
Passports in Microsoft PowerPoint

Quick Guide

PowerPoint is a very versatile tool. It is usually used to create multimedia presentations and printed handouts but it is an almost perfect program for making Passports as well. It is widely available - it comes as part of the Microsoft Office suite, (So if you have Word, you may also have PowerPoint in your computer already even though you don't know it's there.)

It is based on some of the conventions of Microsoft Word, so if you know how to use that then you have a head start. (But, as a bonus, PowerPoint is free of most of the nasty things about Word.)

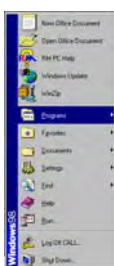
PowerPoint is nice for Passports because:

- It deals with all the layout issues for you - you just have to type into the boxes
- It prevents you from writing too much on a page
- It handles graphics well
- It has lots of different printout options
- It works exactly the same on a Mac and on PC and files made on one machine transfer happily across to the other
- It can be used for the child to give presentations (eg. using a single switch, perhaps with sound added) as well as to print out a paper version of the Passport

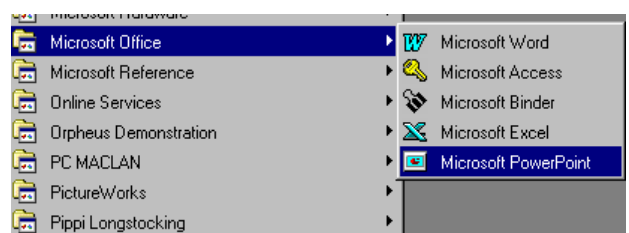
Getting Started with PowerPoint

NB. This crib sheet has been written to match Windows '98 and Mac OS9 versions of Powerpoint, it has not yet been updated for Windows XP and / or Mac OS X.

Locating the PowerPoint Folder (PC)



1. Click on the *Start Menu*, go up to *Programs*, open Microsoft Office, then Microsoft PowerPoint.
2. Look in *Program Files* in my computer if it isn't in the *Start Menu*. Or there may be a shortcut to PowerPoint on your desk top or on the left



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Locating PowerPoint (Mac)

1. Locate Microsoft Office folder on hard disk, or use Sherlock to find it
2. Double click to open Microsoft Office, then double click to open Microsoft PowerPoint

Using the CALL Passport Template

If downloading, save this into the folder called inside **Templates**, inside **Microsoft Office**. (You can put it elsewhere if you choose but then you'll have to remember where it is, whereas if you put it in here, it will automatically come up as an option whenever you do **File / New**. Or, ideally, put it in two places – save it as a template in the Templates folder (see later, page 7, for how to save as a template) AND as an ordinary document in a new Passports folder that you create, so you can find it by either route.

Opening the Template

Open PowerPoint

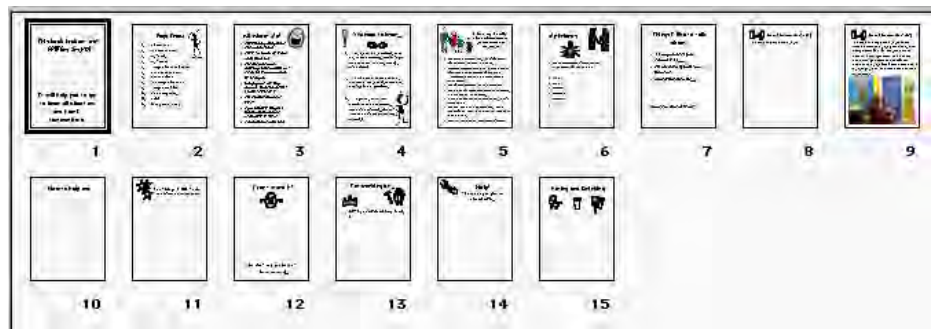
File Menu

New

Select the CALL template file (whatever it's named on the download) OR

File Menu - Open (whatever new name you've called it)

The first page will come up with a view of all of the pages. You are ready to start putting content in. Double click on the first page to open it up.

