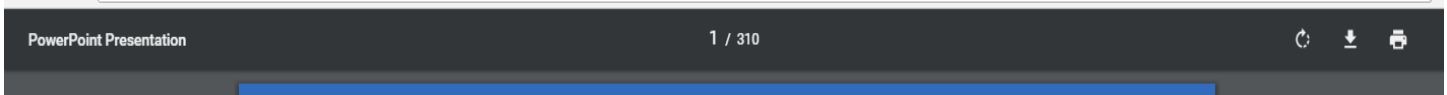


Microsoft Power Point Instructional Guide:

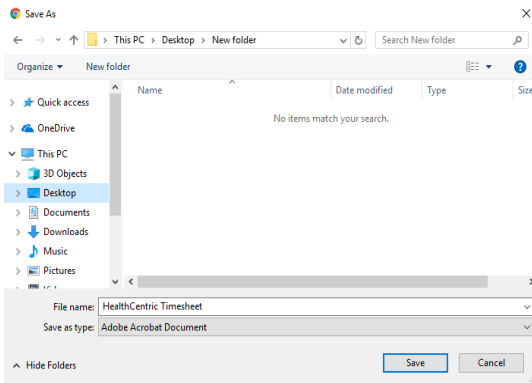
How to download PowerPoint Presentation from The RI HAI Prevention & Antimicrobial Stewardship Coalition

For PDF

1. Click on the PDF link. The PDF will open in a new window.

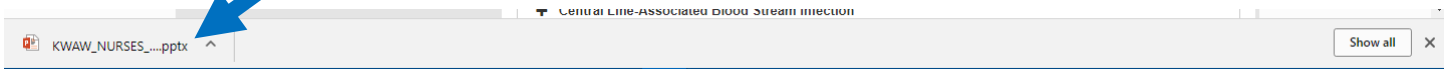


2. Click the download icon. The Save as dialog box will open. Navigate to a file location and click save.

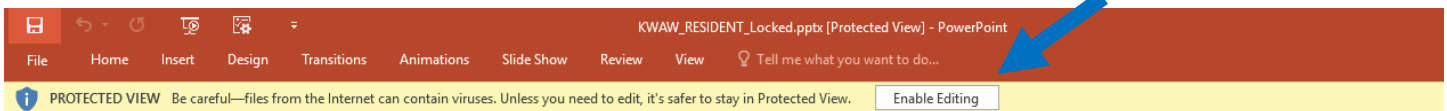


For PowerPoint:

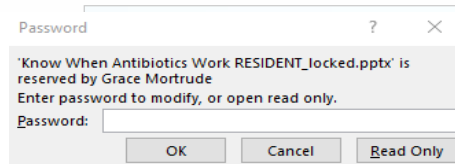
1. Click on the PowerPoint link. The PowerPoint will start to download.
2. Click the downloaded PowerPoint icon at the bottom of the window.



3. The document will open in Microsoft Power Point. Select 'Enable Editing'



4. Select 'Read Only'

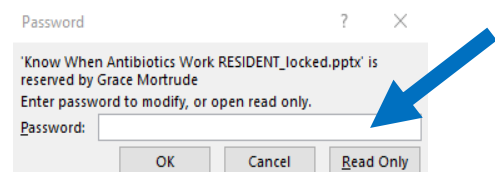


How To Save from Email

- 1) Right click on the attachment
- 2) Select "Save As"
- 3) Navigate to desired file location and click save

