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Your OneOnOne™ Guide to Better Presentations

WITH POWERPOINT[®]

2000-2003
November 2006

Custom fit your presentation to any audience without re-creating the wheel

by Dianne Sloan

Download: www.oootraining.com/samples/Custom.zip

If you present similar content to various groups, the most effective approach is to tweak or alter the presentation to focus it on the appropriate goal or to gear it towards the target audience. With PowerPoint's Custom Show feature, you already have the functionality in place to construct customized shows without re-creating the wheel.

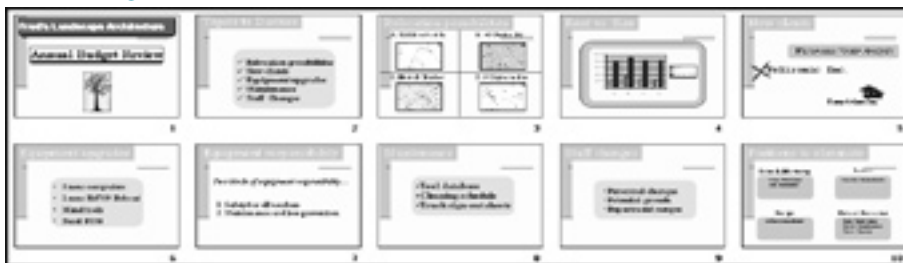
Adapt your show without sacrificing your time

The Custom Show feature allows you to instantly create different secondary presentations from your primary presentation, as shown in **Figure A**. For example, the presentation you share with senior management probably has more information than you'll share with the staff at large, so the latter slide show won't include all of your original slides.

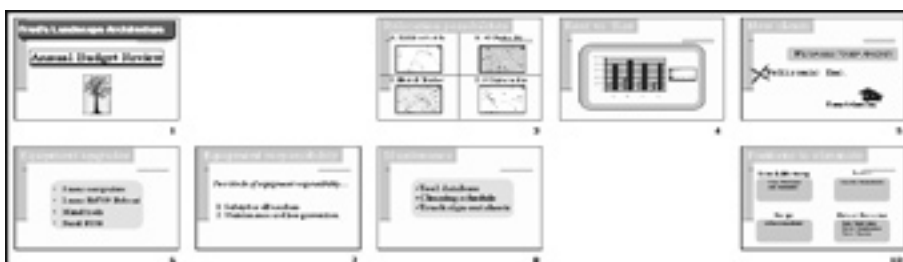
Avoid copy and paste

By using the Custom Shows feature, you can cut out the time you'd normally spend cutting, pasting, moving, and deleting various slides. Additionally, when you make changes to the

Senior Management Show



Staff Show



A: Within a single presentation, you can craft custom shows that include only the slides you designate.

In this issue:

You can find any slide with ease
It's all in the name.....3

Any easy fix for boring slides
Add instant pizzazz with simple—yet stunning—transitions.....4

Is your personal data lurking within PowerPoint?
Share your presentation without risking your privacy.....6

Create a slick soundtrack in 97/2000
You don't need the latest version to sound great8

Don't add more clutter to your slide
2 quick ways to hide the sound icon from view8

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information contained in the main presentation, your custom shows automatically update with the new information.

Skip the storage juggling act

You'll find custom shows especially handy when you worry about disk space. The multiple versions of a presentation use just a bit more disk space than a single presentation. This, of course, makes traveling with multiple presentations much easier.

Construct many shows from just one

You need to first complete your initial presentation, and then you're ready to create your secondary presentations to accommodate more than one audience set. Follow along with your own presentation or download our sample file, [Custom.zip](#), using the URL listed at the beginning of the article.

A heads up: When you create a custom show, you don't delete the slides from the original presentation, but rather hide them during the presentation delivery. Thus, any slide numbers you included in headers and footers remain unchanged when you view them in the custom slide show. Obviously these numbers won't appear consistent to the audience, so we recommend hiding them or deleting them prior to your presentation.

To create your first custom slide show:

1. Open your existing presentation. Our primary, sample presentation, [Senior Management.ppt](#), contains 10 slides.
2. Select Slide Show | Custom Shows from the menu bar to open the Custom Shows dialog box, and then click New to launch the Define Custom Show dialog box. The Slides In Presentation list box lists all of the slides in the primary presentation.
3. Enter a name for your custom slide show in the Slide Show Name text box. We entered Employee Meeting, as shown in [Figure B](#).
4. From the Slides In Presentation list box, click on the slides that you want to include in this custom show. Hold down the [Ctrl] key while clicking on the slides to select more than one at a time. For our example, we selected all the slides except the last two, which discuss staff changes.
5. Click Add to add the selected slides to the Slides In Custom Show list box, as shown in [Figure B](#).
6. Use the up and down arrows to adjust each slides' position in the show, if desired and click OK.

