

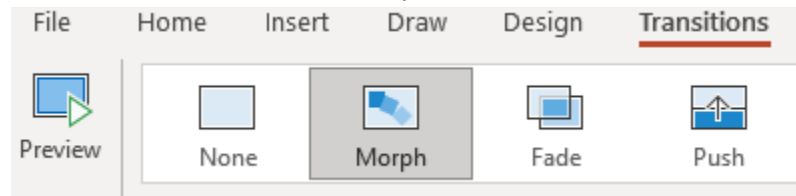
Technical Notes for the “ACAP Programs – Pre-Event Looping Slide Deck” Presentation

This is a “master” slide deck for all ACAP chapters to use as guests are arriving for your scheduled monthly programs. While there is much that can be used “as is” for each chapter, you will want to review carefully before each event and update anything needed.

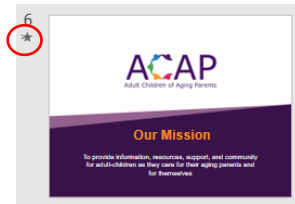
This Microsoft PowerPoint presentation is programmed to loop continuously until you manually turn it off before your program starts. Approximate one-time (one loop) run time is about 5:54.

What’s Programmed for You

- Transitions from one slide to the next
 - Most slides are set to “Morph”.
 - See Menu Bar: Transitions > Morph

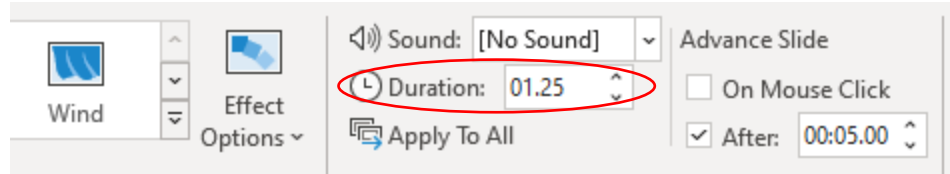


- If you add slides to the slide deck, you will need to add new transitions for each slide added.
- Best practice: Be consistent with transitions, unless there is a specific reason to make a particular slide stand out. In that case, change the transition for that slide only!
- Content best practice: Follow the 6x6 rule: No more than six bullets and no more than six words per bullet. The second part is more difficult; just be as brief as you can to get your point across.
- To add/edit a transition, click on the slide you wish to change (to select it), and then click “Transitions” on the menu bar. Choose the transition you wish to have. Some transitions need longer “duration” to complete their animation. Be sure to test the transition by clicking the small star beneath the slide number to the left of your screen.

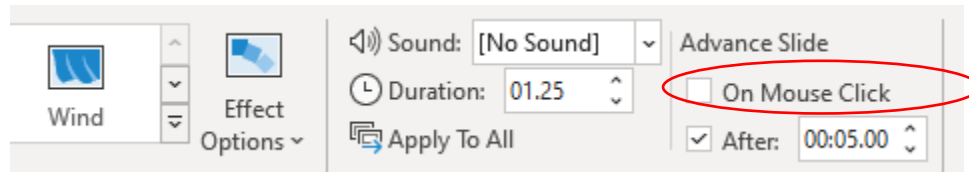


It also is a good idea to “run” the slide show before going live; i.e. start the automatic program and observe whether the transitions are having the desired effect.

- Duration (each slide) – See Menu Bar: Transitions > Duration
 - The purpose of this setting is to allow the transition animation to complete its action. The default duration is currently 01:25 (seconds).



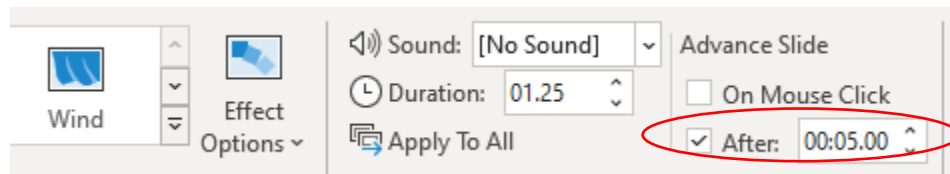
- Advance Slide – See Menu Bar: Transitions > Advance Slide
 - The Advance Slide setting should not have “On Mouse Click” checked. The slide deck is programmed to run automatically once you start it manually.



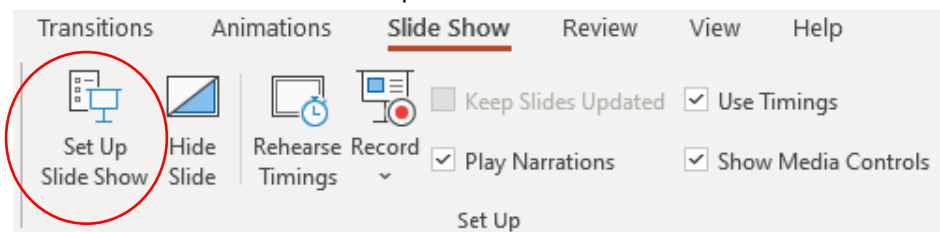
- To start the looping slide show, simply open the PowerPoint file, select/click on Slide 1, and then click the “slide show” icon to the left of the slider bar in the bottom right corner of your screen. The presentation will start to advance on its own and will run until you manually close the file.



