

ADVANCING  
COMMITMENTS

**SEXUAL AND  
REPRODUCTIVE HEALTH**

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**PRESENTATION TOOLS**

**USER'S MANUAL**



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## INTRODUCTION

Introducing audiences to broad concepts and key facts related to sexual and reproductive health and rights requires both sensitivity and candor. Whether addressing community groups, media representatives, program planners, or policymakers, clear and accurate presentations can foster understanding, enhance public discussion, promote partnerships, and encourage further exploration of these sometimes controversial and sensitive issues with major social and health implications.

***Sexual and Reproductive Health Presentation Tools include:***

***71 color slides***

covering eight sexual and reproductive health topics. Slides contain photographs, charts and graphs, definitions, statistics, country examples, and community/policy action areas.

***User's manual***

containing information on using and adapting the slide presentations for specific audiences and regions. Also includes references and suggestions for further reading.


***Additional resources***

20 fact sheets, briefing papers and reports developed by colleague agencies addressing the topic areas.

Also includes FCI's *Sexual and Reproductive Health Briefing Cards*.

***Advancing Commitments: Sexual and Reproductive Health Presentation Tools*** offers individuals and organizations an advocacy tool on sexual and reproductive health issues that can be used with a range of audiences, from policymakers to community members, from colleagues to





students, from members of the media to members of the community.

The issues and themes addressed in the *Sexual and Reproductive Health Presentation Tools* are relevant for every part of the world. Challenges in women's health, reproductive health and rights, HIV/AIDS, safe motherhood, and other related public health concerns confront every country and region. They also represent a dimension of other cross-cutting social issues, from poverty and social development to environmental management and population pressures.

Divided into eight topics, the *Sexual and Reproductive Health Slide Presentations* include definitions, statistics, and country examples, as well as recommended actions for program and policy interventions. The eight topics include:

- Rights-based approach (8 slides)
- Life cycle approach (9 slides)
- Violence against women (9 slides)
- Safe motherhood (9 slides)
- Unwanted pregnancy/Unsafe abortion (14 slides)
- Adolescent sexual and reproductive health (8 slides)
- STIs/HIV/AIDS (8 slides)
- Fertility and population growth (6 slides)

As an education and advocacy tool, slide presentations can boost awareness and knowledge of sexual and reproductive health and rights from the grassroots to international levels. The language and content of the *Sexual and Reproductive Health Slide Presentations* reflects the themes and priorities of the International Conference on Population and Development (ICPD), held in 1994 and the Fourth World Conference on Women (FWCW), held in 1995. These slides, and the accompanying *Sexual and Reproductive Health Briefing Cards* (from which the slide presentations were adapted), are designed to help ensure that a comprehensive approach to sexual and reproductive health is maintained and encouraged in dialogue regarding these and related issues.

## CHAPTER 1

### Presentation Possibilities: Selection and Adaptation


The eight slide presentations that form the core of the *Sexual and Reproductive Health Presentation Tools* can be used in a variety of ways, adapting to the needs and interests of the users and their intended audience. The slides can be used in any order, within a given presentation topic or a combination of topics, or integrated with already existing presentations on related issues. The following pages offer guidance for identifying audiences and venues, creating a range of presentations, and adapting presentations for specific audiences. Tips on preparing and presenting are also provided.

### Targeting Audiences

Audience identification is central to the successful use of the *Sexual and Reproductive Health Slide Presentations*. Target audiences may include policymakers, editors and reporters, program managers, education and health professionals, opinion leaders, and community groups. Other possible audiences may include the private sector and donor communities.

- Presentations to **government representatives** can promote progressive and informed policy-making and programs.

*For example: The slide presentations may be especially appropriate for briefing new government officials who may not have an in-depth knowledge of the field.*

- 
- Briefings for **broadcast and print media**, including reporters and editors, promote understanding of the language and concepts of sexual and reproductive health (e.g., emergency contraception, safe motherhood, etc.) to ensure accuracy and fairness in media coverage of these issues.

**For example:** Presentation workshops can point editors and reporters to the dramatic stories behind the issues, from the impact of STIs/HIV/AIDS on women to the need for skilled childbirth attendants to the burden of too-early and too-frequent childbearing on women and their families.

- Presentations to **program managers** and others in related fields can strengthen partnerships and identify gaps and opportunities in designing comprehensive integrated programs.

**For example:** For program managers in both large and small organizations, the slide presentations can serve as an employee training tool. UN staff may find the package useful for introducing colleagues to key concepts and information on sexual and reproductive health. Presentations can also be used as background for “refresher” courses for district-level health officers.

