Inspirational Quotations™
Instructions

Drag Presentation to Computer
For better performance, it is recommended you drag the desired presentation to your computer from the CD-ROM instead of working off the CD-ROM.

To View and Search for Slides
Open either the Inspirational Quotations.ppt presentation in PowerPoint or one of the 23 presentations in the Topics folder. You may view and search for slides using one of the following views in PowerPoint:
• Normal View
• Outline View
• Slide View
• Slide Sorter View
• Slide Show

To Find a Slide, Word, Author, or Phrase
Open either the Inspirational Quotations.ppt presentation in PowerPoint or one of the 23 presentations in the Topics folder. Go to Find (Edit > Find) and type in the author, word, or phrase.

Inserted Art vs. Native PowerPoint Files
On this CD-ROM, there are two main presentation files, containing the same slides in different formats for your convenience:
  • Inspirational Quotations.ppt – Slides are in native PowerPoint format.
  • Inspirational Quotations Art.ppt – Slides are art files inserted into PowerPoint.
The native files will result in the highest quality presentations. However, when copying native files to your own presentation, you may have to apply a slide master provided to avoid formatting issues. The art files allow you to easily copy and paste the slides without any formatting issues and also allow you to re-size the art.

To Copy a Slide into Another Presentation
1. Open an Inspirational Quotations presentation in PowerPoint and set the view to Slide Sorter (View > Slide Sorter).
2. Open the other presentation and set the view to Slide Sorter.
3. On the Window menu, click Arrange All to display both presentations (Window > Arrange All.
4. Click the slide you want to copy. To select multiple slides, hold down Control key (Command key on Mac).
5. Copy the slide from the original presentation (Edit > Copy). In the other presentation, click where you want to place the copied slide then paste it in (Edit > Paste).

To Drag and Drop a Slide into a Another Presentation
Repeat steps 1–3 above. Then select the desired slide from one presentation and drag it into the desired location of the other presentation.

<u>Formatting Issues</u>
If you encounter formatting issues when copying a slide into your presentation, please see the Formatting Instructions guide provided on the CD-ROM or consult your PowerPoint® Help or User's Guide.