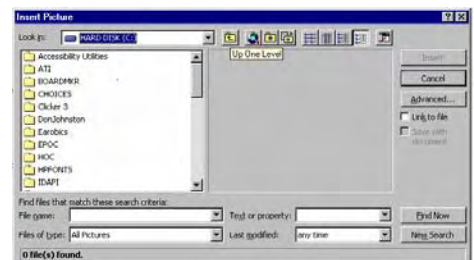


Inserting Text

1. Click in the top title text box, a thick grey border will appear around the text box, to show that you have selected it. Delete the italicised prompts and type in the text that you want.
2. Adjust size of font, style etc. as desired from the Fonts Menu, as usual.
3. If you want to alter anything else, click on the lower box (bottom of page) and delete/type as required.

Inserting a Photograph

4. Go to *Insert* on the tool bar and choose *Picture* and then *from File*



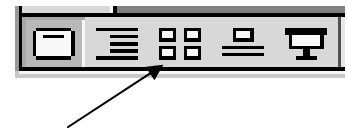
5. Browse through your *programs* and *folders* until you find the picture or symbol that you want to use. Single click on it and the picture will jump in to your *preview* window. Click on the *Insert* button and the picture will appear in your PowerPoint slide.
6. It may be far too big. Move your mouse 'til you find a corner of the photo. Click hold on the little white 'handle box' on the picture border, and push/drag in towards the middle to adjust the size of the picture. You may have to do this a few times until it is small enough to fit into the space on the page.
7. Click and drag resized photo into position.
8. Your first page is now complete.



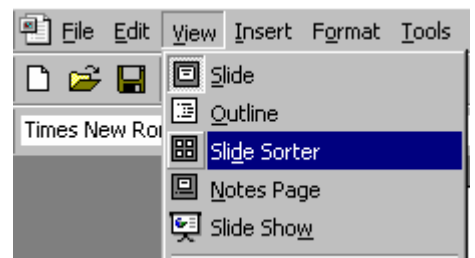
9. Save your work. If it started as a template, the document is currently 'Untitled'. Go to *File* Menu/ *Save As* / and name your file, eg. 'Fred's Passport' as a *Presentation* (the default). Make sure you know which folder you've saved it into. I suggest you make a new folder called 'Fred's Passport'
10. OK
11. Your Passport is now under way. Go to *File* Menu and *Save* after you have finished every page.

Seeing the whole Passport and moving between pages

12. There are different ways of moving about within the Passport.



- Click on the icon of four small square pages (bottom left of the screen) to get back to the overview of the all the pages ('Slide Sorter view'), then double click to open whichever page you want to work on
- You can do the same thing by going up to the toolbar, click on *View* menu / *Slide Sorter*.



- To move forward and backwards one by one between slides, click on the arrows on the scroll bar at the lower right hand corner of the screen. If you click on the upper double arrow button, the previous slide will appear. If you click on the lower double-arrow button, the next slide will appear.

13. Move through the Passport template, filling in the text and insert pictures, as described above, on all the pages you want to use.

14. Remember to save after every page!

Organising your slides

15. When you have completed filling in the pages you require, you will want to review all your slides. Go to the slide sorter (see 12 above)
16. Double click to open any slide you want to edit or change further and make changes as required.
17. You may want to move, delete or add some slides.

Moving pages around in the slide sorter

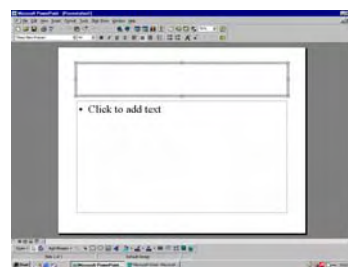
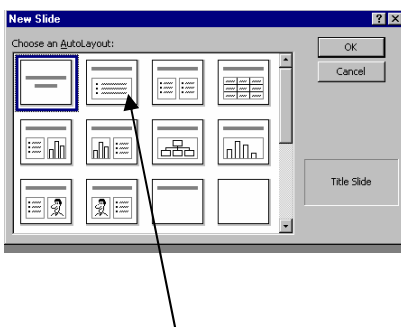
18. To move the position of a page – single click to highlight it, *Edit* menu in the toolbar, *Cut* (CTRL/Command X). Then move the cursor with the mouse to between the two pages where you want to replace the page you cut out. Go to *Edit* menu / *Paste* (CTRL/Command V) and paste it in - the page will appear in its new position.

