

POWERPOINT TIPS

Q. I set up the formatting PowerPoint presentation in the slide master, but sometimes the text changes size when I'm typing. How can I keep the text size consistent?

A. PowerPoint has an Auto-Fit feature that shrinks the size of text to make it fit in its placeholder. This feature is turned on by default, but you can turn it off. Keep in mind, of course, that you may need to divide topics over multiple slides or placeholders if they no longer fit.

To turn off Auto-Fit:

1. Choose **Tools** → **AutoCorrect Options** → **AutoFormat As You Type**.
2. Clear the **AutoFit title text to placeholder** check box to keep title text size consistent.
3. Clear the **AutoFit body text to placeholder** check box to keep all other text sizing consistent.



4. Choose **OK**.
The text size for future entries will remain the default size unless you manually change it, or change it in the Slide Master.

Q. How can I copy an entire slide within a presentation?

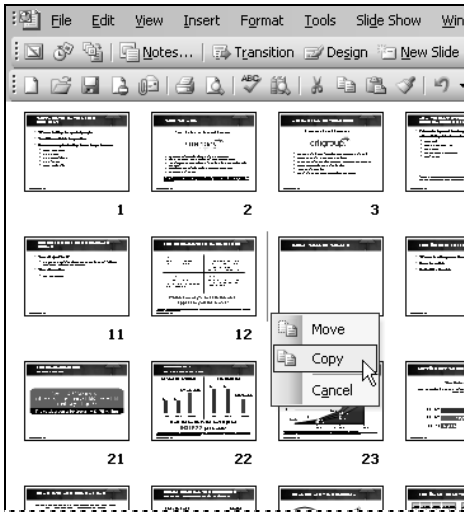
A. There are a few ways to copy slides, but the most popular method is to drag the slide to a new location using the right mouse button. When you release the right mouse button you are prompted to copy the slide.

You can do this in any view but if you have a lot of slides, use the slide sorter view so you can easily drop the copy where you want it.

To copy slides in the slide sorter:

1. Choose **View** → **Slide Sorter**.

2. (Optional) If you have a wheel on top of your mouse, roll it while holding down your **Ctrl** key to zoom in and out, changing the number of slides you are viewing.
3. Using the right mouse button, drag the slide to copy to the desired position. A vertical line appears where the new slide will be inserted.
4. Release the mouse.
You are prompted to **Move, Copy, or Cancel**.
5. Choose **Copy**.
A copy of the slide is inserted in the new location.



Note: If you prefer, you can also copy slides from within the slide sorter using the other standard copy/paste methods, such as **Right-Click** → **copy** followed by **Right-Click** → **Paste**, the copy and paste buttons, or the copy and paste keystrokes (**Ctrl+C** to copy, **Ctrl+V** to paste).

Q. Do I always get the Move, Copy, Cancel prompt when I drag something with the right mouse button?

A. Yes. This is a Windows function and is not limited to PowerPoint. Within a software application such as PowerPoint, Word, or Outlook, you can drag objects like pictures, WordArt, text boxes, e-mail, and paragraphs with the right mouse button and when you release the mouse you are prompted to Move, Copy, or Cancel.

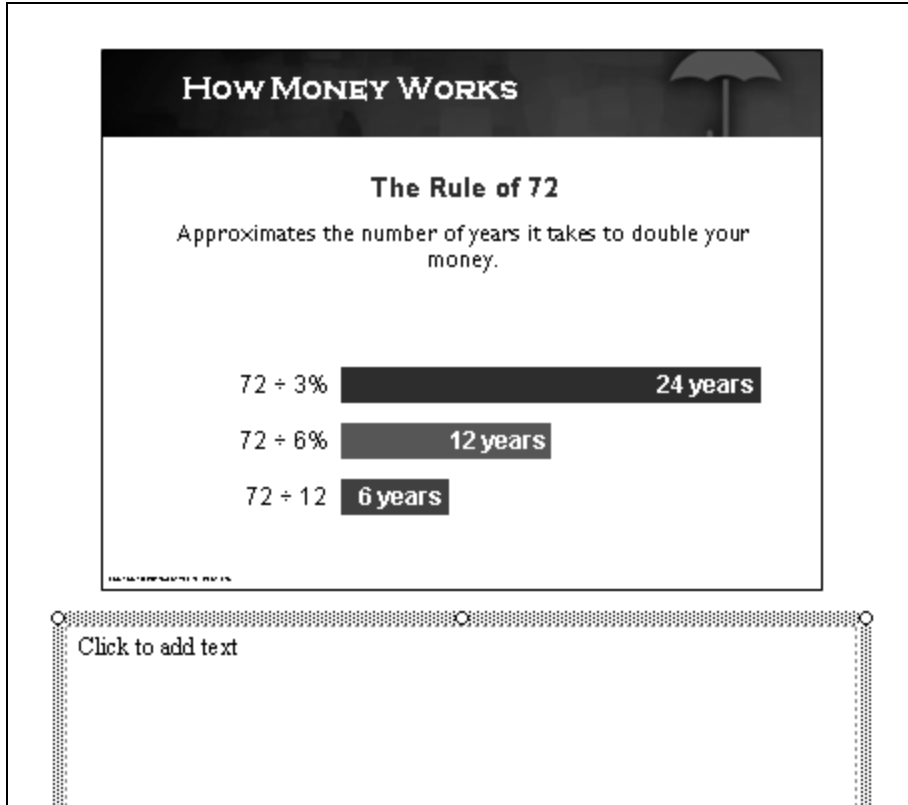
This also works in other areas, such as My Computer/Explorer. Rather than moving files you can copy them by dragging with the right mouse button.

Q. How can I print notes with my presentation?

A. PowerPoint includes a notes feature that enables you to add notes to a slide. You can then print the presentation with or without the notes.

To add notes to slides:

1. Choose **View** → **Notes Page**.
The presentation displays in the Notes Page view.
2. Type the notes in the place holder beneath each slide.



To print slides with notes:

1. Choose **File** → **Print**.
The Print dialog box opens.
2. Choose **Notes Pages** from the **Print What** pull-down menu.
3. Choose **OK**.
The presentation prints one slide per page, with the notes beneath each slide.

Q. After reading about printing the notes pages, I started exploring some of the different print options and saw how I can print multiple slides per page, notes lines, etc. But I can quite get the layout I'd like.

A. PowerPoint has several print layouts but they are not unlimited. If you're trying to do something unusual, your best bet is to put the PowerPoint presentation into Word where you can manipulate it as a document.

To export your PowerPoint presentation to Word:

1. From within the PowerPoint presentation, choose **File**→**Send To**→**Microsoft Office Word**.

The Send To Microsoft Office Word dialog box opens.



2. Select the layout that most closely matches what you want.
3. Choose **OK**.
The presentation opens in Word where you can edit it as a document.

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