- **Opinion leaders** are another important audience for presentations on sexual and reproductive health. Whether community-based, national or international, such leaders have enormous influence on the ideas and attitudes of their constituencies.

**For example:** Specialized groups, such as local associations of obstetricians and gynecologists, may benefit from presentations that

#### **Potential Target Audiences:**

- Policymakers (government officials from Ministries of Health, Education, and Social Services, as well as parliamentarians)
- Program managers (NGOs, INGOS, UN staff)
- Media (editors, reporters, writers)
- Health professionals (nurses, doctors, administrators)
- Participants in training courses
- Community leaders
- Clubs
- Young people
- Teachers

provide a broader public health perspective on their areas of concentration. Such presentations may help mobilize their support for critical policy changes.

## **Finding Opportunities**

The *Sexual and Reproductive Health Slide Presentations* are appropriate for use in a variety of formats and venues, from community workshops to health training courses to Congressional/Parliamentary briefings to meetings of professional associations. Regional and international conferences also provide valuable opportunities for networking and progress on these issues.

#### **Some Appropriate Venues:**

- Clinics
- Clubs or community centers
- Health centers
- Hospitals
- Libraries
- Local press clubs
- Public meeting rooms
- Schools and universities

## **Selecting Slides**

The slide presentations can be used with a range of audiences and in a flexible and adaptable manner. A presentation on one of the eight presentation topics could simply include all of the slides on that topic. Other presentations may cover a number of topics and include only two to four slides from several topics.

**Please note:** Colleagues using the CD-ROM version of these tools can refer to the PowerPoint® files and view the slides to become familiar with the content. A hard copy can be printed as a reference. [Additional information on using PowerPoint® can be found in Chapter 3.]

In general, each of the eight slide presentations has the following basic elements:

- Definition
- Causes of the problem/issue
- Costs/impacts of the problem/issue
- Community/program responses
- Program and policy recommendations



The following presentation topics—*Rights-based approach, Life cycle approach, and Fertility and population growth*—address cross-cutting themes and contain information that is relevant to many of the other presentations. These presentation topics include definitions of gender, examples of women’s special health needs, and information on the impact of girls’ education and the importance of women’s empowerment.

Users are encouraged to explore the eight slide presentations to find slides that are most appropriate for their presentations. The chart below suggests a number of sample slide combinations for varying topics and audiences. (This is not an exhaustive list.)

<b>Examples of Sample Presentations</b>		
Audience	Topic	Slides
Media	Safe Motherhood, Adolescent SRH, STIs/HIV/AIDS	Safe Motherhood: 2,3,5,6,8,9 Adolescent SRH: 2,3,7,4 STIs/HIV/AIDS: 2,3,4,5,6,7
Policymakers	Safe Motherhood	Safe Motherhood: 2,3,5,7
Policymakers	Violence Against Women (Brief Introduction)	Violence Against Women: 2,3,6,9
Media	Introduction to Sexual and Reproductive Health Concepts	Rights: 2, Life Cycle: 3, Rights: 3,5, Fertility and Population: 2,6
Community Leaders	Basic Sexual and Reproductive Health and Safe Motherhood	Rights: 3,4,6, Life Cycle: 5, 8, Safe Motherhood: 2,3,4,6,8, Fertility and Population: 6
Lobbyists, Advocates	Adolescent SRH, Unwanted Pregnancy and Safe Motherhood	Adolescent SRH: 3,2,4,5,6,7,8, Unwanted/Unsafe: 5,2,3,4,6, Safe Motherhood: 3,7
Policymakers	Preventing Unwanted Pregnancies	Rights: 3, Unwanted/Unsafe: 2, Life Cycle: 3: Unwanted/Unsafe: 3,5,4,6,7, Life Cycle: 7, Rights: 8

<b>Examples of Sample Presentations</b>		
Audience	Topic	Slides
Policymakers	Women’s Empowerment	Fertility and Population: 6, Rights: 4, Life Cycle: 6,7, STIs/HIV/AIDS: 5, Violence against Women: 6, Adolescent SRH: 3, Life Cycle: 3, Rights: 8
Policymakers	Male Involvement	Rights: 2,4,6, Life Cycle: 8, Violence against Women: 5,4,7,8, Unwanted/Unsafe: 5, STIs/HIV/AIDS: 7, Rights: 3, 5, 8

**Please note:** The slide numbers listed correspond to the numbers on the bottom left corner of each slide. PowerPoint® users should refer to the PowerPoint® files on the CD-ROM, as the numbers will change when the files are downloaded and modified.

