

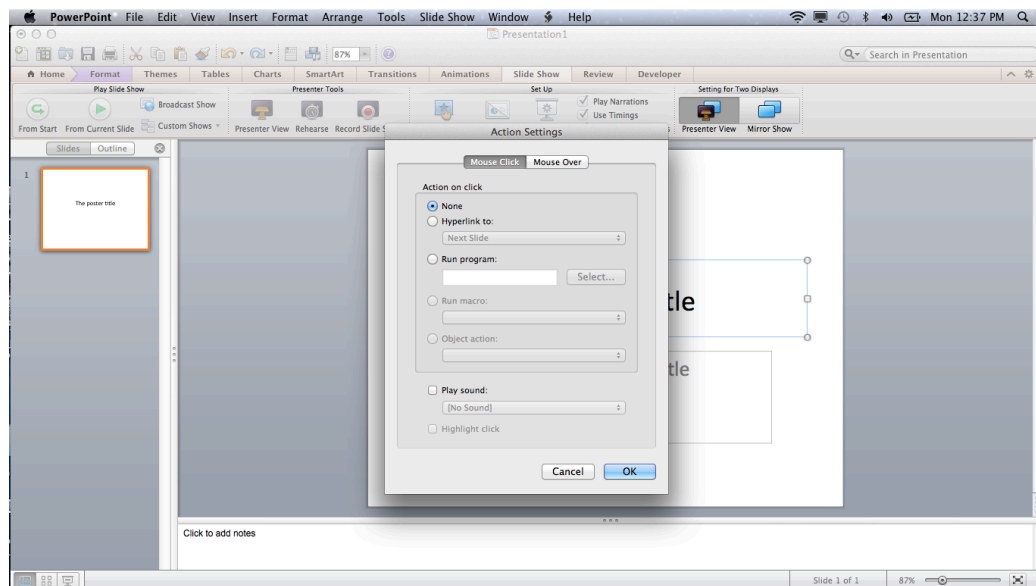


Power Point How to Guide

Hyperlinking:

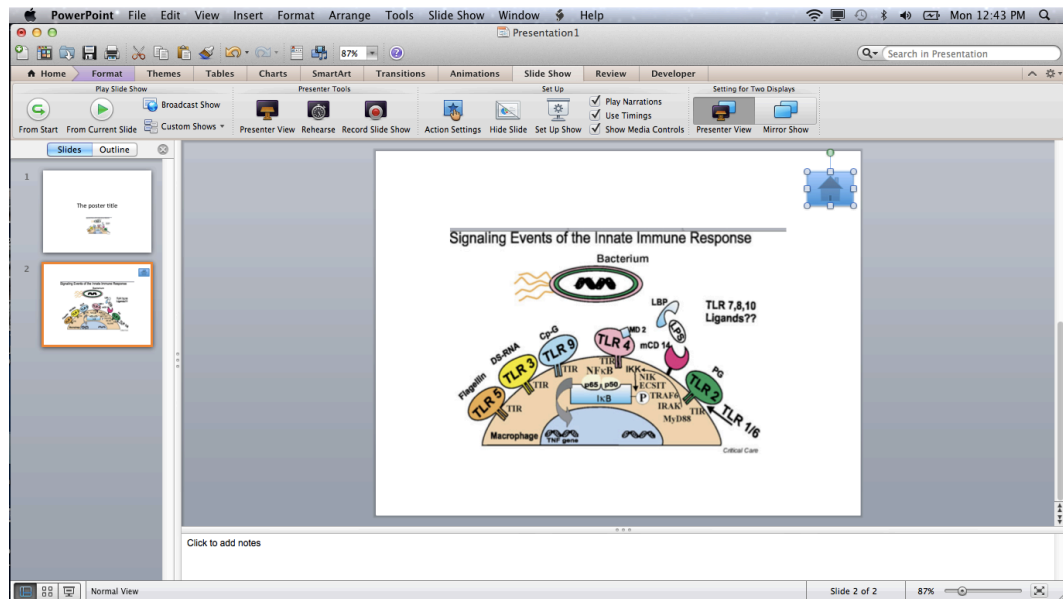
- Select an image or text box that you would like to hyperlink and copy and paste it to another slide.
- Resize the image/text box on the additional slide until it is the desired size.
- Highlight the original image and then click on the action settings button, which is located in the slideshow tab on Power Point.

