

# **POWERPOINT — THE NEXT LEVEL: *INTEGRATED AUDIO & VIDEO FILES***

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Caitlain Devereaux Lewis (cdlewis@alum.rpi.edu)  
Summer Educational Institute, James Madison University

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## I. SESSION OVERVIEW

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### **Goals**

- Expose participants to some of the advanced features available in PowerPoint, including the integration of multimedia files
- Provide a roadmap for finding and using these features
  
- Many of these features are available in Impress (OpenOffice), Key Note (Apple iWork), and other presentation applications

### **Basic Guidance for PowerPoint**

- Though we are moving to the next level of PowerPoint, the basic rules for layout and formatting still hold
- For some basic principles for efficiently and effectively communicating information with PowerPoint, including guidelines for format and design, refer to the document entitled *PowerPoint Presentations On Point* listed in the Additional Resources section
  
- We will be working with PowerPoint 2007 (PC), but I have provided the commands for previous versions

<b>Microsoft Office Version</b>	<b>Microsoft PowerPoint Version</b>	<b>Macintosh Equivalent</b>
Office 2007***	PowerPoint 2007 ***	PowerPoint 2008***
Office 2003	PowerPoint 2003	PowerPoint 2004
Office XP	PowerPoint 2002	PowerPoint X PowerPoint 2001
Office 2000	PowerPoint 2000 (very similar to PowerPoint 97)	No Mac equivalent, but PowerPoint 98 (Mac) is basically the same
<i>*** Major changes introduced here</i>		
<i>Detailed information about the differences between each version, as well as equivalency information for older versions, can be found at <a href="http://pptfaq.com/FAQ00281.htm">http://pptfaq.com/FAQ00281.htm</a></i>		

## II. WORKING WITH IMAGES

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For step-by-step instructions on how to build image-based PowerPoint presentations, please see Eileen Fry's *Introduction to Creating Effective Image PowerPoint Presentations* listed in the Additional Resources section

### ***Preparing Images for PowerPoint***

- Perform all image processing (cropping, color correction, resizing, etc.) outside of PowerPoint—this should be part of the imaging workflow
- Part of your imaging workflow will include resizing images for different uses such as projection
- Images used in PowerPoint should match the dimensions of the projected space  
*For example, XGA projectors have 1024 pixels on the long side, so a horizontal image should have 1024 pixels on the long side if it is to be displayed full-screen*

Projector Type	Pixel Dimensions	Aspect Ratio
SVGA	800 x 600	Standard (4:3)
XGA	1024 x 768	Standard (4:3)
SXGA	1280 x 1024	Standard (4:3)
UXGA	1600 x 1200	Standard (4:3)
WVGA	854 x 480	Widescreen (16:9)
WSVGA	1024 x 576	Widescreen (16:9)
WXGA	1280 x 720	Widescreen (16:9)
WUXGA (Full HD)	1920 x 1200	Widescreen (16:9)

- Images intended for use in PowerPoint should be saved as JPEG files

### ***Importing Images***

- Basic procedure for inserting an image:



- In PowerPoint 2002 or later, multiple images can be selected, BUT they will all be inserted onto the current slide
- After images are selected, always press "Insert" instead of "Link to File"
- If you do not insert images, a link to an external file is created and the path to the image must be maintained (all images must be stored with the presentation)
- If you are using images from another source (a webpage, another PowerPoint, etc.) do not simply copy and paste
- When an image is pasted into PowerPoint, extraneous data is pasted along with the image which increases the size of the PowerPoint file
- Download the full-size file and insert it as above to avoid inadvertently pasting a link

### **Batch Loading Images**

- To insert multiple images onto multiple slides at once, you can create a “Photo Album”

#### **Insert → Photo Album**

*Prior Versions:*

*PowerPoint 2002 or later: **Insert → Picture → New Photo Album***

*Versions prior to PowerPoint 2000 require the free*

*Microsoft Photo Album Add-In available at*

*<http://office.microsoft.com/downloads/2000/album.aspx>*

### **Additional Image Tools**

- Additional Add-In tools are available for handling images (refer to the Add-Ins list in the Additional Resource section)
- These offer more control and flexibility when working with images in PowerPoint
- *InsertPicture* (for Mac) offers fast importing of images from many sources
- *Image Importer Wizard* (for Windows) allows the insertion of multiple images onto presentation slides using user-defined templates

### III. WORKING WITH MULTIMEDIA

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#### **Importing Audio/Video Materials**

- Video files do not become part of the PowerPoint file, they are always linked—to avoid linking issues, keep video files in the same folder as the PowerPoint presentation
- Remember to copy both the presentation and the video files onto CDs, thumb drives, etc.
- Importing video files into PowerPoint is not always the best method to play videos: only short video clips that support your presentation should be integrated into PowerPoint
- By default, PowerPoint links to audio files that are greater than 100 kilobytes