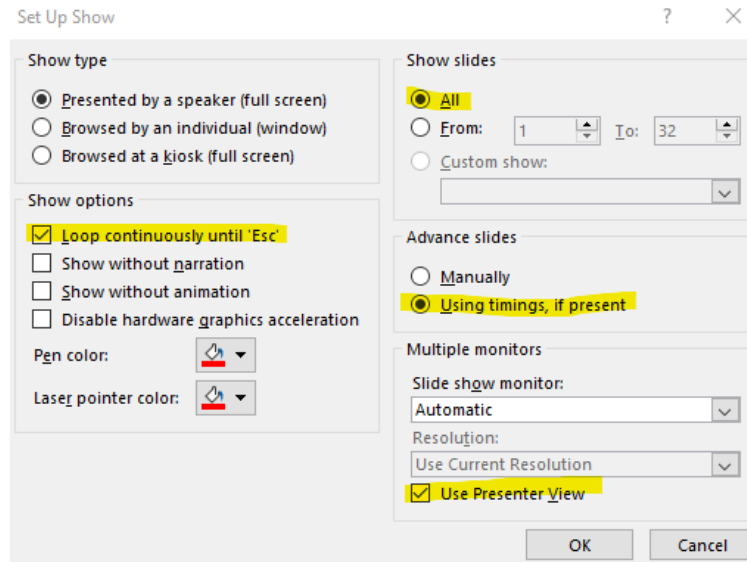
- Each slide is set for a certain number of seconds; for example: slide 1 (title) is set for 06:00 (i.e. 6 seconds), slide 2 (welcome) is set for 05:00 (5 seconds), etc. Slides with text to read are set for a longer time.



- Looping (Troubleshooting)
 - The presentation is set to continuously loop until you stop it manually. Should something go wrong with your slide show, use these steps to troubleshoot.
 - Go to Slide Show > Set Up Slide Show on the menu bar.



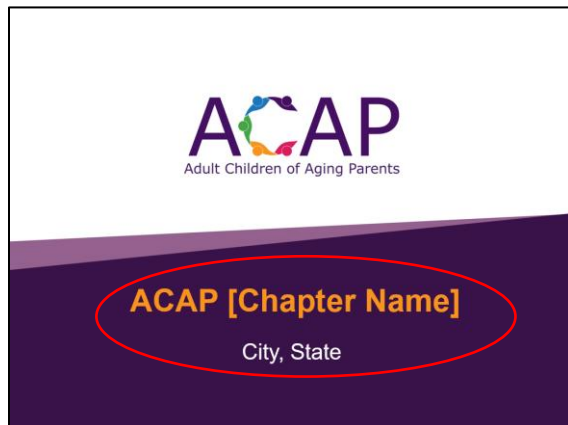
- Next, under Show Options, check the box that says “Loop continuously until ‘Esc’.” Note that the loop also is set to:
 - “Show slides” = All
 - “Advance slides” = “using timings, if present”, and
 - “Use Presenter View.”



- Click “OK” and you’re all set.

What You Need to Customize for Your Chapter

Slide 1: Add your own chapter name, along with the city and state where you meet.



All picture slides:



The current set of pictures was added by ACAPcommunity. As you begin your in-person events, we recommend that you swap out these pictures for ones from your own chapter gatherings as they become available.

NOTE: It is important that you get signed “Photo-Video Release forms” from any attendees you photograph. We need their permission to use their likeness for ACAP marketing – even the pre-program slide deck. There is no compensation for this privilege. The release form is available in the Chapter Guide under the Resources section.

All sponsor slides:

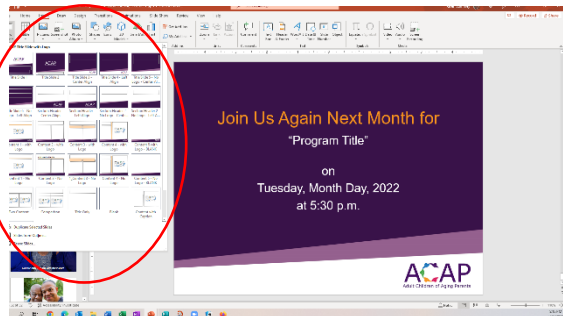
In the “ACAP Programs – Pre-Event Looping Slide Deck” PowerPoint file, there are slides for core/chapter sponsors, as well as for program sponsors. Customize these to fit your needs. (Remember to remove the white text that provides on-slide instructions! Also remember to add “transitions” if you add slides.)

“Join Us Again Next Month for” and “Looking Ahead” slides:

Customize these slides each month to advertise your next three monthly programs.

Chapter Creativity

This slide deck “master” offers additional, unused design options under Insert > New Slide on the menu bar. Feel free to select one of these design choices to add new slides. Remember to review “transitions”

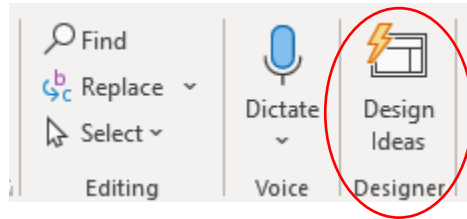


after adding new slides. You’ll want your slide show to remain consistent throughout.

A word about Design Ideas, found on the Home menu bar: PowerPoint offers help with making good design choices. When adding slides, click the “Design Ideas” section at the far right of the menu bar to see possible designs for the slides you add. The choices presented

will be based on the master ACAP design. Use your best design-sense to select a compatible design for

your custom presentation. Keep in mind that the one you designed on your own may be as good or better than the choices given. It's up to you!



Enjoy!

For additional help, contact Karen Summey, ACAP Project Manager, at ksummey@acapcommunity.org.