the slides or print them on a Macintosh that uses a System file with different fonts, you may get some unexpected results. (The same thing is true for individual sizes of each font.)

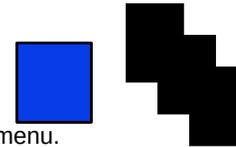
What will happen is this: if a font that you used to create the text is not in the new System file, the Macintosh substitutes a different font. That substituted font may be a slightly different size, and that will make the lines of text different lengths on the slides. Thus, lines of text may be misaligned, or run out of the margins. This problem with fonts occurs with any Macintosh program. A similar problem is that some models of Macintosh handle fonts slightly differently than other models. In any case, however, what you see on the screen is exactly what the Macintosh will print.

How do you solve this problem with fonts? The easiest solution is to always use the same System file for creating, viewing, or printing presentations. You can use the Font/DA mover to add additional fonts and sizes of fonts as needed.

- For more about this topic, refer to [page\(s\) 12-13](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

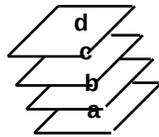
## Covering One Object With Another

Opaque objects can cover other objects like this:



You make an object opaque by drawing it, then choosing Opaque from the Draw menu.

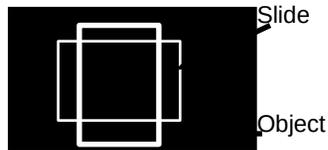
A problem may arise when the object that you want to do the covering is drawn before the object that you want to cover. Objects are “stacked” in the order they’re drawn so that an object on the bottom of the stack can only be covered by one above it.



For instance, if you draw the objects in the order a,b,c,d, then object b can only cover object a, object c can cover a and b, and object d can cover them all. But what if you want b to cover d? Select object b (the one you want to do the covering), and choose Bring to Front from the Edit menu. The selected object is put on top of the stack. (Cutting and pasting an object does the same thing.) To put an object at the bottom of the stack, select it and choose Send to Back from the Edit menu. Being able to change the “stacking order” means that you do not have to keep track of which object to draw first. Filled or shadowed objects are always opaque. The title is always on the bottom.

- For more about this topic, refer to [page\(s\) 195-196](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## Objects Off the Edge of a Slide



If the object is too big,  
choose a small view (33%)  
then crop or resize it.

Objects can extend off the edge of a slide when you:

- Paste From a file containing a large picture-area
- copy and paste a picture to a slide and it is too big
  - change the slide orientation on the Page Setup and some slides are already in the other orientation
  - copy slides from another presentation that has a different format than the receiving presentation.

Because the picture or object is off the slide, its resize handles will not be visible (although you can scroll to see them). The solution is to choose a smaller view (usually 33%) from the View menu. You will then see the edges—including the resize handles—of the large object or picture and can crop or resize it. If it is a picture, you will probably want to crop it (hold down the  $\text{⌘}$  key while dragging the resize handle) to preserve its proportions.

- For more about this topic, refer to [page\(s\) 210-211](#) in your PowerPoint User Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## **Printing**

Sometimes, a LaserWriter or ImageWriter may take a while to print a slide, especially if it contains detailed graphics. To get your presentation printed as quickly as possible:

### LaserWriter

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1. On the Page Setup dialog box, turn off the Smoothing option. When the Smoothing option is turned on, bit-mapped graphics (such as those created by MacPaint or fonts that are installed in your system file but not installed in your printer) will require your printer to do more calculations and will therefore take longer to print.

Also, TURN OFF “Print Bitmaps Faster” for the usual landscape-orientation presentations (this option really makes them print, not faster, but SLOWER!).

2. Large objects print more slowly if they are opaque, or if they contain patterns (but the gray scale patterns—the top four lines on the Pattern menu—don’t have this effect).

### ImageWriter

1. On the Print dialog box, choose the Faster option

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Note: Some application programs state in their manual that they may take a long time to print. If you copy information from one of those programs, print times for your slides will also be long.

- For more about this topic, refer to [page\(s\) 224-227, 296-298](#) in your PowerPoint Manual.
- Choose Title Sorter from the View menu to see the Help list again.

## **Requested Memory under MultiFinder**

The suggested memory size for running PowerPoint 2.0, and the amount that PowerPoint requests under MultiFinder, is 750K. PowerPoint will actually run in less memory for presentations of modest size, especially on a Mac Plus or a Mac SE. For very large presentations, or for working on a number of presentations simultaneously, PowerPoint may require much more memory (and will use as much as it is given). Especially on a 1-Megabyte Mac Plus or Mac SE, the suggested size should be reset.

The application memory under MultiFinder is set by selecting PowerPoint (when it is not running, and on a disk that is write-enabled) and choosing Get Info from MultiFinder's File menu; the Application Memory Size can be typed into the box at the bottom of the window.

- **On a Mac Plus or SE with 1 Megabyte:** (normal) use MultiFinder and set memory in the range of 400K to 500K; (power) to use more than 500K, don't use MultiFinder.
  - **On a Mac Plus or SE with 2 Megabytes:** (normal) use MultiFinder and set memory in the range of 400K to 600K; (power) use MultiFinder and set memory as needed.
  - **On a Mac II with 1 Megabyte:** (normal) don't use MultiFinder; (power) buy more memory.
  - **On a Mac II with 2 Megabytes or more:** (normal) Use MultiFinder and set memory in the range of 500K to 800K; (power) use MultiFinder and set memory as large as needed.
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- Choose Title Sorter from the View menu to see the Help list again.