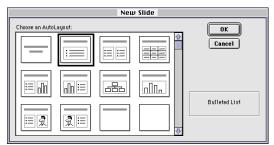
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PowerPoint	
Create a new presentation using	OK Cancel
📄 💿 Template	
Blank presentation	Tip for New Users
Open an existing presentation	The AutoContent wizard is the quickest way to create a presentation.

Avoid dark colored backgrounds!







You can edit the template that applies to all slides at View/Master/Slide Master



Titles should be no smaller than 48 point font; text styles should be no smaller than 28 point font.

Helvetica or Palatino gives an easy to read font. Use a contrasting color.

New slides are created by **B**M or clicking on the new slide button



Lower left controls the view:

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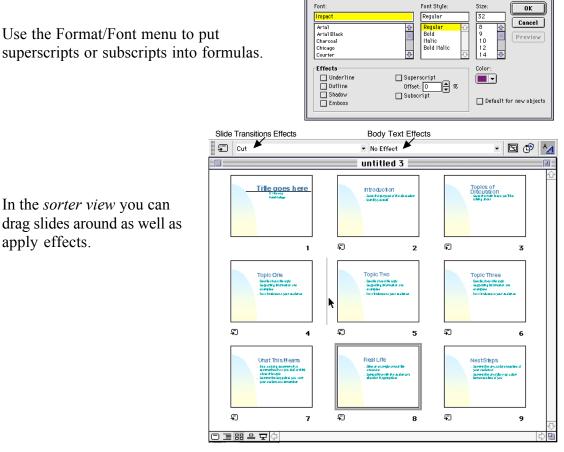
slide, outline, sorter, notes, show

Overall Design:

Aim for Powerpoint slides that are graphics rich and word lean. That leaves you with something to add when you give a presentation. *Filling your slides with words and then reading them to us is taken by many as a lack of respect for your audience.* At the bottom of the *slide window* there is a set of drawing tools.



Provide pictures by cut and paste from ChemDraw, Chem3D, Acrobat, etc.



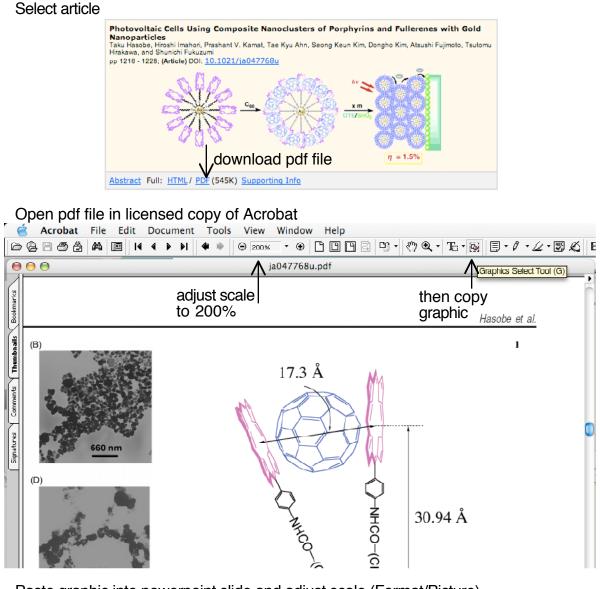
Slide transitions control how one slide changes to the next. Keep it simple!



You can create hyperlinks in a presentation so you can jump to specific slides, to another presentation or program (e. g., a molecule viewer or to an address on the internet.) You can create a hyperlink from any text or object, including a shape, picture, or action button. Hyperlinks (Slide Show/Action Settings)

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Next Slide		
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Getting Figures from Journals into Powerpoint Click on resources at http://www.be Go to ACS publications	eloit.edu/~chem	Address: http://www.beloit.edu/~chem/#Co Resources Network storage How to connect to the departmen Mac or Windows machine. Beloit College Library BELCAT Article Databases and SciFinder American Chemical Society jou of Chemical Research, Analytics Biochemistry, Chemical Review Science and Technology, Inorga Journal of Organic Chemistry, Ju American Chemical Society and All other ACS journals are avails Science Magazine Royal Society of Chemistry jour PubMED National Library of M Journal of Chemical Education Academic Calendar	ntal servers from a <u>Scholar</u> <u>ournals</u> : <u>Accounts</u> <u>al Chemistry</u> , <u>al Chemistry</u> , <u>ournal of the</u> <u>I Organometallics</u> . [able through 1999. <u>mals</u>
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Click here to go browse a journal (uborks) (ubor	Search the Journals email ale Journals Search For more information about Information Web Site. [Adva Citation Find Citation Select a Journal Vol First Page Search Journals Author Title Anywhere in Article Advanced Search Options Journals by Name Journals by Name Journals by Name Journals hy Name Journals Chem. Arbages Ind. Eng. Chem. Arbages Ind. Eng. Chem. Anal. E Selecting Multiple Items Timeframe More about Timeframe MARA Articles	Copyright © 2005 American Chemical Sc or Customer Services Pechnical Support Site map ACS Journal Archives, visit our Archives, anced Functionality Or Digital Object Identifie Or Digital Object Identifie Or Digital Object Identifie Or Citation And And	Code at end of all articles (easiest way to find from paper copy.)



Paste graphic into powerpoint slide and adjust scale (Format/Picture)

(Colors and Lines	Size	Position	Picture	Text Box
Size and rota	te				
Height:	2.19"	Width:	2.24"	:	
Rotation:	0°				
Scale					
Height:	70 %	Width:	70 %	:	
🗹 Lock a	spect ratio				
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🗹 Best so	ale for slide show				
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Format Picture

(You must know screen size to optimize bitmap images.)