### Tailoring the Presentation

While the slides can be used “as is” to create a wide range of presentations, some users may want to adapt the materials to create presentations tailored to the needs of a specific audience or a specific topic.

- **Localizing the presentation:** For a specific regional or national context, users may include additional information in their presentation narrative, or create new slides to present regional/national data and/or to emphasize issues of particular concern or importance.

**What to Emphasize:** Compare and contrast local data with other regions to put the issues in perspective. Encourage discussion on local versus global trends, lessons learned from local programs, and local and/or national communications campaigns on the issues.

**What to Research in Advance:** Local and national laws and policies, effective programs, demographic





and health surveys, recent public education campaigns, and case studies.

- **Incorporating an organization’s work into a presentation:** Organizations working in sexual and reproductive health or related fields can use the slides as background material for custom presentations highlighting their own organization’s work or special programs.

*For example:* An organization working with adolescents may use the slides to outline global perspectives on adolescent issues and then connect the issues to their mission, current programs, and goals.

*Advocates may want to highlight background information and critical needs for policymakers and legislators.*

- **Expanding on a specific theme:** Theme-based adaptations, related to sexual and reproductive health or broader development and gender topics, may incorporate selected slides to provide a reproductive health and rights context to their presentation.

*For example:* For a presentation on male involvement, users may want to combine program examples with background information from the slides.

*For literacy advocacy, users may want to support their presentations with selected slides illustrating the connections between education, empowerment, and health.*

**There are several ways of including additional information into a custom presentation.**

- **Speaker’s Notes:** These can be used to tailor presentations. Users simply prepare their own narrative text to accompany each slide. This may include statistics, program examples, case studies, and anecdotes.

*The “speaker’s notes” feature in PowerPoint® can be used for this purpose, as it provides text boxes that accompany each slide and can*

*be viewed only by the presenter. If using transparencies, spend a few minutes to write notes or jot down additional information on a printout of the slides.*

- **Additional Slides:** If the amount of information being added is substantial, users may create their own slides using the template provided in the PowerPoint® version of these materials.
- **Handouts and Interactive Materials:** Handouts are an excellent way of encouraging audience members to recall the themes of a presentation and to reinforce action points that may have been addressed. Users may hand out copies of the slides themselves or create their own briefing sheets, questionnaires, and evaluation forms to engage participants, to provide additional information, and to get valuable feedback.

## How To Prepare

All presentations require a certain amount of preparation. The time needed for this will vary depending on the type and size of the audience, the number of slides used, and the amount of adapted material (if any) that will be included.

Some important points:

- Decide on the overall purpose of the presentation.

*For example:* Presentations to the media generally aim to promote coverage of sexual and reproductive health issues in both broadcast and print stories.

*Presentations for policymakers promote policies consistent with the ICPD and other international consensus agreements and promote the allocation of resources for programs and services supporting these policies.*

**Research Areas May Include:**

- Health, education, economic and demographic information, including the status of women
- National policies and laws
- Access to information and services
- News coverage—mass media campaigns
- Religious influences
- Studies on relevant knowledge, attitudes, and practices







*Presentations for program planners promote services and programs aimed to improve women's and men's sexual and reproductive health.*

- When selecting slides, consider both the goals of the session and levels of audience exposure to the issues.
- Each slide may take from 15 seconds to over one minute to present, depending on the amount of additional information included or discussion invited. Be sure to time the presentation in advance.
- If possible, research relevant trends, programs, and/or legal frameworks related to the presentation.
- Arrange slides in any order based on the topic and goals of the presentation. *If using PowerPoint® you will need to do this in advance and save the new presentation.*
- Create a presentation rhythm by alternating types of information — definitions or concepts versus facts, for example.
- Decide in advance when to encourage discussion.

## For Further Information

To complement and expand on the information in the slides themselves, the **Sexual and Reproductive Health Presentation Tools** include a series of fact sheets, briefing papers and reports produced by collaborating organizations\* such as The Alan Guttmacher Institute, the Center for Reproductive Law and Policy, Population Action International, UNFPA, and the Population Reference Bureau (a complete listing of these can be found in *Chapter 2: Sexual and Reproductive Health References and Suggested Further Reading*). These briefing materials provide additional data and examples that can strengthen and support presentations. The resources generally correlate to the presentation topics, but some are more overarching, such as “Women and Poverty.” Selecting

\*All materials have been reproduced with permission from collaborating organizations.

relevant data from the briefing materials in advance can amplify the information provided on the slides. These resources may also be reproduced and used as handouts.

References and Internet links provided in Chapter 2 also indicate where to look further to augment presentations on selected issues.

