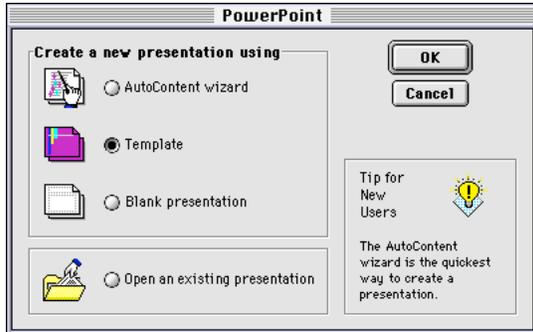


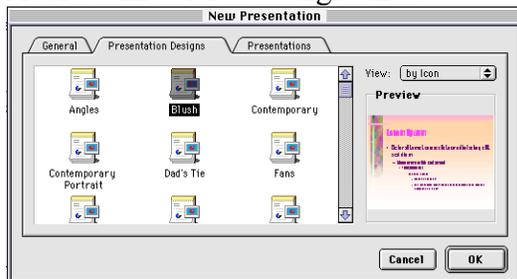
# Powerpoint



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

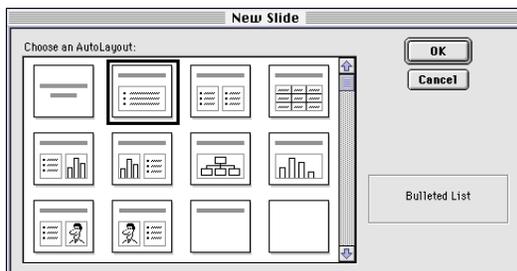


Avoid dark colored backgrounds!



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 **⌘M** or clicking on the new slide button



Lower left controls the view:



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.

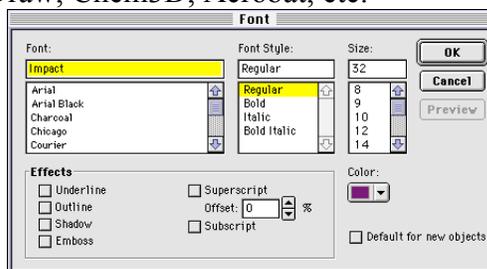
*Filling your slides with words and then reading them to us is taken by many as a lack of respect for your audience.*

At the bottom of the *slide window* there is a set of drawing tools.

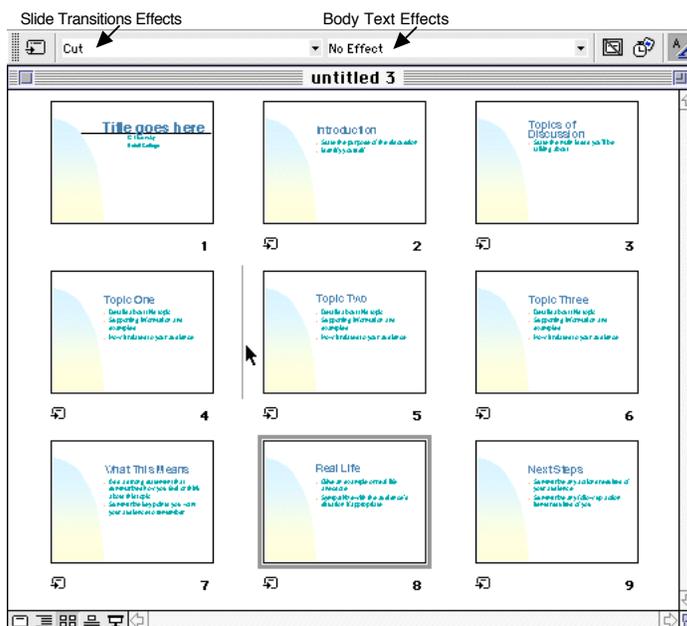


Provide pictures by cut and paste from ChemDraw, Chem3D, Acrobat, etc.

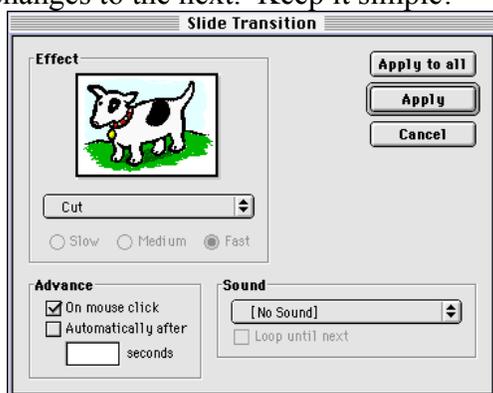
Use the Format/Font menu to put superscripts or subscripts into formulas.



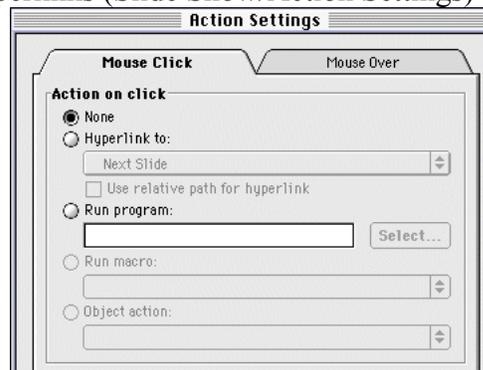
In the *sorter view* you can drag slides around as well as apply effects.