The new custom show now appears in the Custom Shows list box. Now you're ready to proceed with creating additional custom shows, if necessary.

To create additional custom shows:

1. In the Custom Shows dialog box, click the New button.
2. Enter a different name in the Slide Show Name text box (we entered Shareholders' Meeting).
3. Repeat the steps 4 through 6 in the previous section to add the slides you'd like to include in your second custom show.
4. When you've finished, click Close to exit the Custom Shows dialog box.

Modify a custom show in just seconds

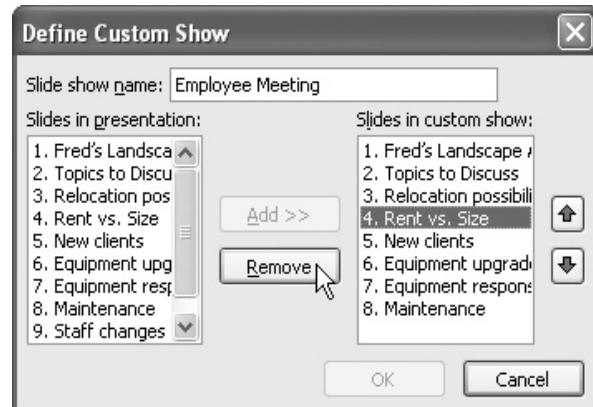
If you decide later that you need to remove or add a slide in a custom show, you can edit it as easily as you created it.

To add or remove slides from a custom show:

1. Select Slide Show | Custom Shows from the menu bar.
2. Select the name of the custom show that you want to edit from the Custom Shows list box and then click the Edit button.
3. In the Slides In Custom Show list box, select a slide to take out of the custom show and click Remove, as shown in [Figure C](#).
4. To add slides, click on those you want to add in the Slides In Presentation list box and click Add. Use the arrow keys to the right of the list box to adjust the slides' order.



B: Add slides from the original presentation to the custom show and save it with a separate name.



C: Remove a slide from a custom show by selecting the slide name from the Slides In Custom Show list box and clicking Remove.

5. When finished, click OK and then click Close.

Deliver your custom show with a mouse click

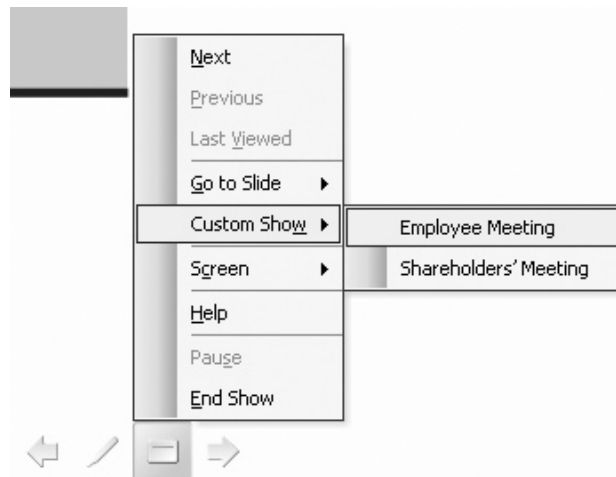
As always, you should test your presentation technique before showtime. Since your custom shows are stored within your primary show, begin by opening the main presentation file (**Senior Management.ppt** to follow along with our example).



D: Access the Custom Shows menu from this button on the lower-left corner of the slideshow.

To run a custom show:

1. Press [F5] to begin the presentation in slideshow format.
2. Move your mouse pointer to the lower-left corner of the presentation window to reveal the navigation buttons.
3. Click the Menu button, as shown in **Figure D**, and select Custom Show from the resulting list.
4. Select the custom show you want to present as shown in **Figure E**.



E: Choose from among the list of all the custom shows in the presentation.

Hot shortcut tip: You can also access the Custom Shows menu by right-clicking on the slide.