Deleting Pages

19. To delete a page in the slide sorter, single click on it to highlight it, then press backspace or delete. It will disappear.

Inserting new Pages

20. To add a new page, position the cursor with the mouse in between two existing pages, where you want the new page to be inserted.
21. *Insert* menu / *New Slide*
22. This box will appear on the screen. Click to highlight the page layout you want (it automatically highlights a title screen first) and then click *OK*



Double click to open new slide and fill with text/pictures as desired.

Adding new Pictures

There are several different sorts of pictures you might want to put into a PowerPoint Passport, and slightly different procedures for each.

You have already seen how to insert a photo (See 4-7 above).

Clip Art

If you want to use Microsoft Clip Art, choose a slide layout that has an empty box for a picture already on it. Double click on the slide to open it.

Double click on the picture box to open up the Clip Art gallery and choose your picture. Click *Insert*. (Some computers don't have much clip art - that's because the full clip art set was not installed when Microsoft Office was installed (it's on the 2nd, non-essential, CD)

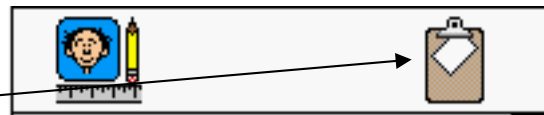
Inserting Pictures from File

If you want to use a picture or symbol from a file elsewhere on your computer, you can also choose a slide layout that has an empty box for a picture already on it as it has already 'made space' on the page for a picture. Ignore the instructions to double click for clip art and **single** click to highlight the box. Then go to toolbar, *Insert* Menu / *Picture* / *From File* and browse to find the picture you want, then *select/open/insert* it. Your picture will not necessarily fit the box exactly - you may still have to resize manually.

Inserting Symbols from BoardMaker

If your only source of symbols is BoardMaker, you have to use a different system.

- Open BoardMaker
- Find the symbol you want
- Make sure the Line 1 and Line 2 text is *hidden*



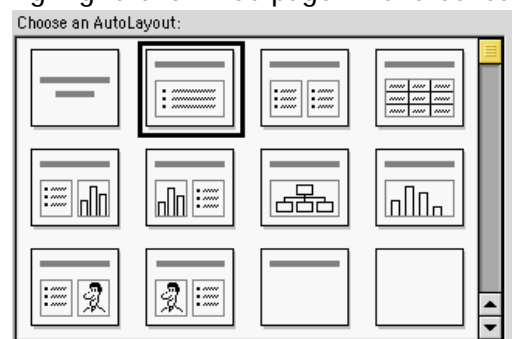
- Click on the *COPY to Clipboard* icon (not the wee man, 'transfer to BoardMaker Drawing' icon) (On PC the clipboard has green stripes, bottom right of Symbol Finder window)
- Then go back to your PowerPoint page and paste the symbol in *Edit* menu / *Paste* (or CTRL / Command V)
- Resize and move into position as required.

Viewing complete Passport

23. When you have finished creating all your pages, click to highlight the first page in the sorter and then go to toolbar, *Slide Show* menu / *View Show*. The screen will be filled completely by the first page of your Passport.

24. To move to the next page, press the left mouse button or the space bar. (to move backwards or forwards you can use the left or the right arrow keys)

25. To get out of the slide show press *Escape*; you will find yourself back in the slide sorter.



Presenting a Passport

When you view the whole document in this way, this you will see what a powerful tool PowerPoint can be. You can print out the Passport for future use in booklet form, but you could also let the child give his/her own presentation, with only a space bar or mouse button press to turn the pages (or they can actually be set to turn automatically after a delay). You can also add recorded speech to each page so to make it a 'Talking Passport).