## Presentation Tips

Whether introducing the basics of sexual and reproductive health or looking at specific issues in depth, presenting clearly and interactively fosters the best environment for communication. Pacing presentations to both cover the material and maximize opportunities for discussion usually produces the most memorable results on both sides of the table.

### **General Tips for Presenting:**

- Be prepared.
- Create a script or outline to accompany the presentation.
- Check equipment in advance.
- Organize the material in a logical progression.
- Rehearse whenever possible.
- Introduce yourself and the presentation topic(s).
- Present efficiently, establishing time limits for each slide and segment, including discussion.
- Find culturally and/or professionally relevant examples or anecdotes to illustrate presentation points. Case studies and findings from local research, for example, provide important insights into attitudes and prevailing beliefs.





## CHAPTER 2

### Sexual and Reproductive Health References and Suggested Further Reading

*Briefing Materials\* included with the  
Sexual and Reproductive Health Presentation Tools*

Population Action International	<i>A World of Difference: Sexual and Reproductive Health Risks (2001)</i>
“Women 2000” (Communications Consortium Media Center [CCMC])	<i>Women and Poverty (2000)</i> <i>Human Rights of Women (2000)</i> <i>Education and Training of Women (2000)</i> <i>Women and Health (2000)</i> <i>Violence against Women (2000)</i>
Family Care International (FCI)	<i>Safe Motherhood Fact Sheets (a set of 11) (1998)</i>
“Saving Women’s Lives” (FCI/CCMC)	<i>The Role of Men (2001)</i>
The Alan Guttmacher Institute	<i>Induced Abortion Worldwide (1999)</i>
The Center for Reproductive Law and Policy	<i>Emergency Contraception: An Important Component of Women’s Rights (1999)</i> <i>The World’s Abortion Laws (1999)</i>
Population Reference Bureau	<i>Meeting Young Women’s Reproductive and Sexual Health Needs (2000)</i>
UNAIDS	<i>Gender and HIV (2001)</i>
UNFPA	<i>Population Issues: Briefing Kit (a set of 10) (2001)</i>

**\*ALL BRIEFING MATERIALS HAVE BEEN REPRODUCED WITH  
PERMISSION FROM  
COLLABORATING ORGANIZATIONS.**



## I. General Sexual and Reproductive Health Internet Resources

**Population Reference Bureau affiliates** <http://www.prb.org/>

- PopNet <http://www.popnet.org/>

**Johns Hopkins University Center for Communications Programs**

<http://www.jhuccp.org/index.stm>

- Reproline <http://www.reproline.jhu.edu/index.htm>
- NetLinks <http://www.jhuccp.org/netlinks/>

- JHPIEGO <http://www.jhpiego.org/>

**Harvard School of Public Health** <http://www.hsph.harvard.edu/>

- Reproductive Health Forum & Database on Law and Population <http://www.hsph.harvard.edu/Organizations/healthnet/>

