Manual for the presentation template

Institute of Rock Mechanics and Tunnelling

Version1.0

Directory

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1 Introduction

This guide describes how to use the institute template (Folienmaster_v3.0) to create a PowerPoint presentation. The aim is to create a uniform presentation basis and an easy method to create such a presentation.

For an optimal use, follow the procedure described in the following steps. Changes in the master view should be avoided as far as possible.

Illustration 1: Title slide

2 Steps for creating a presentation

2.1   Save as a new file

First you must open the presentation template and save it with a new name in your target folder. Please make sure that you don't overwrite the template.

2.2   Title slide

To add a first slide, you must click on the button "New Slide" in the menu ribbon. Choose the slide which is named "Title Slide".
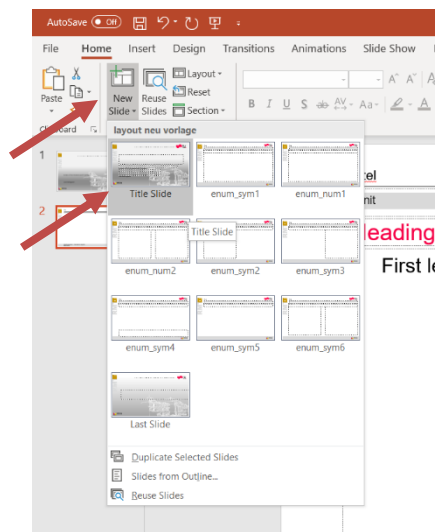

Illustration 2: Insert title slide

2.2.1   Edit texts on Title slide

For editing any text in a text box, you just must obey the text "klick to edit" on the slide. This works for every text in the presentation. (Illustration 3: Editing texts)
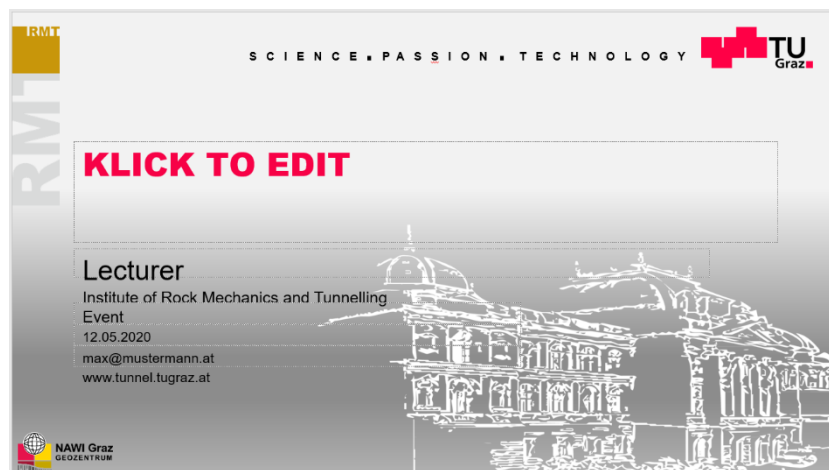

Illustration 3: Editing texts

An exception is necessary for changing the date. To do this you have to click in the text field of the date, now you will see the tab symbol in the text field. By selecting the "Insert" tab you can select the "Date and Time" symbol in the Text section. In the window that opens you can insert the date by clicking on the desired display mode. (Illustration 4: Date)
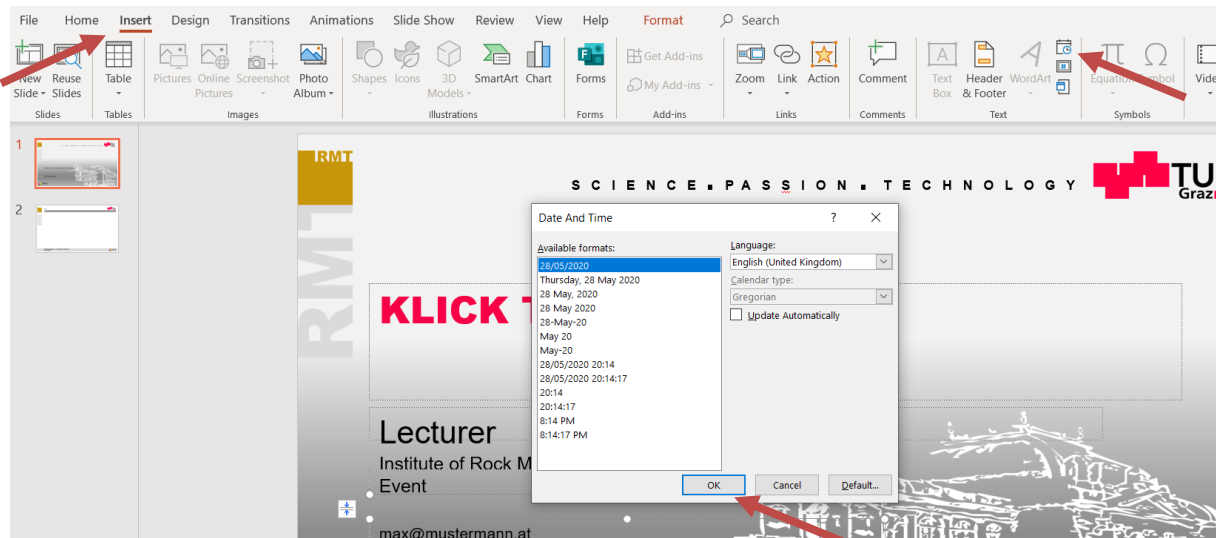

