

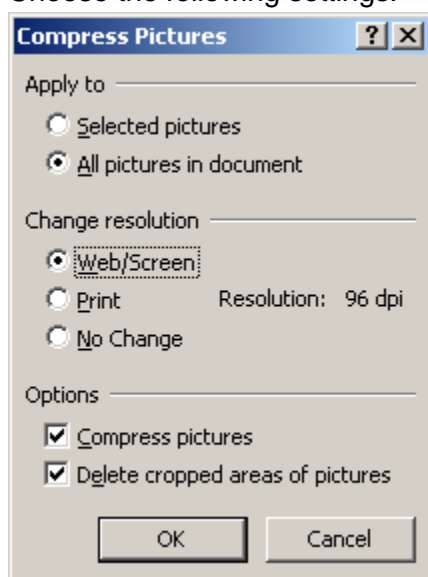
Inserting PowerPoint Slide Images into Word

If you need to insert PowerPoint slides into a Word document, use this method to keep a portable document file size that works easily in ANGEL or email. Follow the directions for 2007 or 2003 based on the program you have installed.

Office 2007 Directions

1. Create your PowerPoint and use the Save As→Other Formats command choosing GIF as the 'save as type.'
2. PowerPoint will confirm if you want to save one slide or all. If you save all, a folder will be created with a separate gif image file for each slide.
3. To insert the newly saved images go to the Insert tab and choose Picture
4. To resize the picture, click on it and drag any corner to reduce the size.
5. Select any of the images that have been inserted and click on the Picture Tools Format tab that appears. On the left side of the ribbon choose the Compress Pictures button.

Choose the following settings:

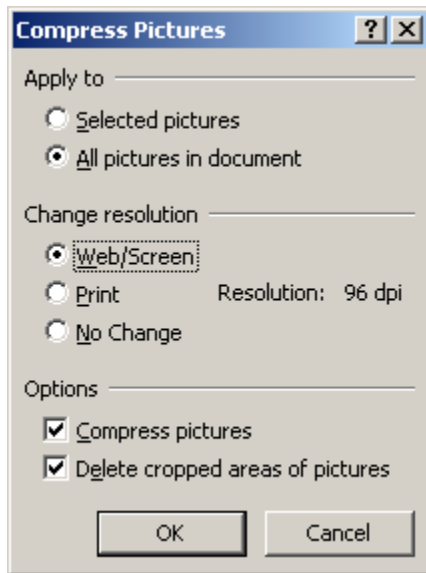


6. Save the file.
7. To see the total size of the Word document, choose the Office Button→Prepare→Properties and the document properties information appears above your document. Choose Advanced Properties from the Document Properties pull-down to view the size of your document.

Use the PDF option to reduce the size of the file even more. Choose the Office Button, then Save As, PDF or XPS option. Choose PDF as the Save As Type and press Publish.

Office 2003 Directions

1. Create your PowerPoint and use the Save As and choose Gif in the 'Save as type' pull-down box.
2. PowerPoint will confirm if you want to save one slide or all. If you save all, a folder will be created with a separate gif image file for each slide.
3. In Word, use the Insert→Picture command to insert each slide GIF image into your Word document.
4. To resize the picture, click on it and drag any corner to reduce the size.
5. To minimize the image file size, right-click the picture, choose Properties and then click the Compress Pictures button and choose the following settings:



6. Save the File

Use the CutePDF writer to reduce the size of the file even more. Information regarding installation and using the CuterPDF writer can be found at www.cutepdf.com.