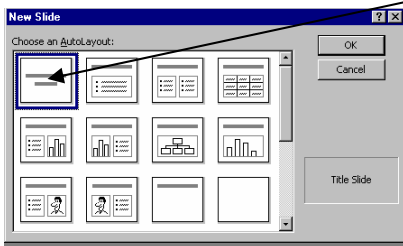
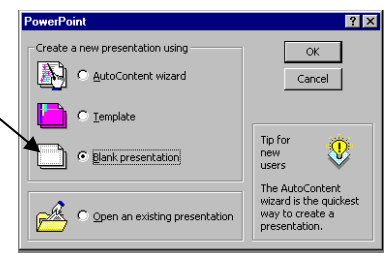
Creating a completely new presentation or document

You may decide to branch out and create a completely new Passport (document or Template) from scratch, of a different style and size.

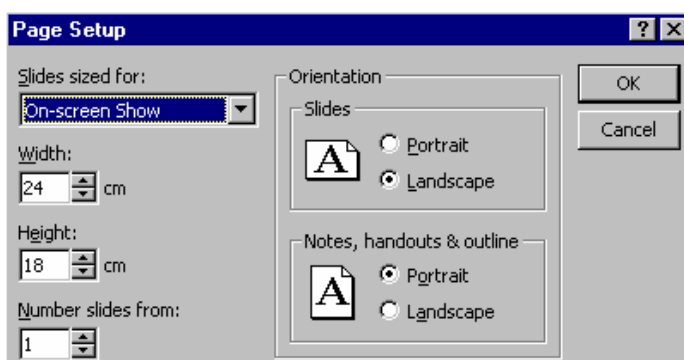
1. When the program opens, select *New* then *blank presentation* from File menu.
Or this PowerPoint dialog box will appear.

2. Click on the *blank presentation* and then *OK*

3. Again, the box with the choice of layouts appears on the screen. Click to highlight the layout you want (it automatically highlights a title screen first) and then click *OK*



5. Before you do anything else, you have to decide what size you want the Passport to print out. (The size was set *for* you, on the Template)



6. Go to the *file* menu in the toolbar and click once, go down to *page set up* and click again. *Page set up* will appear.

7. At the top left hand corner there is *slides sized for*

Click once on the little arrow; you will see various sizes offered. Unless you want it to be A4 (too big, really), go down to the bottom, click once on *Custom* and it will jump into the box.

- Below the *slides sized for*, there is a width and height adjuster, so you can print out the exact size that you want. Click once to highlight in each box and type in the measurements that you want.
- Under *orientation* you can decide whether you want the slides (ie Passport pages that you print out) to be *portrait* (longways) or *landscape* (sideways).
- You probably won't need to print out *notes, handouts & outline*, but you might as well set it the same way. Click on *OK*.
- Go back to the slide sorter and fill up your pages as above

Saving Your Passport as a Template

You should have been saving all along. It will probably be saved as a document (presentation) (file suffix is .ppt)

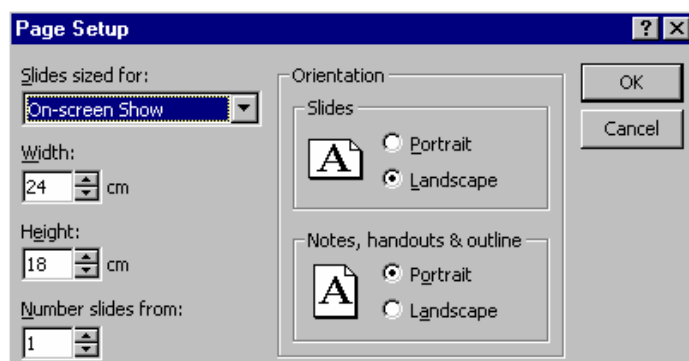
If you want it to be preserved as a layout that you can re-use, you should save it as a Template (file suffix is .ppt)

Go to *File* Menu and *Save As*

Name your file and then click on the arrow beside *Save as File Type* then select *Template*. Browse around 'til you have decided where to save it (inside the *General Templates* folder in Microsoft Office is useful, but you might want to tuck it somewhere else, eg. amongst your Passport work, as well - do *Save As* twice).