#### **Insert Method**

- To insert a video file into a PowerPoint presentation:

**Insert → Movie**  
Browse and select the video file to insert  
Click **OK**  
Chose whether the video starts immediately when the slide loads or when it is clicked  
*Prior Versions:*  
**Insert → Movies and Sounds → Movie from File...**

- To insert an audio file into a PowerPoint presentation

**Insert → Sound**  
Browse and select the audio file to insert  
Click **OK**  
Chose whether the audio starts immediately when the slide loads or when it is clicked  
This will place a sound icon on the slide (can be moved off the slide)  
*Prior Versions:*  
**Insert → Movies and Sounds → Sound from File...**

#### **Hyperlink Method**

- Hyperlinks to videos can be created so that videos open in a player outside of PowerPoint
- When the link on the slide is clicked, the video launches in the default player for that video type (QuickTime Player, Windows Media Player, etc.)
- The hyperlink method can also be used to launch webpages (it may take a moment or two for the browser to launch and the webpage to load)

Highlight or Select the text or object to be linked  
**Insert → Hyperlink**  
Click the folder icon on the top-right corner to browse for the file  
Select the video file that your presentation slide should launch  
Click **OK**  
*Prior Versions:*  
**Insert → Hyperlink**  
**Select "Browse for File"**  
**Select the video file that your presentation slide should launch**  
**Click OK**

### Embedding Audio Files

- PowerPoint can be adjusted to embed sound files of a certain file size instead of linking
- This must be adjusted BEFORE any audio files are inserted into PowerPoint
- Embedded audio files will cause an increase in the size of the PowerPoint file, but linking issues can be avoided

**Office Button → PowerPoint Options → Advanced**  
 Under **Save**, increase the value next to "**Link sounds with file size greater than**" to accommodate the size of the audio files to be embedded (i.e. if you set the value to 5000 kb, sound files up to 5 mb will be embedded into your presentation)  
 Click **OK**

*Prior Versions:*  
**Tools → Options → General**  
 Increase the value next to "Link sounds with file size greater than" to accommodate the size of the audio files to be embedded  
 Click **OK**

### Audio/Video File Formats

- Some file formats are proprietary and require a specific program be installed on your computer (i.e. QuickTime (.mov) movies will only play if QuickTime is installed)
- To maximize compatibility, non-proprietary file formats are recommended because they can be opened in a variety of software environments
- **The best format to insert into PowerPoint presentations is MPEG files**
- **The same holds true for audio files—the best choice is .mp3 files**
- Windows Media Files (.wmv) can also be inserted into Windows PowerPoint, but they will not play back in Macintosh PowerPoint
- You cannot insert a QuickTime movie (.mov) into Windows PowerPoint

Proprietary File Formats for Audio/Video		
File Type	Extension	Description
Microsoft	.avi, .wvm	Windows Media formats for download or streaming include Audio Video Interleave (.avi) and Windows Media Video (.wvm)
QuickTime	.mov	Native Macintosh file system; can be streamed or downloaded
Real Video	.rm, .rv	Streaming video architecture; can be encoded to support a range of bandwidths
Non-Proprietary File Formats for Audio/Video		
File Type	Extension	Description
MPEG-1	.mpg, .mpeg	VHS quality; file size is approximately 10 MB per minute; most widely used format, therefore most video players can display
MPEG-2	.mpg, .mpeg	DVD quality; file size is larger at approximately 25-40 MB per minute
MPEG-3 (MP3)	.mp3	CD Quality audio format; supported by most players
MPEG-4	.mp4	Smallest MPEG video format with a corresponding loss of quality; file size is approximately 3-5 MB per minute

- The hyperlinking method above can be used if a file is not in the proper format  
*For example, you can link to a QuickTime movie (.mov) from a Windows PowerPoint presentation, but QuickTime must be installed on the computer. Similarly, hyperlinked Windows Media files (.wmv) work in a Macintosh PowerPoint presentation, but a compatible Windows Media Player must be installed on the computer.*

### ***Using Flash Files in PowerPoint***

- Flash files can also be imported into PowerPoint, but the process is a bit more involved
- Be aware that if Flash files are embedded into a presentation, a Flash player must be installed on the computer that will be used for the presentation
- Here are step-by-step instructions for inserting Flash files. They require some familiarity with PowerPoint developer controls:

#### ***How to Insert Flash into PowerPoint 2007***

<http://www.actionscript.org/resources/articles/672/1/How-to-insert-Flash-into-PowerPoint-2007/>

#### ***How to Insert Flash into Previous PowerPoint Versions***

[http://www.brainybetty.com/HowtoInsertFlashinPPT.viewlet/HowtoInsertFlashinPPT\\_launcher.html](http://www.brainybetty.com/HowtoInsertFlashinPPT.viewlet/HowtoInsertFlashinPPT_launcher.html)