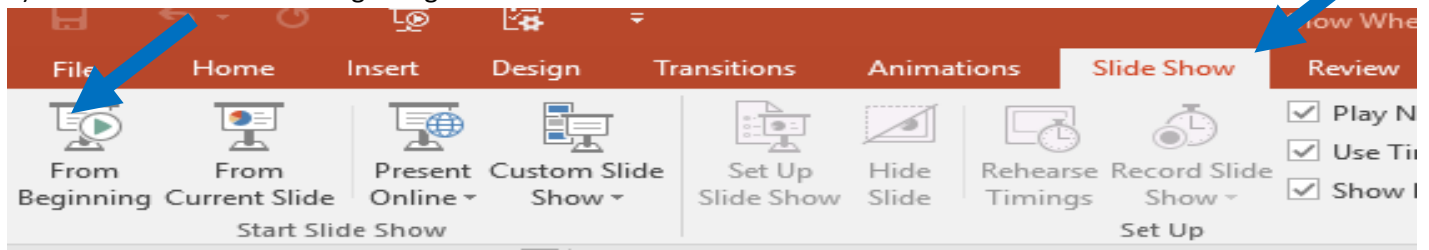
How to Open Saved Power Point

- 1) Navigate to the file location
- 2) Double click on file to open. A "Password" dialogue window will open
- 3) Select 'Read Only'
- 4) Your saved PowerPoint will open after clicking 'Read Only'



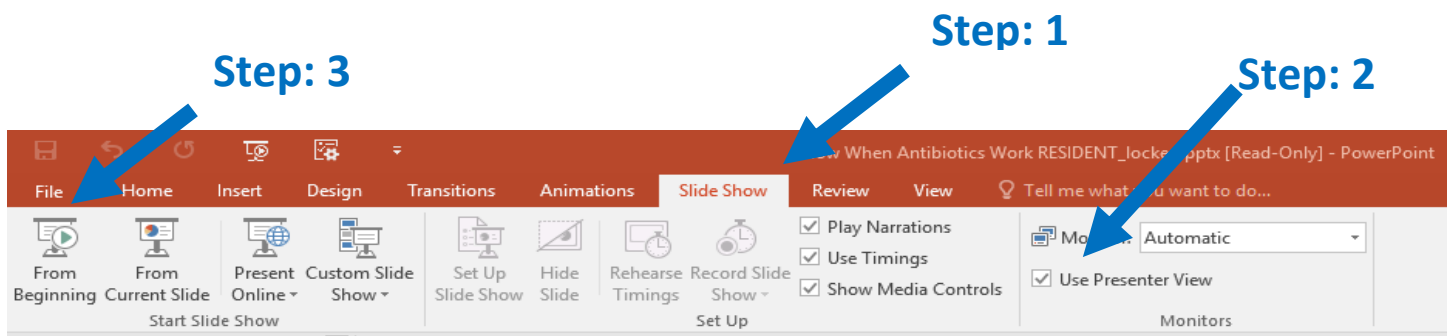
How to Start Slide Show

- 1) With the power point document open in Microsoft Power Point, navigate to the 'Slide Show' tab
- 2) Then select 'From the Beginning'



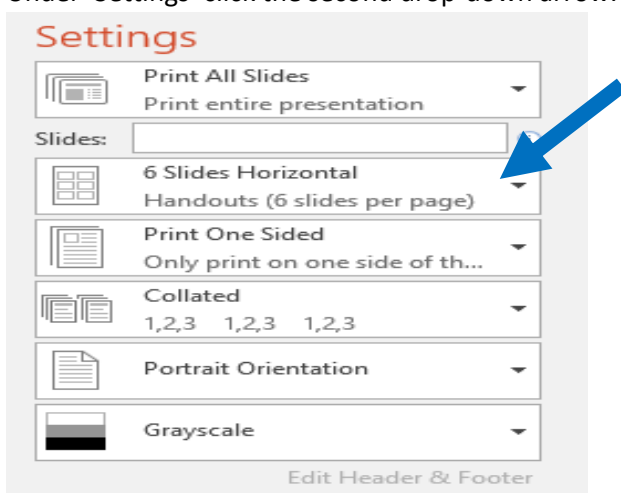
How to View Slide Notes while in Presentation Mode

- 1) With the power point document open in Microsoft Power Point, navigate to the 'Slide Show' tab
- 2) Check the box next to 'Use Presenter View'
- 3) Once the 'Use Presenter View' box is checked, select 'From Beginning' to start the presentation from the beginning.



How to Print Multiple Slides on One Page

- 1) With the power point document open in Microsoft Power Point, navigate to the 'File' tab
- 2) Select print
- 3) Under 'Settings' click the second drop-down arrow.



- 4) From the drop-down menu, select how many slides you would like to print on each page
- 5) Select Print