Illustration 4: Date

2.3 Master layout

To ensure that the title is automatically visible at the designated position on each additional slide created, a change must be made in the slide master layout. Basically, this and the insertion of a further logo is the only change to be made in the slide master.

In order to get to the master view click on the symbol "Slide Master". It is very important that you just edit the first slide otherwise your changes wouldn't be on every slide. (Illustration 5: Master layout)
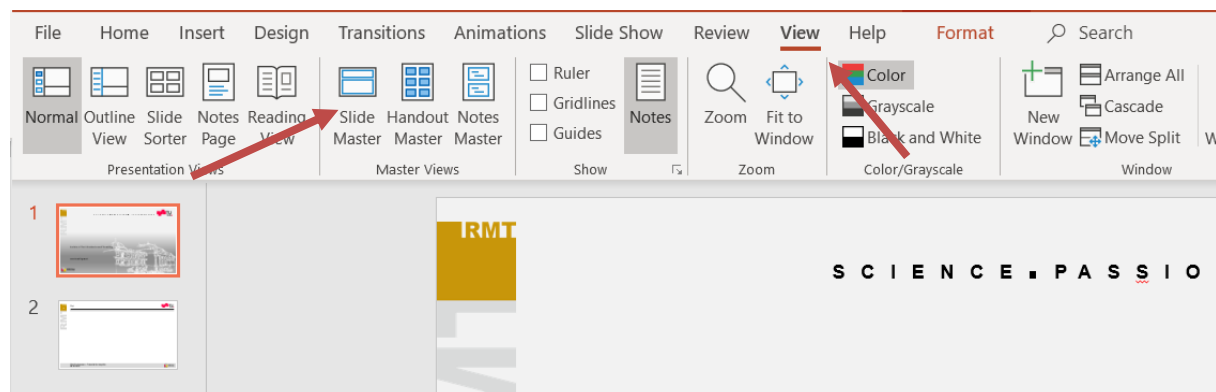