The show now runs displaying only the slides you chose to use in your custom show. Use the normal PowerPoint navigation buttons to progress from slide to slide. ■

Don't waste time hunting for a slide! Prep your slides to spot them fast

By now, you probably know the importance of naming your slides—especially if you use the Custom Shows feature we showed you in the article, “Custom fit your presentation to any audience without re-creating the wheel.” As shown in **Figure A**, if you don't clearly name your slides, you waste time and energy trying to figure out which slide you need.

Although slides derive their names from their titles, if you didn't use titles

when creating your slides, there's still hope. You can work around the limitation by adding a hidden title to each slide.

To add a slide name without displaying a title:

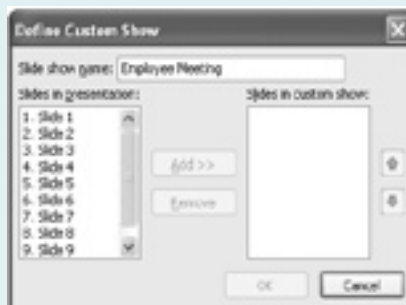
1. Open your presentation, and in Normal view, select all the slides to which you want to add a name.
2. Select Format | Slide Layout to open the Slide Layout task pane.
3. Hover your mouse pointer over the Title

Only layout and click on the down arrow that appears.

4. Choose Apply To Selected Slides from the resulting menu. The change doesn't remove any current content on the slides, but does add title text boxes to your selected slides.

5. Select Slide 1 in the Slides task pane, and enter a name in the title text box.

6. Click and drag the title text box off the slide area so it isn't visible to the audience. Select another slide and repeat steps 5 and 6 until you've named all your slides. ■



A

Instant fix: Liven up your presentation with simple—but stunning—transitions

by Wendy Ross, MA

Download: www.ootraining.com/samples/Transitions.zip

When faced with a boring presentation, you could probably revive it with fancy graphics or colorful effects, but who has the time? Instead of fiddling with your slide's data or searching for relevant graphics, try our instant transition tricks and use motion to grab—and hold—your audience's attention.

To add instant pizzazz to your slide show, we'll:

- Create an AutoShape that impersonates an impressive custom graphic without all the work.
- Utilize PowerPoint's preset animation options to add dramatic flair to a slide's entrance.
- Craft a distinctive animation path to take your slide transition to a whole new level.

If you don't have time to spice up your presentation's content, one way to add emphasis and originality to your presentation is with transitions; but, while PowerPoint's default transitions are adequate, they may not do the trick. Luckily, you can use simple animations to create custom transitions almost instantly and avoid spending hours fiddling with your slide show.

Slide into action

In our sample presentation, we used an AutoShape and motion paths to transition to a new topic. As shown in **Figure A**, our transition initially looks like a curved area sliding onto the screen and finishes by completely covering the slide. PowerPoint doesn't offer this look as a default transition, but you can create it fast! Follow along with your own presentation or download our sample

file, **Transitions.zip**, using the URL listed at the beginning of this article.

To create a custom transition foundation:

1. Create a new blank presentation and add a rectangle AutoShape to cover the slide. Use the color of your choice—it acts as a background for the first slide only.
2. Create an Oval AutoShape that covers the entire slide. Select a color fill, no line, and set the transparency level to 30% so you can see the slide area while completing the design, as shown in **Figure B**.
3. Add other elements to the slide if you wish, such as text and graphics. We added text to our AutoShape.
4. Once you've finished your layout, set the AutoShape's transparency level back to 0%.
5. If necessary, group objects together (other than the original rectangle) so you can animate them as one.

To add the transition animation:

1. Select Slide Show | Custom Animation.
2. Click on the AutoShape to select it and in the Slide Transition pane, select Add Effect | Entrance | More Effects.
3. Select Fly In and click OK.
4. Complete the effect by selecting With Previous from the Start dropdown list, From Right from the Direction dropdown list, and Medium from the Speed dropdown list.

Click the Play button to see your transition in action. To see how our slide transition turned out, view **Transition1.ppt**, available in the Zip file we listed at the beginning of this article.

Step up the customization

If you want to create an even more customized effect, you can use motion paths in 2002/2003 instead of using the Fly In effect.



A: Use animations and AutoShapes to design an attention-grabbing custom transition.