**Program for Appropriate Technology in Health (PATH)**

<http://www.path.org/index.htm>

- Reproductive Health Outlook <http://www.rho.org/>

**World Health Organization (WHO)** <http://www.who.int/>

- Reproductive Health <http://www.who.int/reproductive-health/>

**USAID** <http://www.usaid.gov/>

- Demographic and Health Surveys <http://www.measuredhs.com/>

## II. Information for the Media

**Measure Communication** <http://www.measurecommunication.org/>

**Planet Wire** <http://www.planetwire.org/>

## III. UN Agencies

**UNDP** <http://www.undp.org/> • <http://www.netaid.org/>

**UNIFEM** <http://www.unifem.undp.org/>

**UNICEF** <http://www.unicef.org/>

**UNAIDS** <http://www.unaids.org/>

**World Bank Group** <http://www.worldbank.org/>

- <http://www.worldbank.org/gender/index.htm>

**UNFPA** <http://www.unfpa.org/>

- **State of the World Population Reports (1996-2000)**

<http://www.unfpa.org/publications/swp.htm>

## IV. Non-governmental Organizations

**Advocates for Youth** <http://www.advocatesforyouth.org/>

**The Alan Guttmacher Institute (AGI)** <http://www.agi-usa.org/>

**Catholics for a Free Choice (CFFC)** <http://www.cath4choice.org/>

**Centre for Development and Population Activities (CEDPA)**

<http://www.cedpa.org/>

**German Foundation for World Population (DSW)**

<http://www.dswonline.de/indexeng.html>

**Center for Health and Gender Equity (CHANGE)** <http://www.genderhealth.org/>

**Center for Reproductive Law and Policy (CRLP)**

<http://www.crlp.org/worldwide.html>

**EngenderHealth** <http://www.engenderhealth.org/>

**Family Care International (FCI)** <http://www.familycareintl.org/>

**Family Health International (FHI)** <http://www.fhi.org/>

**Ipas** <http://www.ipas.org/>

**Inter-agency Group for Safe Motherhood/Safe Motherhood Initiative (SMI)**

<http://www.safemotherhood.org/>

**International AIDS Vaccine Initiative (IAVI)** <http://www.iavi.org/>

**International Planned Parenthood Federation (IPPF)** <http://www.ippf.org/>

**International Women's Health Coalition (IWHC)** <http://www.iwhc.org/>

**Pacific Institute for Women's Health (PIWH)** <http://www.piwh.org/>

**Partners in Population and Development** <http://www.south-south.org/>

**Population Action International (PAI)** <http://www.populationaction.org/>

**Population Council** <http://www.popcouncil.org/>

**Population Communication International (PCI)**

<http://www.population.org/homepage.htm/>

**Save the Children** <http://www.savethechildren.org/>

**Women's Environment and Development Organization (WEDO)**

<http://www.wedo.org/>

**World Population Foundation — Netherlands (WPF)**

<http://www.tribute.nl/wpf/uk/main.html>

## V. International Agreements, Conventions, and Protocols

- **Convention on the Elimination of All Forms of Discrimination against Women (CEDAW)**, entered into force 1979

- **Convention on the Rights of the Child (CRC)**, entered into force 1989

- **Declaration on the Elimination of Violence against Women (DEVAW) (1994)**

- **Fourth World Conference on Women: Platform for Action, Beijing Declaration, (1995) and Further Actions and Initiatives for Implementation, (2000) (FWCW, FWCW+5)**

- **International Conference on Population and Development: Programme of Action (1994) and Key Actions for Further Implementation (1999) (ICPD, ICPD+5)**

- **International Covenant on Civil and Political Rights (ICCPR)**, entered into force 1976



- **International Covenant on Economic, Social and Cultural Rights**, entered into force 1976
- **The Universal Declaration of Human Rights**, December 1948
- **World Conference on Human Rights, Declaration and Programme of Action (WCHR)**, 1993
- **World Summit on Social Development, Declaration and Programme of Action (WSSD)**, 1995

## VI. References listed according to Presentation Topics (8)

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3. Catino, J., *Meeting the Cairo Challenge: Progress in Sexual and Reproductive Health — Implementing the ICPD Programme of Action*. (New York: Family Care International, 1999).
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6. *Reproductive Rights 2000: Moving Forward*. (New York: The Center for Reproductive Law and Policy, 2000). Available: [http://www.crlp.org/pub\\_bo\\_rr2k.html](http://www.crlp.org/pub_bo_rr2k.html)
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### 2. Life Cycle Approach

1. *A New Agenda for Women's Health and Nutrition*. (Washington, DC: World Bank, 1994). Used in chart for Life Cycle Slide 3.
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4. *Educating Girls, Transforming the Future*. (New York: UNICEF, 2000). Available: <http://www.unicef.org/pubsgen/girlsed/>
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7. *Into a New World: Young Women's Sexual and Reproductive Lives*. (New York: The Alan Guttmacher Institute, 1998). (Used in chart for Life Cycle Slide 9).
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### 3. Violence Against Women

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2. *Conveying Concerns: Women: Report on Gender-Based Violence.* (Washington DC: Population Reference Bureau, 2000).

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## CHAPTER 3

### Technical Tips for PowerPoint®

The Technical Tips for PowerPoint® section of the User's Manual is a simplified reference to assist the user with basic PowerPoint® functions, with preparing for a presentation, and with customizing the slide presentations to suit the user's needs. This guide is written for users running Windows® 98 and PowerPoint® 97. If you are using a different operating system or another version of PowerPoint®, please consult your systems documentation for related topics.

### Sexual and Reproductive Health (SRH) Slide Presentations

The *SRH Slide Presentations* consists of eight PowerPoint® files, each representative of one presentation topic:

- Rights-based approach
- Life cycle approach
- Violence against women
- Safe motherhood
- Unwanted pregnancy/Unsafe abortion
- Adolescent sexual and reproductive health
- STIs/HIV/AIDS
- Fertility and population growth

Each slide presentation is comprised of between six and thirteen slides. Each of the slides is named and numbered on the bottom left corner and color-coded according to presentation topics for easy reference.