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



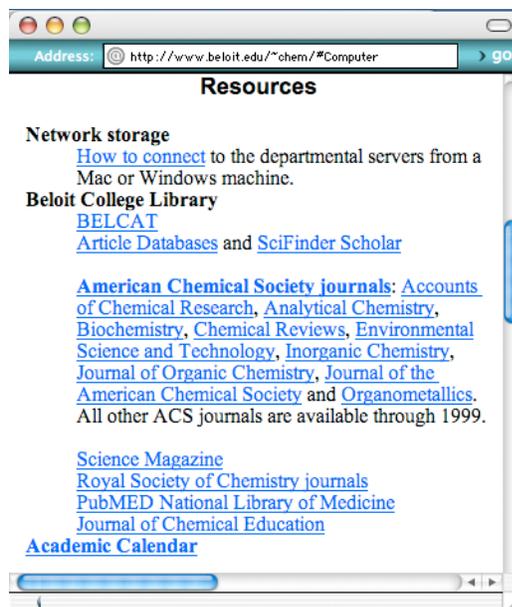
You can create hyperlinks in a presentation so you can jump to specific slides, to another presentation or program (e. g., a molecule viewer or to an address on the internet.) You can create a hyperlink from any text or object, including a shape, picture, or action button. Hyperlinks (Slide Show/Action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



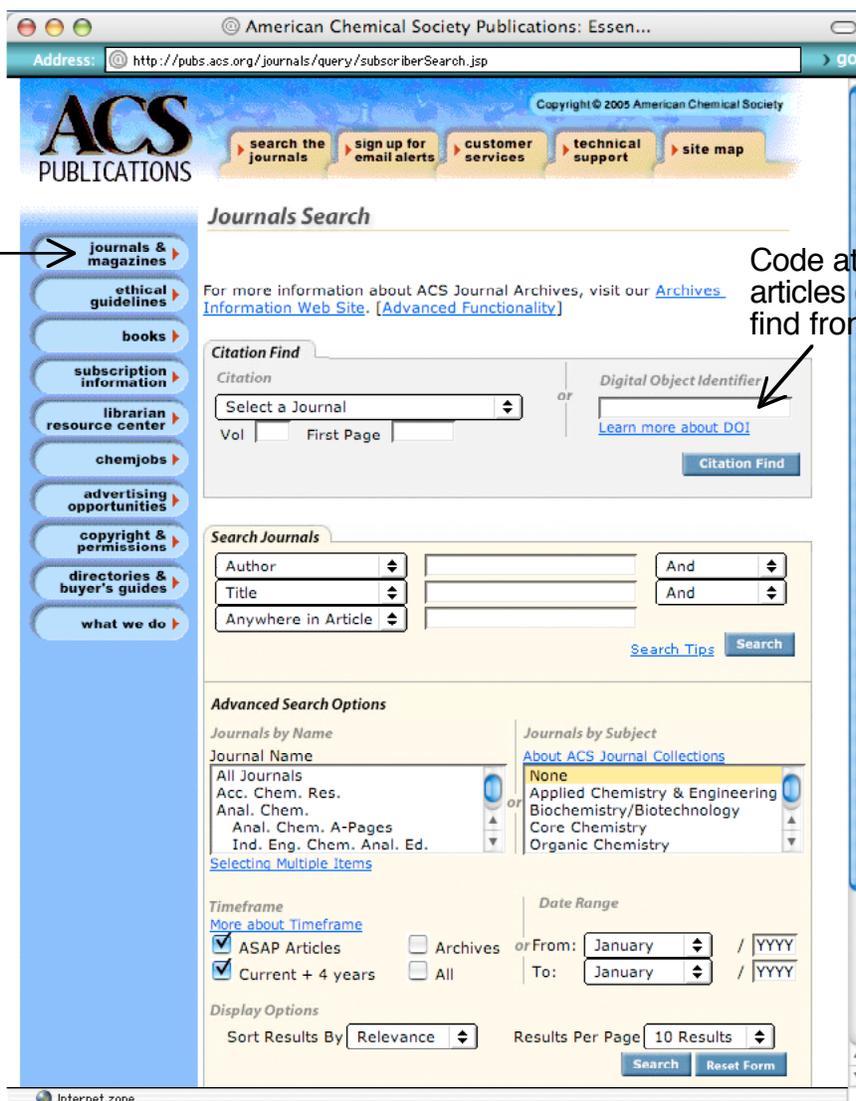
# Getting Figures from Journals into Powerpoint

Click on resources at <http://www.beloit.edu/~chem>

Go to ACS publications



Click here to go > journals & magazines > browse a journal



Code at end of all articles (easiest way to find from paper copy.)

Select article

**Photovoltaic Cells Using Composite Nanoclusters of Porphyrins and Fullerenes with Gold Nanoparticles**  
 Taku Hasobe, Hiroshi Imahori, Prashant V. Kamat, Tae Kyu Ahn, Seong Keun Kim, Dongho Kim, Atsushi Fujimoto, Tsutomu Hirakawa, and Shunichi Fukuzumi  
 pp 1218 - 1228. (Article) DOI: [10.1021/ja047768u](https://doi.org/10.1021/ja047768u)

download pdf file

Abstract Full: [HTML](#) / [PDF](#) (545K) [Supporting Info](#)

Open pdf file in licensed copy of Acrobat

adjust scale to 200%

then copy graphic

Hasobe et al.

17.3 Å

30.94 Å

660 nm

NHCO-Cl

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

Format Picture

Colors and Lines Size Position Picture Text Box

Size and rotate

Height: 2.19" Width: 2.24"

Rotation: 0°

Scale

Height: 70% Width: 70%

Lock aspect ratio

Relative to original picture size

Best scale for slide show

Resolution: 1024 x 768

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