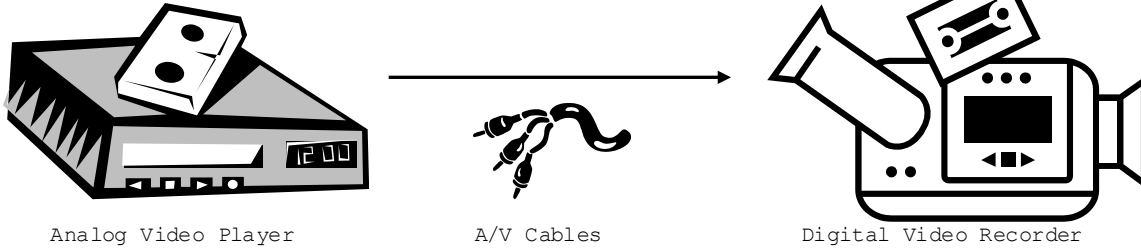
### ***Sources of Audio/Video – Digitizing an Analog Source***

- Below are the basic methods for digitizing analog sources (VHS, cassette tapes, etc.)
- Ensure that your final product is in an appropriate digital file format for PowerPoint, preferably MPEG

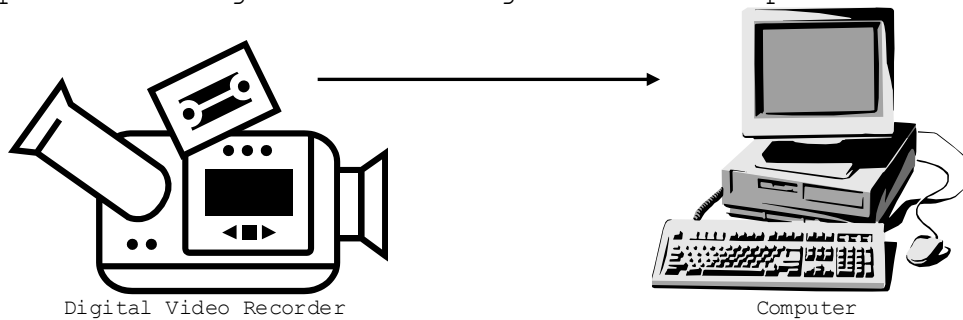
## Digitizing Analog Video

### Method 1 — Using a Digital Camera:

1. Connect the analog video player (i.e. VCR) to a digital video camera/recorder using A/V cables
2. Play the video on the analog player while recording on the digital recorder

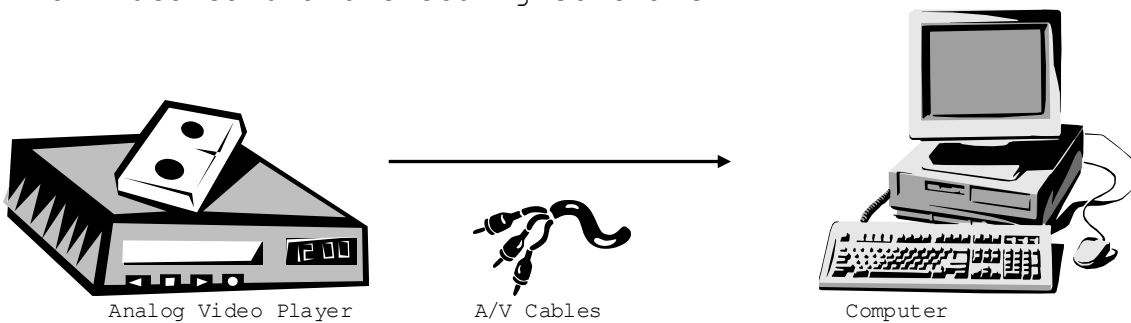


3. Upload the digital recording onto the computer



### Method 2 — Using a Video Card Directly:

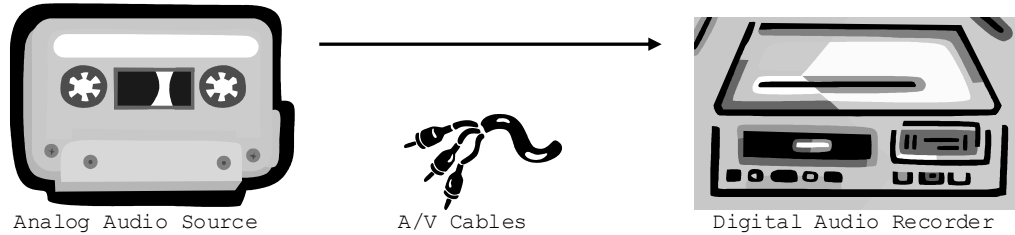
1. Connect the analog player directly to the computer using a video card and encoding software