To create a custom transition with motion paths:

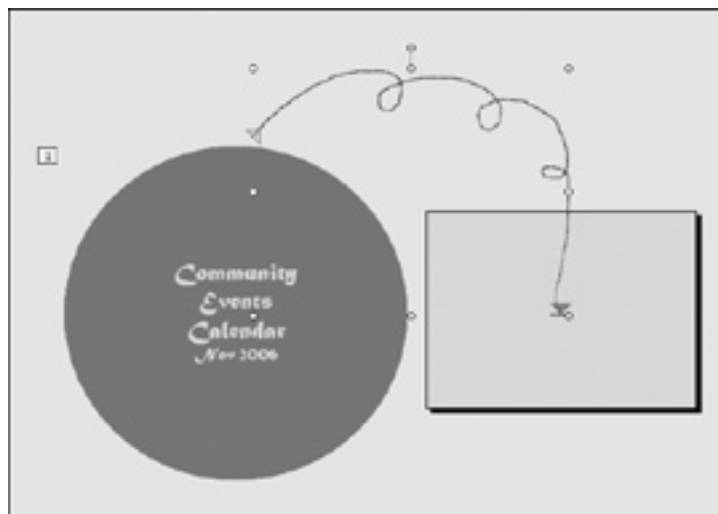
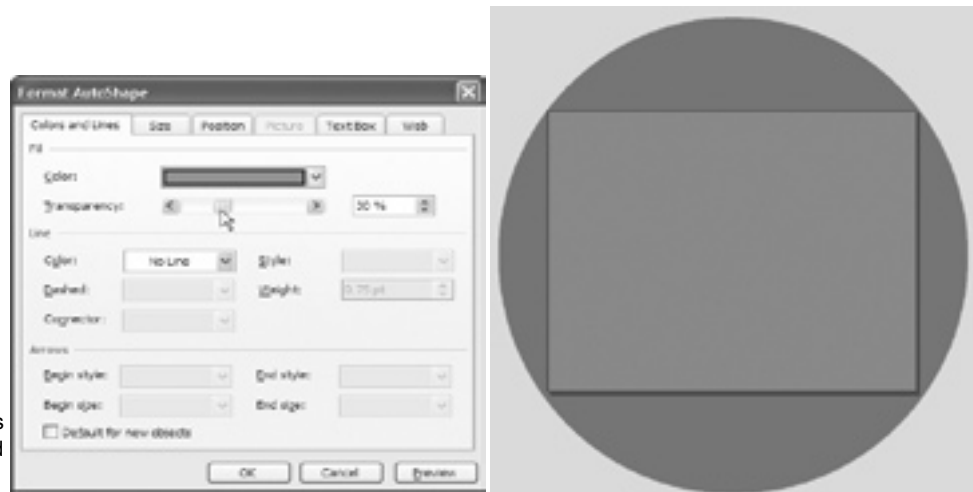
1. View more of your slide by selecting 25% from the Zoom dropdown menu on the Standard toolbar.
2. Drag the transition object off the slide to the right or left and with it still selected, select Slide Show | Custom Animation.
3. In the task pane, select Add Effect | Motion Paths | Draw Custom Path | Scribble.

4. Draw a path on the slide so that the path ends in the center of the slide. Your motion path might look like ours in **Figure C**.
5. Press [F5] to preview your animation. If necessary, reposition your motion path by clicking and dragging on the path's red Stop arrow. The final product should look something like the completed slide in **Figure A**.
6. Finish the effect by selecting With Previous from the Start dropdown list,

Locked from the Path dropdown list, and Medium from the Speed dropdown list.

View the file **Transition2.ppt** from the Zip file listed at the beginning of the article to see our second custom transition in action. ■

B: Make your AutoShape temporarily transparent to help you see the slide's boundaries while you add other elements.



C: Position the motion path so your slide transition illusion completes by covering the original slide

Share your presentation without risking your privacy

by Wendy Ross, MA

Distributing presentations to your audience via email or the web could be a dangerous proposition because personal and company data that someone could extract and exploit is hidden in every presentation. Fortunately, you can use Microsoft's Remove Hidden Data tool to strip out sensitive information before you share your presentation.

To prevent you from revealing sensitive personal or company data in shared presentations, we'll:

- Examine hidden data's nature so you can determine how the add-in will benefit you.
- Configure PowerPoint to remove all sensitive data so your presentations are clean from now on.
- Strip hidden data from an existing presentation to remove all traces of your private records.

As a presenter, you're probably accustomed to being in the public spotlight. But few presenters know that PowerPoint saves private data within slide shows that hackers can use to learn about your company's servers and usernames. And, if you don't take the proper precautions, any client can view your deleted text or comments. Before you share your next presentation online, via email, or on CD, protect yourself and your organization by removing hidden data with the simple add-in shown in **Figure A**.