Printing out your Passport

- When you are ready to print, Go to the *file* menu in the toolbar and click once, go down to *page set up* and click again. *Page set up* will appear.



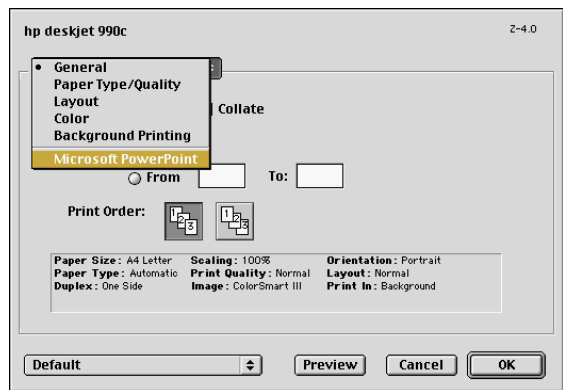
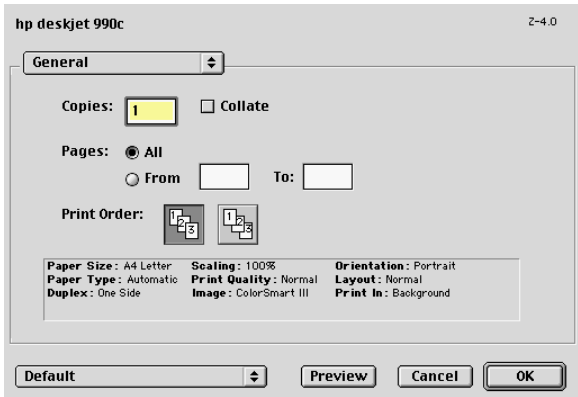
- Go to *Slides Sized for / Custom* and check that the page size is as you wanted it (see 6-10 above)

Go back to the *File* menu, click once, select *Print*.

This is very different from normal printing so take your time on this bit!

All different printers are slightly different, so your screen may vary a bit from these illustrations.

3. Click on the arrow on the box showing *General*, and then select *Microsoft PowerPoint*.



4. check the box *Frame Slides* .

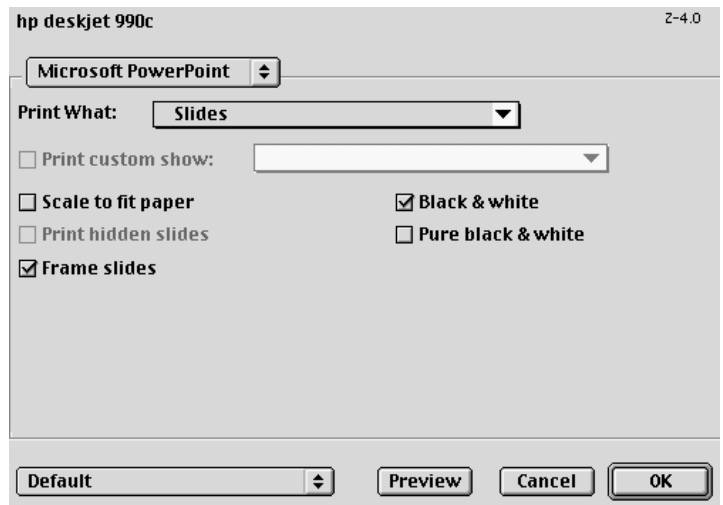
5. If you want a coloured Passport leave everything else blank. If you want black and white, check the *Black and White* box (I t's quite a good idea to print a B&W version first to check everything is OK before you splash out in colour.)

6. The *Print What* window should say *Slides*

7. If you are going to print all slides in one go, then click on *OK*.

8. If not you can go to *print range* and click once on *slides* and type in the numbers of the slides you want to print. Then click on *OK*.

Watch out - it is a very common mistake to keep printing the whole Passport when you only want to print one or two pages!



(If your printer doesn't offer this, you may have to go back the *General* level and put in the specific page numbers you want to print, then come back to *Microsoft PowerPoint* setting and *OK*)

9. If you want 2 to a page of A4, set *Print What*: to *Handouts* (2 per page)

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