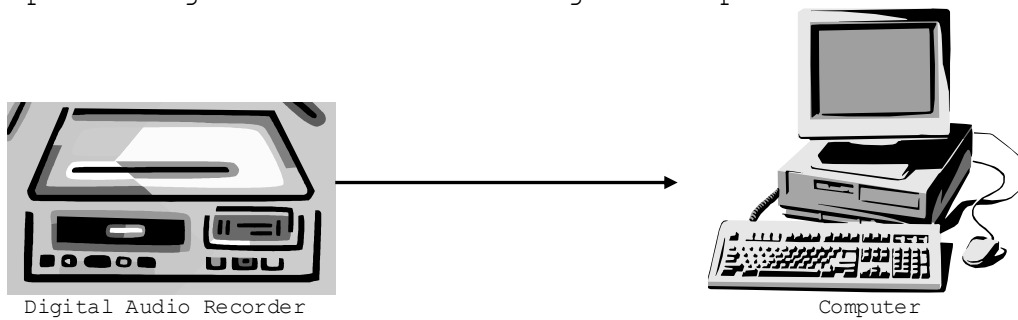
## Digitizing Analog Audio

### **Method 1 — Using a Digital Audio Recorder:**

1. Connect the analog audio player (i.e. tape deck) to a digital audio recorder using A/V cables
2. Play the audio source on the analog player while recording on the digital recorder

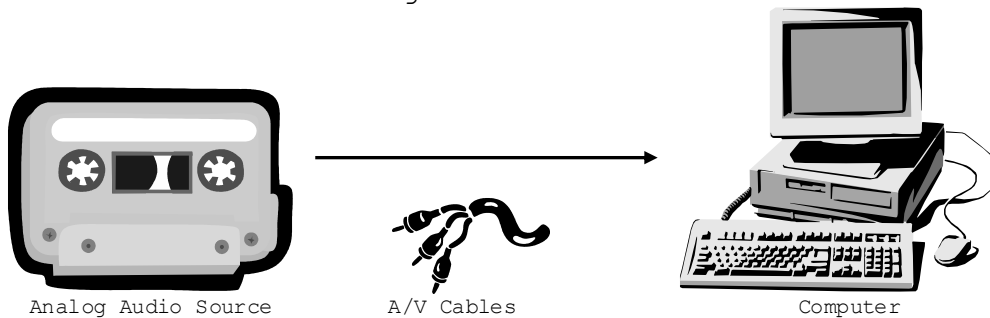


3. Upload digital audio recording to computer



### **Method 2 — Using an Audio Card Directly:**

1. Plug the analog player directly into the computer using an audio card and encoding software



### ***Sources of Audio/Video – Web-Based Repositories of Multimedia for Teaching***

- Please see the list in the Additional Resources section of web-based collections that provide access to various multimedia resources, including audio files, moving images, and presentations
- These objects can be downloaded to embed into PowerPoint or can be hyperlinked from PowerPoint

### ***What about Google and YouTube Videos?***

- A special utility, such as <http://vixy.net>, is required to capture videos from Google Video or YouTube, and convert them to a specified file format such as MPEG
- These utilities allow you to save files from Google Video or YouTube to your desktop so that they can be inserted into your PowerPoint presentations
- This raises copyright concerns, so I recommend consulting with your institution's copyright warden
- To be safe, link to Google Video or YouTube from presentations, and play the materials within the original Web environment
- If a video is clearly free of copyright restrictions, instructions on how to capture it can be found here: <http://www.agentjim.com/MVP/YouTubeAndGoogle.htm>

## IV. PRESENTATION & PROJECTION ISSUES

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### **Compression & File Size Management**

- The size of a PowerPoint file increases in proportion to the number of embedded audio files and the number of images it contains
- Must strike a balance between the file size and the quality of the images—make sure that images are not oversized for projected (refer to the projector resolution chart above)
- Make sure that all images are edited outside of PowerPoint because changes made in PowerPoint are saved as data (for example, when you crop an image in PowerPoint, it retains all of the cropped areas of images)
- Starting with PowerPoint 2002, the ability to compress all of the images in a presentation was introduced
- This function also removes extraneous data
- This function will decrease the quality of your images, but can be used to reduce the file size of your presentation if you need to post it to Blackboard/Sakai or to the Web
- If you use this option, always save the compressed version as a separate file and retain an original uncompressed presentation
- To compress a PowerPoint presentation:

Click the **Save** button (or go **Office Button** → **Save**)  
Click the **Tools** drop down menu located in the lower left corner  
Select "**Compress Pictures**"  
Click "**Options**"  
Check "**Automatically perform basic compression on save**"  
Check "**Delete cropped areas of pictures**"  
Click **OK**

*Prior Versions:*

*Click **File** → **Save As***

*Click the **Tools** drop down menu*

*Select "**Compress Pictures**"*

*Select "**All Pictures in document**"*

*Select "**Compress pictures**" and "**Delete cropped areas of pictures**"*

*Click **OK***

- Add-Ins are available to help compress and optimize your presentation, such as the PPTools Optimizer available at <http://www.pptools.com/optimizer/index.html>
- This tool creates copies of presentations that are sized for specific needs and removed of extraneous data