Illustration 5: Master layout

Now it is possible to edit the title on the first slide also called "Master layout". To close the Slide master use the button „Close Master View". (Illustration 6: Title in Master layout)
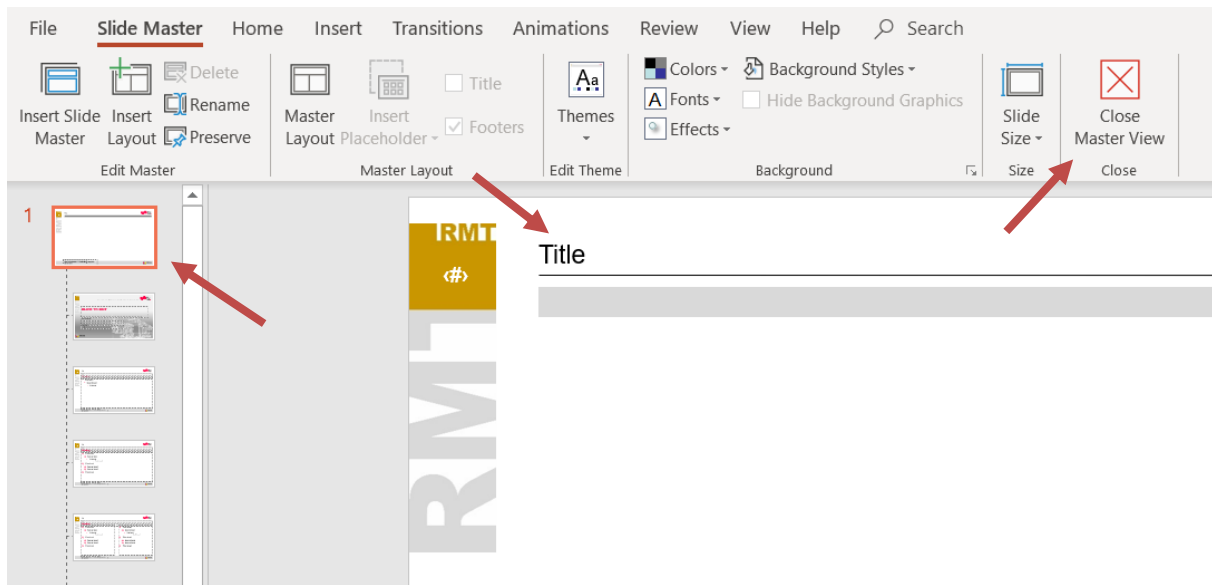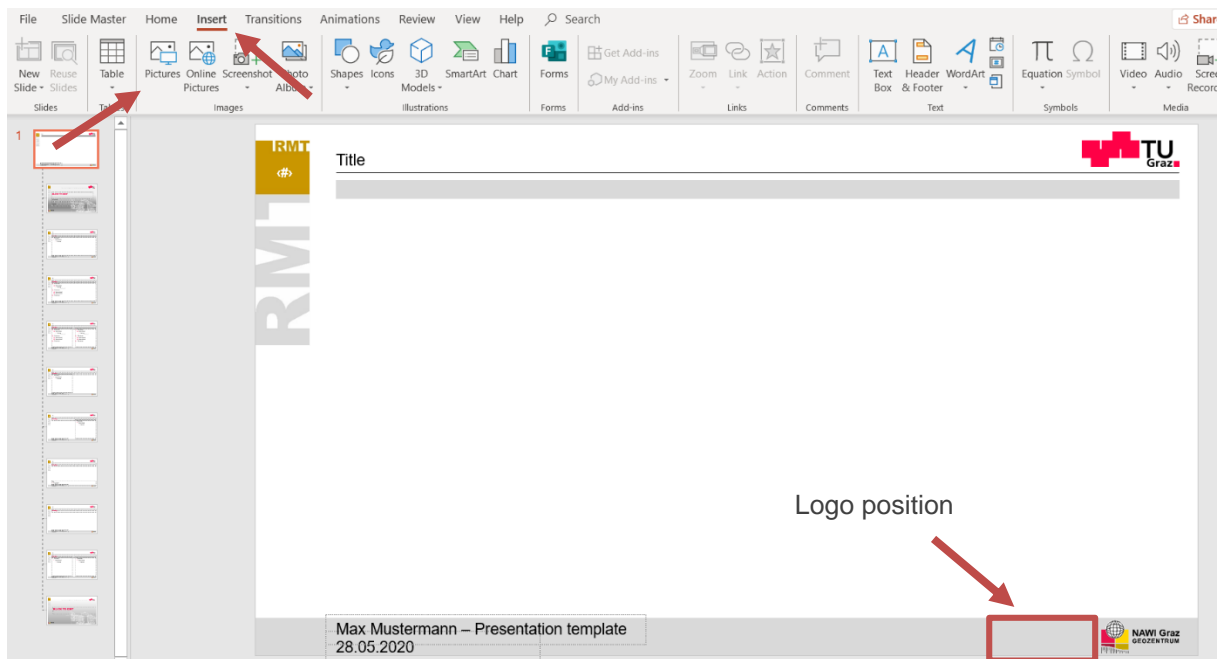

Illustration 6: Title in Master layout

To add a further logo, select "Insert" in the tab strip and click on the "Images" symbol (see also point 2.6.1: Inserting images). The image is now inserted on the master layout. It must be placed at the bottom right edge next to the existing logo. For the size a height of 1.0 cm and a width of 2.0 cm should be aimed for. (Illustration 7: Logo)

2.4   Slide template selection

Illustration 7: Logo

As with the insertion of the title slide, the "New slide" symbol in the menu bar must be clicked again. In the window that opens, it is now possible to select different templates for bullets and slides with images.