What's lurking in the shadows?

When you use PowerPoint (or any other Office application), you save information called metadata in every presentation. Essentially, metadata refers to data about other data, such as information about filenames or save dates. PowerPoint stores some metadata in every presentation, but if you use the track changes or comments features, it saves additional sensitive information.

In the case of tracked changes, PowerPoint saves the username of every user who changes the presentation, as well as added or deleted text. A presentation recipient could inadvertently find text you deleted or see the name of a server to which you saved the presentation. For instance, say you changed estimate figures for a sales presentation and then emailed the slideshow to the customer without cleaning up your tracked changes—you might jeopardize the sale.

What you can do?

You can rid your presentations of this hidden data with a Microsoft Office add-in. Microsoft designed the Remove Hidden Data application to permanently remove potentially sensitive data. We've listed the data that the Remove Hidden Data tool removes in **Table A**, along with data it doesn't delete.

To use the add-in, you simply edit your presentation as you normally would and then save it. During the removal process, the add-in prompts

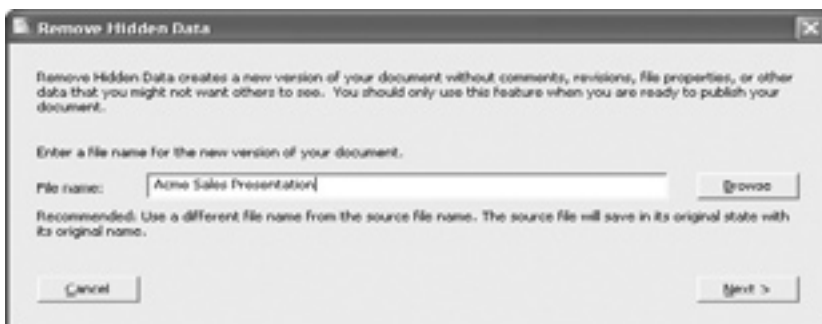
you to choose a new filename so that you don't overwrite your existing presentation. As you'll soon see, the process is simple and fast.

Protect yourself now

Begin by downloading and installing the Remove Hidden Data add-in. To download it, point your browser to www.microsoft.com/downloads/details.aspx?familyid=144E54ED-D43E-42CA-BC7B-5446D34E5360&displaylang=en and follow the instructions to download and install the tool. Once complete, you're ready to configure PowerPoint to run it properly, and test it on a presentation.

To configure PowerPoint for maximum data removal:

1. Select Tools | Options to open the Options dialog box, and then click on the Security tab.
2. Select the Remove Personal Information From File Properties On Save check box, as shown in **Figure B**, and then click on the Macro Security button.
3. Select the Trusted Publishers tab and then select the Trust All Installed Add-Ins And Templates check box to enable the Remove Hidden Data menu option.
4. Select the Trust Access To Visual Basic Project check box if you want the add-in to review macros for hidden, sensitive data.
5. Click OK twice to close the dialog boxes.



A: Use this simple application to remove all the hidden data that could put your personal information at risk.

To remove hidden data:

1. Save your presentation and then select File | Remove Hidden Data to reveal the Remove Hidden Data dialog box.
2. Enter a new name for the presentation in the File Name text box, as shown in [Figure A](#).

Don't lose your links: The add-in prompts you to save your files under a new name, and if you move your save location, be sure to copy all of your presentation's files to the new location as well to keep hyperlinks intact.

3. Click Next. The add-in analyzes the presentation and prompts you to click Finish when complete.

4. Click Finish. The add-in automatically displays a log file, as shown in [Figure C](#), providing details of the removal process.

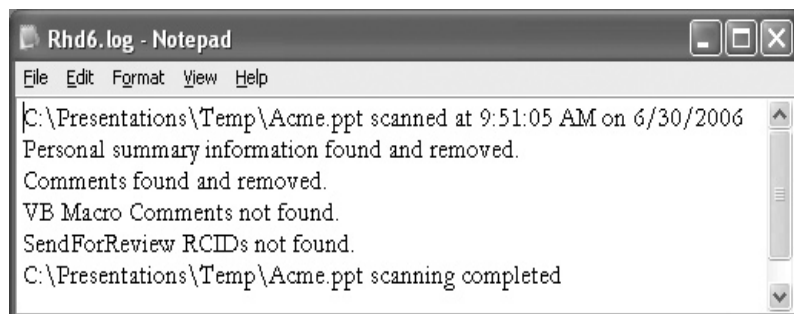
Now that you've prepared your presentation for safe delivery, you can rest assured you've protected yourself and your company from prying eyes. ■