### **Packaging your Presentation & Using PowerPoint Viewer**

- PowerPoint can “package” your presentation to save on a CD, a thumbdrive, or a network drive (this solution replaces the “Pack and Go” wizard that was part of previous versions)
- Process ensures that all necessary external files (such as videos) are saved in one folder which can be burned to CD or saved on a drive
- By default, this process also saves the *PowerPoint Viewer* with presentations
- *PowerPoint Viewer* allows presentations to be shown on computers that do not have PowerPoint installed

#### **Office Button → Publish → Package for CD**

A list of files to be included will appear, but click “**Add Files...**” to select additional files

To save the presentation files to a CD, click “**Copy to CD**”

To save the presentation in a folder to move onto a network drive or thumb drive, click “**Copy to Folder...**”

*Prior Versions:*

*File → Package for CD...*

*Versions prior to PowerPoint 2003:*

*File → Pack and Go...*

### **Embedding Fonts with Your Presentation**

- To ensure that fonts are saved with a presentation:

Click the **Save** button (or go **Office Button → Save**)

Click the **Tools** drop down menu located in the lower left corner

Select “**Save Options...**”

Ensure that “**Embed fonts in the file**” is selected

Click **OK**

*Prior Versions*

*Click File → Save As*

*Click the Tools drop down menu*

*Ensure that “Embed fonts in the file” is selected*

*Click OK*

- Some PowerPoint Presentations are saved as “.pps” files
- These are PowerPoint Shows—they always open in Slide Show view automatically
- To create a PowerPoint Show file:

**Office Button → Save As → PowerPoint Show**

## Posting Presentations to the Web

- PowerPoint presentations can be posted to the Web in two ways:
  1. Simply upload the PowerPoint file to your web space and the address will be:  
http://www.institution.edu/mywebpace/mypresentation.ppt  
*When this address is typed into any browser, the file will be downloaded and will open in PowerPoint (this will only work if the destination computer has PowerPoint installed). This method does not work if there are additional files external to the presentations, such as videos.*
  2. Presentations can also be saved as webpages. These can then be uploaded as a standard web page and can be accessed on any computer (PowerPoint does not need to be installed). When you do this, there will be a main web file and a folder that contains the additional assets for the presentations (images, etc). **It is important that these two components are uploaded together.**

### Office Button → Save As

Select "**Web Page**" from the "**Save as Type**" drop down menu

To give the web page a title, click "**Change title...**"

Click "**Publish...**" and make sure that "**Complete presentation**" is selected

*Prior Versions*

*File → Save as Web Page...*

## Dual Screen Projection

- To display a presentation on two screens in two different views (for example, one monitor displays notes, while a PowerPoint presentation is projected on a screen), Dual Monitor Mode is used
- In PowerPoint 2007, this can be setup by using **Presenter View** which allows you to project the full-screen presentation onto one monitor while viewing the **Speaker View** on another

### Slide Show → Click **Presenter View** in the **Monitors** section

Select the screen resolution to use for the full-screen presentation

*Previously, a computer had to be configured to recognize two monitors using the system's "Display Properties" outside of PowerPoint. To configure your computer, go to the **Control Panel** in the **Start Menu** and click on **Display**. On the **Settings** tab, you can select the dual monitor mode and adjust how your desktop is displayed.*

*Then in PowerPoint, go to*

***Slide Show → Set Up Show***

*In the "**Show on**" list, select the monitor the slide show should appear on*

## **Side-by-Side Projection**

➤ There are three (or more) ways to present two images side-by-side

1. *The Obvious, Simple Solution*

Simply insert two images per slide and resize them to fit on one slide

*This simple solution is desirable because only one PowerPoint presentation and only one digital projector are necessary. However, each image is only half as large as usual.*

2. *The Less Obvious, Simple Solution*

Similar to the first method, a single PowerPoint presentation is created, but in widescreen mode. This offers more space to work with images. The widescreen presentation can be projected onto two normal square screens with just a little space in the middle.

*Only one PowerPoint presentation and only one digital projector are needed, however you must test extensively until the spacing is correct.*

3. *The More Elegant, More Complicated Solution*

Two digital projectors can be run off of one computer if a multiple display/dual video card is installed (these costs between \$200-\$250). Two PowerPoint presentations must be prepared and projected using separate digital projectors on two small screens or one large screen.