For the selection, the examples of enumerations available in the format template are to be used as a model. (Illustration 8: Slide Templates)
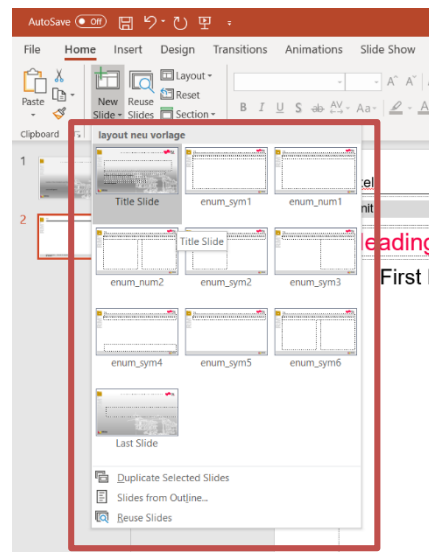

Illustration 8: Slide templates

2.5   Footer

If the slide has been inserted as in point 2.4, the footer for all slides can now be added. In the tab strip under "Insert" the symbol "Header and Footer" is selected. Now the text for the footer can be entered in the opened window, by closing it with the button "Apply to all" the footer is automatically already present for all slides. (Illustration 9: Footer)
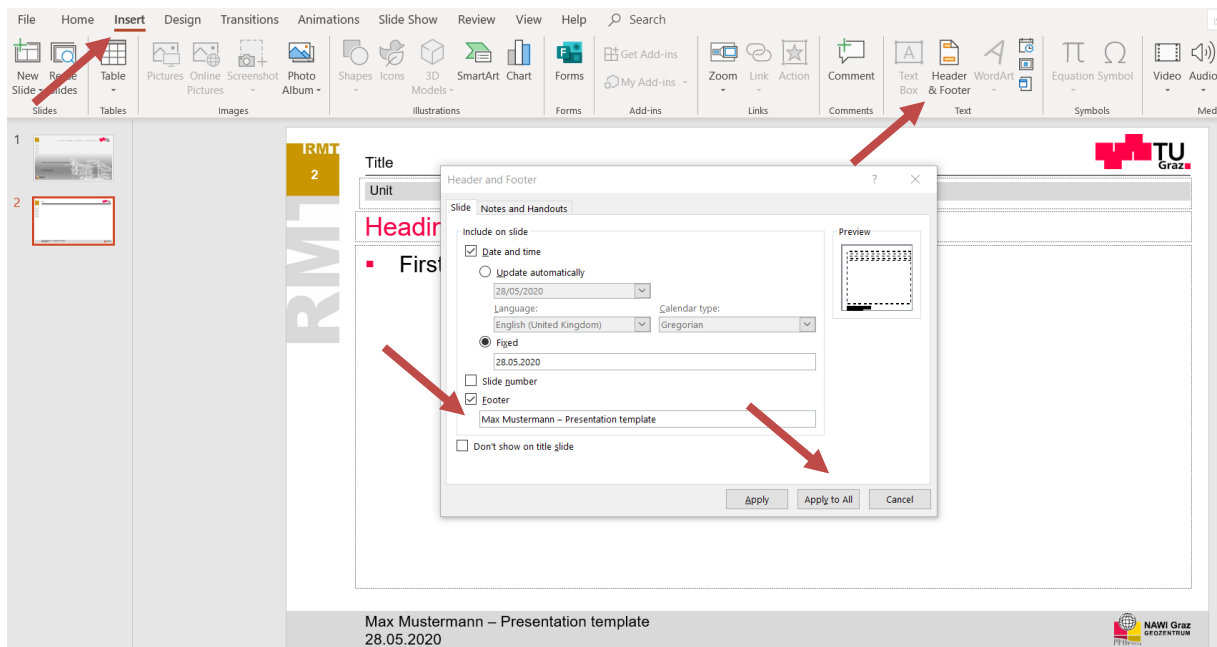

Illustration 9: Footer

2.6 Edit slides

The editing of the text modules on the inserted slides is done by clicking into the respective text field, using the templates of the format template.