## First Steps

### 1. Saving the SRH Slide Presentation

Many users will want to create their own customized presentations using the *SRH Slide Presentations*. Since the package has been provided on CD-ROM, you will need to copy the files onto

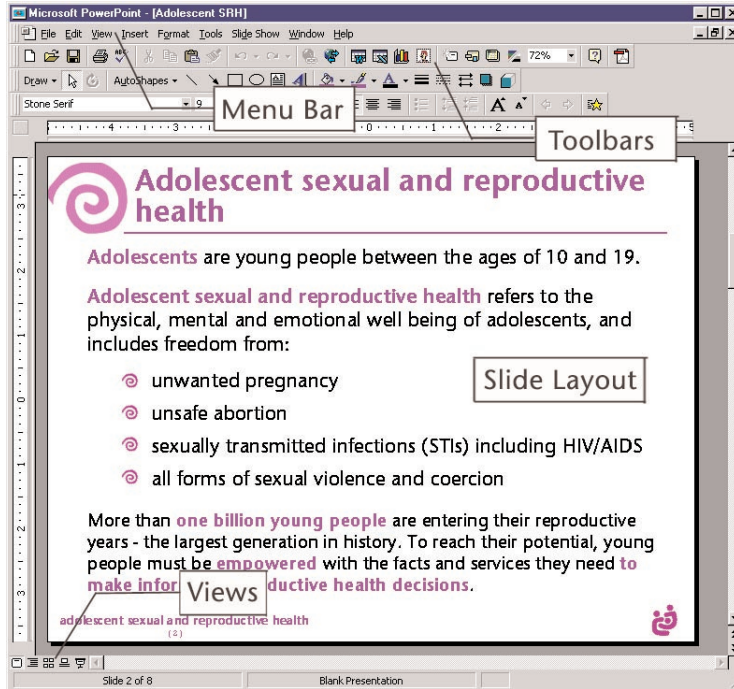


Figure 1: PowerPoint® 97 Screen Sample Slide View

your local hard drive to save any changes. The files you need to save are the eight PowerPoint® files. You can also copy the PDF version of this User's Manual for easy reference.

### 2. Getting Familiar With PowerPoint®

Figure 1 is a screen sample of PowerPoint® 97 with the "Adolescent sexual and reproductive health" slide presentation already open. Indicated are the *Menu Bar*, *Toolbars*, *Slide Layout*

and *Views* short cut menus. These are the features with which you will need to become most familiar. The current view is the *Slide View*, which gives a full view of each slide in the presentation.

### 3. Viewing a PowerPoint® Presentation

To view the slides in a presentation, press the Page Down button on your keyboard to move forward and Page Up to move backward through the slides.

To begin a slide show presentation, select *View* from the *Menu Bar* and then *Slide Show* (Figure 2). You can also select *Slide Show* from the *Views* short cut menu. The slides are shown full-screen.

For another way to advance the slides, press the Space Bar on your keyboard or click the left mouse button. To end the slide show, press the Esc. button on your keyboard.

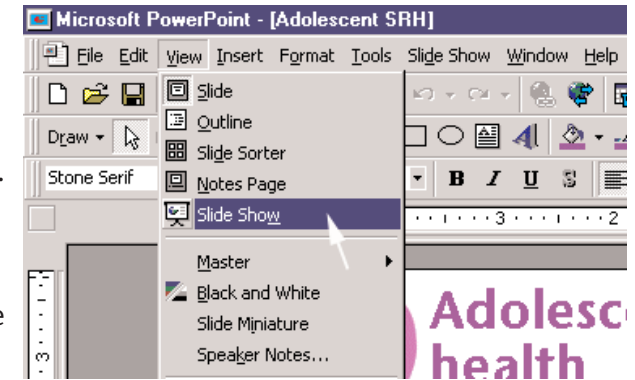


Figure 2: Starting a Slide Show

PowerPoint® presentations can be displayed using a desktop PC or a laptop, with or without an LCD projector or overhead adapter connected to your computer. Follow the setup instructions that came with your equipment. You can transfer custom presentations from your PC to a laptop via network connection, direct cable connection, floppies (if the files are small enough), Zip disk, or CD-ROM.

## Building Your Presentation

### 1. Rearranging Slide Order and Assembling Custom Slide Presentations

You can rearrange the order of slides by using the *Slide Sorter*. To open the slide sorter, select

View from the *Menu Bar* and then *Slide Sorter* (Figure 3).

**Remember:** In order to save any changes, copy the PowerPoint® files from the CD-ROM to your local hard drive and work from there.