*It can be difficult to control the two PowerPoint presentations, however there is an Add-In which costs about \$100 that will allow you to run different presentations on different monitors or projectors. It is called OfficeOne PowerShow 6.8 and is available at:*

*<http://officeone.mvps.org/powershow/powershow.html>*

### **Compatibility Issues**

- If possible, always test a presentation on the destination computer and projector
- If this is not possible, determine the configuration (platform and PowerPoint version) of the presentation computer and test your presentation under those conditions

### **Issues Related to Platform (Macintosh and PC) Differences**

- There are a number of differences when a presentation is moved between platforms
- In general, the following guidelines should be followed:
  - ✓ Always name your files carefully. Do not use spaces or punctuation marks. Keep your file names simple.
  - ✓ If you create images on a Macintosh, make sure you do not create QuickTime-compressed images. These will not work on a PC.
  - ✓ Remember to stick to non-proprietary file formats. QuickTime movies seldom work on PCs, so use MPEG files instead.
  - ✓ Be sure that your images are embedded, not linked. Links to images will inevitably break when you move from platform to platform
  - ✓ Fonts differ between the two platforms. Make sure that you embed your fonts into your presentation, but realize that font substitution and slight differences in text rendering may occur. If text is squeezed too tightly into text boxes, it may get truncated.
- For a more complete discussion of these issues go to <http://pptfaq.com/FAQ00281.htm>.

### **Issues Related to PowerPoint Version Differences**

- There are many resources that document the differences between the various PowerPoint versions, including <http://www.wiseowl.co.uk/ms-training-version/training-microsoft-powerpoint.htm> which contains links to graphical presentations of the changes in PowerPoint 2000, PowerPoint XP, PowerPoint 2003, PowerPoint 2007
- As noted, PowerPoint 2007 is vastly different from all of the previous versions
- This includes the file extension which is now .pptx by default
- If you are unsure if the destination computer has been upgraded to PowerPoint 2007, save your file as a .ppt file:

**Office Button → Save As...**

Select **"PowerPoint Presentation 97-2003"** under "Save as Type"

- The main authority on finding new commands in PowerPoint 2007 is the Microsoft Office website-- the page entitled *Interactive: PowerPoint 2003 to PowerPoint 2007 Command Reference Guide* located at <http://office.microsoft.com/en-us/help/HA101490761033.aspx> contains interactive demos, downloadable guides, links to articles on specific topics, and a wealth of tips
- The *Office PowerPoint 2007 Ribbon Mapping Workbook* is an Excel workbook that translates the various commands in previous versions to PowerPoint 2007. It is available at <http://office.microsoft.com/en-us/powerpoint/HA100666231033.aspx>. Scroll all the way down the page to *New Locations of Familiar Commands*. Click on the link for the *Ribbon Mapping Workbook*.

### ***Preparing for Widescreen***

- Until recently, most presentations were projected with the standard 4:3 aspect ratio
- Institutions are now installing widescreen format projectors with an aspect ratio of 16:9
- Moving to widescreen can be desirable: there will be more room for images and side-by-side comparisons can be satisfactorily achieved on one slide
- It is not difficult to create PowerPoint presentations for widescreen projection--it is simply a matter of resizing the slides to the new aspect ratio
- **This must be done BEFORE any content is added to the presentation. If slides are resized after images are added, they will be distorted!**

#### **Design → Page Setup**

Under "**Slides sized for**" select "**On-screen Show (16:9)**"

This changes the dimensions of the slides

*Prior Versions:*

**File → Page Setup**

Chose "**Custom**" next to "**Slides sized for:**"

Change **Width** to 10 inches

Change **Height** to 5.63 inches

## V. OTHER USEFUL TOOLS

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### ***Creating a Self-Running Presentation***

- Presentations that run by themselves are useful for poster presentations and the like
- They can be silent or narrated
- To record a narration, your computer must be equipped with a sound card, microphone, and speakers
- Commands for recording a narration are located in the **"Slide Show"** tab under **"Set Up"**
- To program a presentation to run continuously, set the slides to advance automatically:

**Animations → Advance Slide**

Select **"Automatically after"** and set an appropriate time

Select **"Apply to All"**

Then run the presentation in kiosk mode:

**Slide Show → Set Up Show**

Under **Show Type**, select **"Browsed at a kiosk (full screen)"**

For more information, see:

<http://office.microsoft.com/en-us/powerpoint/HA010348171033.aspx>

### ***Store, Share, and Reuse Slides using "Slide Library"***

- PowerPoint 2007 allows slides to be published to a "Slide Library"
- Using Slide Library, you can store slides in a shared, central location for others to access, track and review changes to slides, locate the latest version of a slide, and add slides from the Slide Library to your presentation
- To use Slide Library, your computer must be running Microsoft Office PowerPoint 2007 and it must be connected to a server running Microsoft Office SharePoint Server 2007
- For more information, see:  
<http://office.microsoft.com/en-us/powerpoint/HA012261671033.aspx>