2.6.1 Add graphics

For inserting images, the procedure via the register tape "Insert" and selecting the symbol in the menu tape "Images" is recommended. Loading images via the key combination "Ctrl+C" and "Ctrl+V" is not recommended, as errors can occur more often. By clicking on the symbol "Pictures" the File-Explorer opens where the picture can be selected and the desired graphic is inserted into the slide. (Illustration 10: Add graphics)
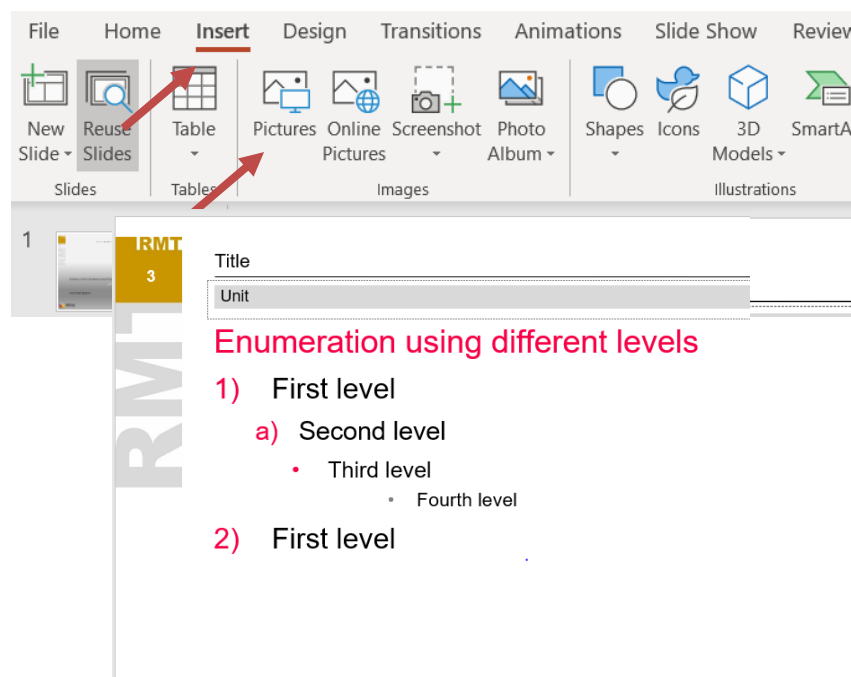
2.6.2 Enumeration

Illustration 11: Enumeration

First you have to make a suitable selection from the slide templates (enum_sym or enum_num), then click in the text field and you are in the first level of your enumeration. First define the points of the first level, since changing to a higher enumeration level later on can cause problems. To change to the next lower level, press the tabulator key once. (Illustration 11: Enumeration)

2.6.3   Chapters

The chapter overview is intended as a guide and can be adapted on any slide. Unfortunately, it is not possible to adopt the chapter overview automatically for each slide. Therefore we recommend to define it once on one slide and then copy it into the overview of the other slides. To guarantee a better overview, the current chapter should be printed in **bold**. (Illustration 12: Chapters)
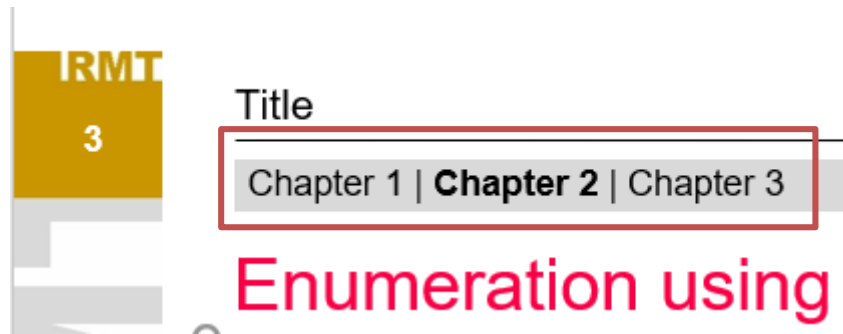

Illustration 12: Chapters

2.7   Last slide

The last slide is added in the same wayas already explained in point 2.2 Title slide. The final words can be added by following the prompt "Edit final words by clicking".

Illustration 13: Last slide