To rearrange the order of slides, click on the slide you wish to move and drag it to its new position. A vertical line will indicate where the slide will be inserted. The slide position number will also automatically adjust with the change of order.

To remove a slide from the presentation, click on the slide you wish to remove and press the Delete key.

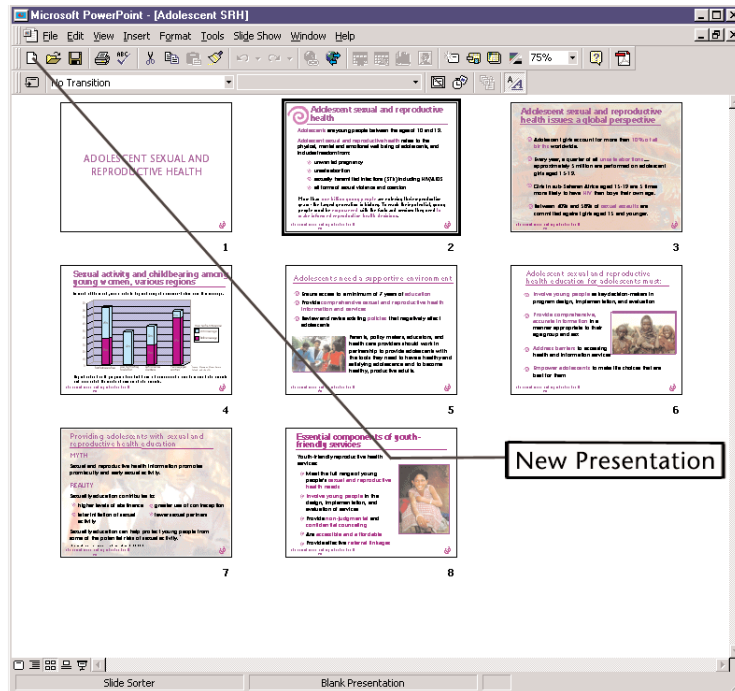


Figure 3: Slide Sorter View

Custom presentations can be put together using slides from any number of the slide presentations. To assemble a custom presentation, open each of the slide presentations containing the

slides you wish to use. Make sure to view each of them using the *Slide Sorter*. Create a new presentation by clicking on the *New Presentation* icon on the *Standard Toolbar* (Figure 3), and then select *Cancel* on the *New Slide* dialog box. Remember to switch to *Slide Sorter* view.

Switch to another slide presentation by selecting *Window* from the *Menu Bar* and selecting one of the open presentations listed on the bottom of the list (Figure 4). Select the slides you wish to copy by

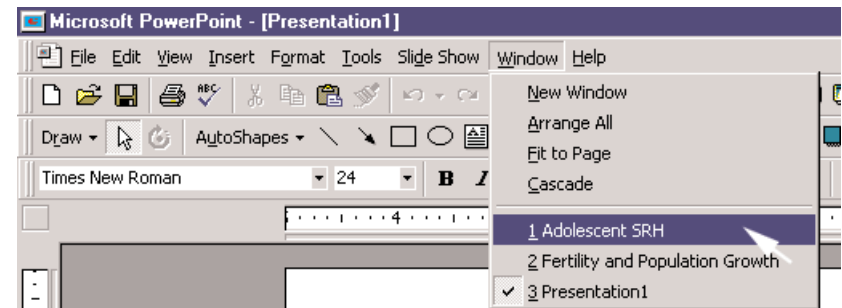


Figure 4: Switching Between Presentations

holding Shift and clicking on each slide. Right-click with your mouse on one of them and select *Copy* from the context menu. Change to the new presentation, right-click in the slide sorter and select *Paste*. Continue to copy and paste until you have all the slides you need. You can always rearrange and delete slides after all slides have been copied.

Colleagues already familiar with PowerPoint® may opt to use *Insert* from the menu bar and select the *Slides from file* feature that will allow you to select your slides from different slide presentations without having to open each file individually.

Remember to save your new presentation!

## Creating New Slides

You can also create your own slides to include in



your custom presentation. From the *Slide Sorter* view, place the cursor in the position you want the new slide to be located, select *Insert* from the *Menu Bar* and click *New Slide*. When the *New Slide* dialog box appears (Figure 5), select the blank slide and click *OK*. The blank slide option is highlighted in Figure 5. You can then add your own text and images to the slide.

FCI has also provided template slides at the end of each of the eight slide presentations. These slides include the color unique to that slide presentation and can be used to create new slides that are similar in style to the other provided slides.