## Keyboard Shortcuts

<b>Keyboard Shortcuts for PowerPoint</b>	
<i>(Many are the same for Macs, simply use the command key instead of CTRL)</i>	
Insert a new slide	CTRL+M
Make a duplicate of the current slide	CTRL+D
Start a slide show	F5
Promote a paragraph	ALT+SHIFT+LEFT ARROW
Demote a paragraph	ALT+SHIFT+RIGHT ARROW
Apply subscript formatting	CTRL+EQUAL SIGN (=)
Apply superscript formatting	CTRL+PLUS SIGN (+)
Open the Font dialog box	CTRL+T
Repeat your last action	F4 or CTRL+Y
Find	CTRL+F
View guides	CTRL+G
Delete a word	CTRL+BACKSPACE
Capitalize	SHIFT+F3
Bold	CTRL+B
Italicize	CTRL+I
Insert a hyperlink	CTRL+K
Select all	CTRL+A
Copy	CTRL+C
Paste	CTRL+V
Undo	CTRL+Z
Save	CTRL+S
Print	CTRL+P
Open	CTRL+O
<i>For a full list of keyboard shortcuts for PowerPoint, go to <a href="http://www.bitbetter.com/powerkeys.htm">http://www.bitbetter.com/powerkeys.htm</a></i>	

### **PowerPoint Presenters**

- PowerPoint presenters are laser pointers that can control PowerPoint presentations
- They work using a receiver connected to a USB port
- There are two types:

*Beta Electronics makes a pen-shaped laser pointer that also controls PowerPoint:  
<http://www.betalaser.com/powerpoint.htm>*

*Targus makes a Wireless Presenter with Laser Pointer that is more like a remote control  
(available from Amazon)*

## VI. ADDITIONAL POWERPOINT RESOURCES

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### *Major Resources*

- **Microsoft Office PowerPoint Page**  
<http://office.microsoft.com/powerpoint>  
Microsoft's main PowerPoint website. Offers training, tutorials, demos, templates, webcasts and more.
- **Mactopia PowerPoint Page**  
<http://www.microsoft.com/mac/> (click on "PowerPoint")  
Microsoft's main PowerPoint for Macintosh website. Offers help, how-to's, and downloads.
- **123PPT.com's PowerPoint Tips and Tricks**  
<http://www.123ppt.com/powerpoint-tutorials/>  
A well-designed, easy-to-use site that offers PowerPoint tips, techniques, and brief tutorials. Topics include PowerPoint & Graphics, PowerPoint & Sound, and PowerPoint & Video.
- **About.com's Presentation Software Section by Wendy Russell**  
<http://presentationsoft.about.com/>  
Offers easy-to-follow, step-by-step instructions for accomplishing elementary to advanced functions in PowerPoint. Fully updated for PowerPoint 2007, but instructions for previous versions are still maintained. Includes a PowerPoint 101 course.
- **Indezine by Geetesh Bajaj**  
<http://www.indezine.com/>  
A huge PowerPoint resource with a search utility. Includes an active blog and help on a large number of topics. Special sections for PowerPoint and Flash, review of PowerPoint Books, and PowerPoint templates.
- **Macintosh PowerPoint Page by Jim Gordon**  
<http://www.agentjim.com/MVP/PowerPoint/PPTHome.html>  
Site specifically for users of Macintosh PowerPoint. Contains how-to articles and several useful Add-Ins.
- **OnPPT.com**  
<http://www.onppt.com/>  
A great resource for assistance on more advanced topics such as playing music in HTML presentations, using PowerPoint in dual monitor/projector mode, creating PowerPoint animations, etc.
- **PowerPoint FAQ**  
<http://www.pptfaq.com/index.html>  
This is the main PowerPoint FAQ page, covering every imaginable topic. Questions are organized by broad topic such as working with sound and movies, distributing and delivering presentations, video projectors and dual monitors, and animation.

- **PowerPoint Heaven**  
<http://pptheaven.mvps.org/>  
An amazing website showcasing advanced uses of PowerPoint. Mainly an entertainment portal for PowerPoint animations, games, artworks, and animation, but also provides templates and tutorials.
- **Presentation Helper**  
<http://www.presentationhelper.co.uk>  
A wealth of information about every stage of developing and delivering a presentation. Offers templates, delivery advice, a great tips-and-tricks section, and a helpful forum.

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### **General Instructions & Tutorials**

- **Introduction to Creating Effective Image PowerPoint Presentations by Eileen Fry**  
<http://arch.ced.berkeley.edu/resources/avrl/present.html> (click on "Eileen's Image PowerPoint")  
Provides step-by-step instructions for creating image-based PowerPoint presentations using screenshots.
- **PowerPoint in the Classroom Tutorial for PowerPoint 2007 by ACT360° Media Ltd.**  
<http://www.actden.com/pp2007/>  
Illustrated, fun, step-by-step guide to using PowerPoint 2007. Especially good for students.
- **PowerPoint in the Classroom Tutorial for PowerPoint 2003 by ACT360° Media Ltd.**  
<http://www.actden.com/pp2003/>  
Illustrated, fun, step-by-step guide to using PowerPoint 2003. Especially good for students.
- **PowerPoint Presentations On Point: General Guidelines for PowerPoint Presentation Writing, Design, Text, Graphics and Color by North Carolina A&T State University**  
<http://www.ag.ncat.edu/communications/ontheppoint.pdf>  
A concise PDF document that outlines the basic principles for efficiently and effectively communicating information with PowerPoint, including guidelines for format and design. Especially useful for students.