Table A: Information the Remove Hidden Data tool can and can't delete

<i>Data</i>	<i>How it's treated</i>
Comments	Removed
Previous authors and editors	Removed
User name	Removed
Personal summary information	Removed
Revision marks	The tool accepts all revisions specified in the document
Deleted text	Removed
Versions	Removed
VB Macros	The tool removes descriptions and comments from the modules
Document ID number	The tool removes the ID number used to identify your document for the purpose of merging changes back into the original document
Routing slips	Removed
Email headers	Removed
Scenario comments	Removed
Unique identifiers	The tool removes unique identifiers (random numbers generated for third-party access to Office documents) in Office 97 documents
Digitally signed files	The tool doesn't remove any data
Shared workbooks	The tool doesn't remove any data
Protected files	The tool doesn't remove any data, nor does it remove data from files using rights-management permissions



B: To use the Remove Hidden Data add-in and enhance your data protection, use the Options dialog box to configure security settings for PowerPoint.



C: Review the information in the log file to learn what the add-in removed.

Create a slick soundtrack simply in PowerPoint 97/2000

I need to play a single song during a short presentation, but I'm using PowerPoint 97 and the technique in last month's issue didn't work for me when I tried to use an MP3 file. What are my options?

*Ned Camden
Communications Specialist*

If you can't upgrade to the latest and greatest version of PowerPoint, you can still create a soundtrack for your presentation using a single audio file, as we did in the October 2006 article "Make your entire presentation sing with a looped sound file." However, PowerPoint 97 only supports WAV files while PowerPoint 2000 supports MP3, CD-Audio, MID, RMI, AIF, AIFC, AU, WMA, and AFS file types.

To add a song to your presentation:

1. Click on the slide on which you want the music or sounds to start.
2. Select Insert | Movies and Sounds | Sound From File.
3. Navigate to and select the sound file you want to use, and then click OK.

4. In the dialog box that appears, click Yes or Automatically to play the sound when the slide appears.

Hide that icon: If you don't want the sound icon to appear in your finished presentation, check out the article "2 ways to hide the sound icon from view" in this issue.

To loop a song throughout a slide show in 97 and 2000:

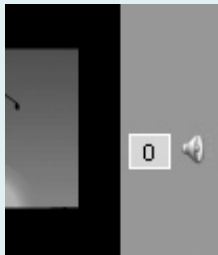
1. Right-click on the sound icon that appears on your slide and select Custom Animation.
2. Make sure your sound object is selected and click on the Multimedia Settings tab.

3. Select the Play Using Animation Order check box, and select the Continue Slide Show option.
4. Under Stop Playing, specify the number of slides in your entire slide show and click OK.
5. Click the More Options button, and select the Loop Until Stopped check box.
6. Select the Timing tab. To play automatically, set the timing to Start After Previous with a 0 second delay. Close the open dialog box.

Don't forget to place your music file in the same folder as your presentation. Except for WAV files, PowerPoint merely creates a hyperlink to your sound files, rather than embedding them. ■

2 ways to hide the sound icon from view

Once you insert a sound file, there's another icon on the slide to clutter up an otherwise streamlined vision. Rather than struggle to find a good location for the icon that represents the automatically playing sound file, get it off your slide with one of two simple methods.



Method 1: Drag and drop

You can easily remove the sound icon from your

audience's view by dragging the icon off the slide design area into the gray area, as shown in **Figure A**. While still associated with the slide, the sound icon doesn't display on the slide in any view.

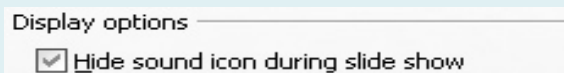
Method 2: Select hide (2003)

With PowerPoint 2003, you can hide the sound icon while in slideshow mode but allow it to remain in other views. Use this feature when you want

to see the icon while you're editing, but don't want the excess clutter during delivery. You can access the Hide Sound Icon During Slide Show check box shown in **Figure B** in two ways:

- Right-click on the sound icon and choose Edit Sound Object. The check box is in the Sound Options dialog box.
- In the Custom Animation task pane, select Effect Options from the drop-down list and then click the Sound

Settings tab to reveal the check box. ■



B