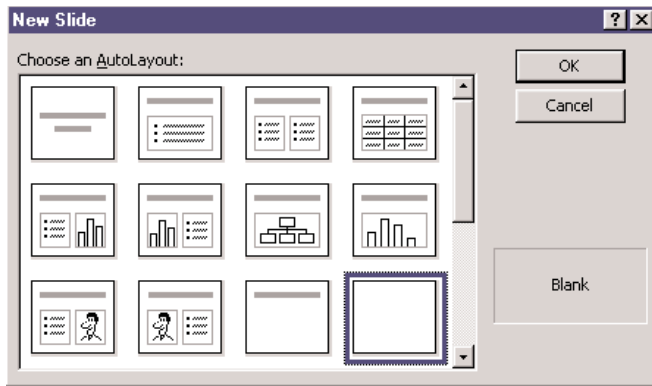


Figure 5: New Slide Dialog Box

## Preparing For Your Presentation

### 1. Adding and Editing Speaker Notes

The PowerPoint® presentations can also be viewed with accompanying speaker notes. To view slides with speaker notes, select *View* from the *Menu Bar* and then *Notes Page* (Figure 6). You can also select *Notes Page View* from the *Views* short cut menu.

To add or change speaker notes, click the cursor in the *Speaker Notes* area and make any desired additions or changes.

### 2. Making Transparencies and Printing Speaker Notes

If needed, transparencies can be printed for use on an overhead projector. To print transparencies, select *File* from the *Menu Bar* and then *Print*. Select *Slides* from the *Print What* options box and select

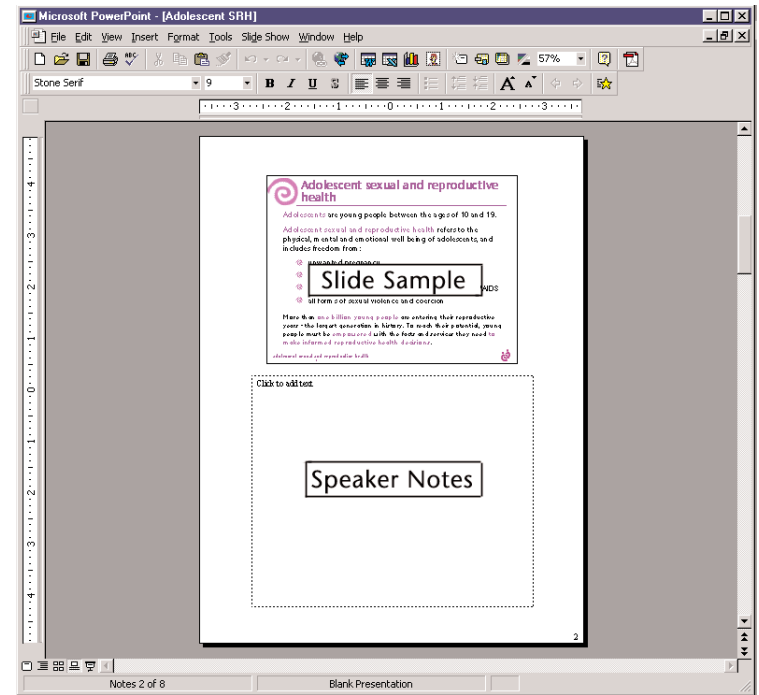


Figure 6: Speaker Notes View

*Landscape* orientation under the printer properties, then click *OK* (Figure 7). Make sure to use the proper type of transparency (laser or ink jet) for your printer.

*Speaker Notes* are combined print samples of the slides with accompanying speaking notes for each slide. To print these, select *File* from the *Menu Bar* and then *Print*. Select *Notes Pages* from the *Print What* options box, then click *OK*.

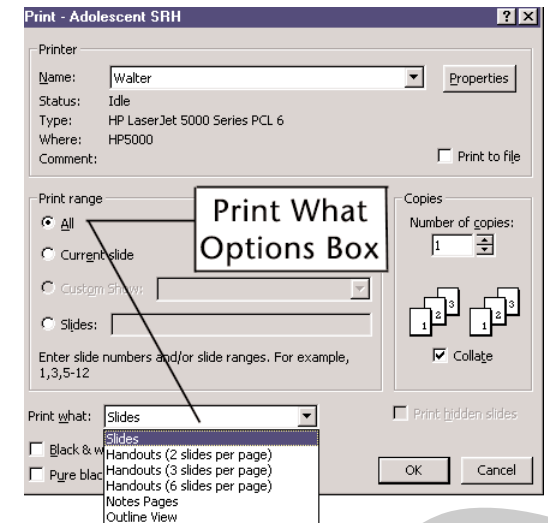


Figure 7: Print... Dialog Box





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