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### **Topic-Specific Instructions**

- **How to Insert Flash into PowerPoint 2007**  
<http://www.actionscript.org/resources/articles/672/1/How-to-insert-Flash-into-PowerPoint-2007/>
- **How to Insert Flash into PowerPoint (Prior Versions)**  
[http://www.brainybetty.com/HowtoInsertFlashinPPT.viewlet/HowtoInsertFlashinPPT\\_launcher.html](http://www.brainybetty.com/HowtoInsertFlashinPPT.viewlet/HowtoInsertFlashinPPT_launcher.html)
- **PowerPoint Tips and Tricks for Working with Sound in PowerPoint**  
<http://www.123ppt.com/powerpoint-tutorials/powerpoint-tips-sound-music.asp>

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## **PowerPoint Add-Ins**

Add-Ins are small programs that attach to PowerPoint to expand its functionality and enhance its features.

- **Image Importer Wizard (for PCs)**  
<http://skp.mvps.org/iiv.htm>  
Allows the insertion of multiple images onto presentation slides using user-defined templates
- **InsertPicture (for Mac)**  
<http://www.agentjim.com/MVP/PowerPoint/ppt2004.htm>  
(Make sure to download the correct version of InsertPicture for your version of PowerPoint)  
Offers fast importing of pictures from many image sources
- **Microsoft Photo Album Add-In**  
<http://office.microsoft.com/downloads/2000/album.aspx>.  
Required to create Photo Albums (import multiple images onto multiple slides) in PowerPoint versions prior to PowerPoint 2000
- **OfficeOne PowerShow 6.8**  
<http://officeone.mvps.org/powershow/powershow.html>  
Allows you to run different presentations on different monitors or projectors
- **PowerPoint Add-Ins by Shyam Pillai**  
<http://skp.mvps.org/download.htm>  
Various Add-Ins, including a Handout Wizard for PowerPoint, YouTube Video Add-In, etc.
- **PPTools**  
<http://www.pptools.com/index.html>  
A large collection of powerful PowerPoint add-ins, including the Image Export and Optimizer, which creates copies of presentation that are sized for specific needs and are removed of extraneous data

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## **Forums**

These forums allow you to post questions about PowerPoint. Frequently you will receive a number of helpful answers within a short period of time.

- **Bit Better's PowerPoint Forum**  
<http://www.bitbetter.com/phpBB3/>
- **Presentation Helper's PowerPoint Forum**  
<http://www.presentationhelper.co.uk/Forum/>

## VII. WEB-BASED REPOSITORIES OF MULTIMEDIA FOR TEACHING

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- **Gateway to Educational Materials (GEM)**  
<http://www.thegateway.org>  
Provides educators with access to thousands of multimedia resources for a range of education levels. Can be browsed by subject, such as "Arts," and is full-text searchable.
- **Internet Archive**  
<http://www.archive.org>  
Provides access to a library of cultural artifacts in digital form. The Moving Image Collection includes various collections like the Prelinger Archives, Lutz Mommartz Film Archive, BBC Documentary Video Collection, and Independent Video Archive. Also provides a Live Music Archive, a Software Archive, and Web Archives.
- **Library of Congress American Memory Collection**  
<http://memory.loc.gov/ammem/>  
Offers fifteen collections of digitized films.
- **Library of Congress Global Gateway: World Culture & Resources**  
<http://international.loc.gov/intldl/intldlhome.html>  
Bilingual, multimedia digital libraries, built with partners from around the world.
- **Library of Congress Teacher's Portal**  
<http://www.loc.gov/teachers>  
Providing access to more than ten million primary sources for all education levels.
- **Moving Image Collections (MIC) Database**  
<http://mic.imtc.gatech.edu/index.php>  
Collocates catalog records for moving images from repositories around the world. Some materials are available for immediate download or streaming. Explore using subjects such as "Art, Photography, and Architecture" or through form/genre such as "Experimental."
- **Open Video Project Collection**  
<http://www.open-video.org>  
Makes available a repository of digitized video content with collections including CHI Video Retrospective, Digital Himalaya Project, the Informedia Project at Carnegie Mellon University, and the University of Maryland Open House Video Reports.
- **Virtual Library Audio Repository**  
<http://archive.museophile.org/audio/>  
A major resource for locating a variety of different audio materials as well as information about computer-based audio and associated software.
- **WikiMedia Commons-Art Category**  
<http://commons.wikimedia.org/wiki/Category:Art>  
Gateway to a wealth of multimedia materials, including animations, audio, and video files.