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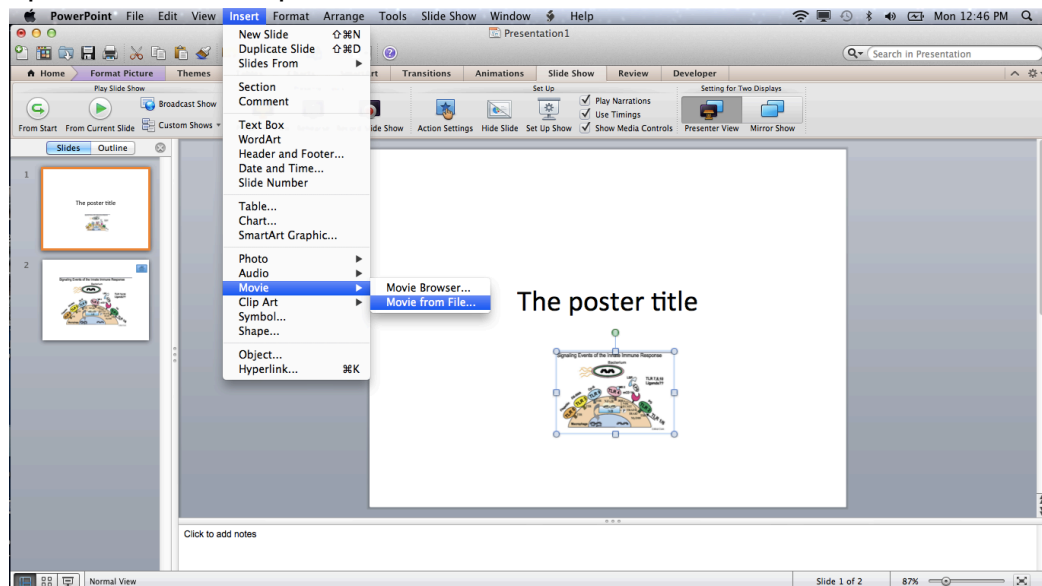
- Make sure to add an additional hyperlink, such as a home button, to go from the enlarged image back to the original slide.



- If you have more images/text that you would like to enlarge, then continue the process by adding more slides and hyperlinking them back to the original poster.

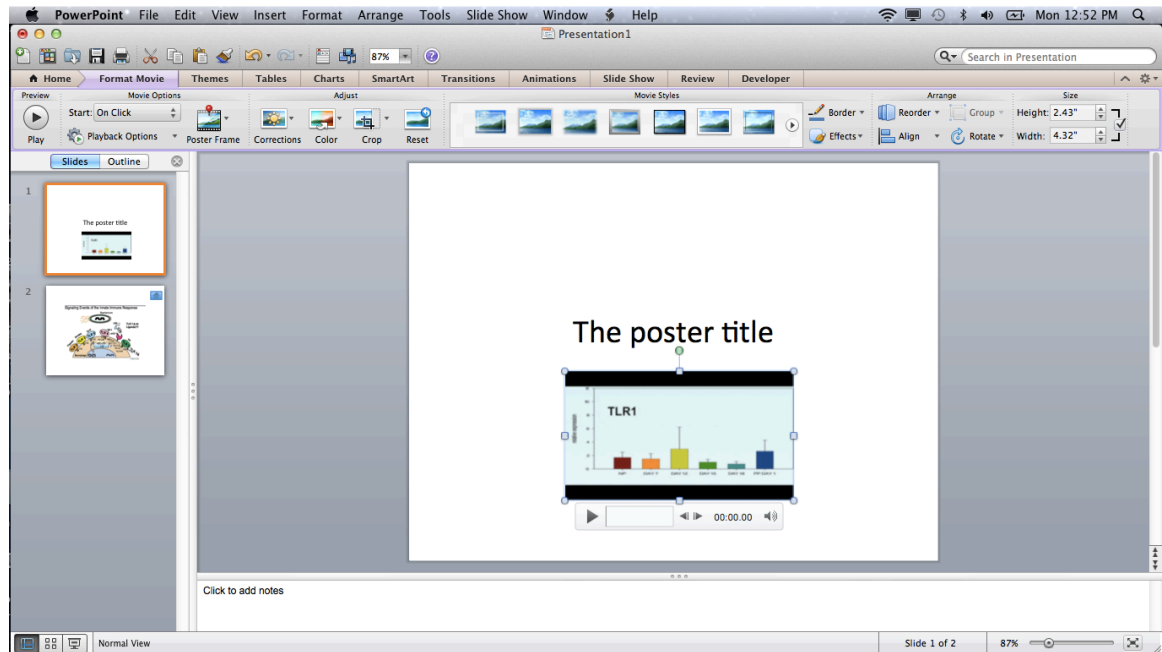
Videos:

- To insert a video into your Power Point presentation you will need to select the “insert” tab from the top banner and then click on the “movie” option from the drop down menu.



- Choose the video file from your computer that you would like to embed into your presentation.

- Embedded video may be displayed in the following formats:
 - .mov, .mp4, .m4v, and .mpeg
- Once the video has been embedded into your presentation, you can resize the video and move it to the desired location on the slide.
- To alter any of the video features (play-time, looping, picture quality etc), you will need to double-click the video and click on the “format movie” tab on the ribbon banner.



- Make sure to save your presentation as a PPTX file, so that the multimedia file is saved into your presentation.
- Don't forget to bring an additional copy of your multimedia files with you to the poster session, in case they didn't save correctly.

QR Tags:

If you wish to include a QR tag in your poster with embedded information, you can easily find a free website to create one. These sites take text input, and generate a QR tag image that you can download and import into your presentation.

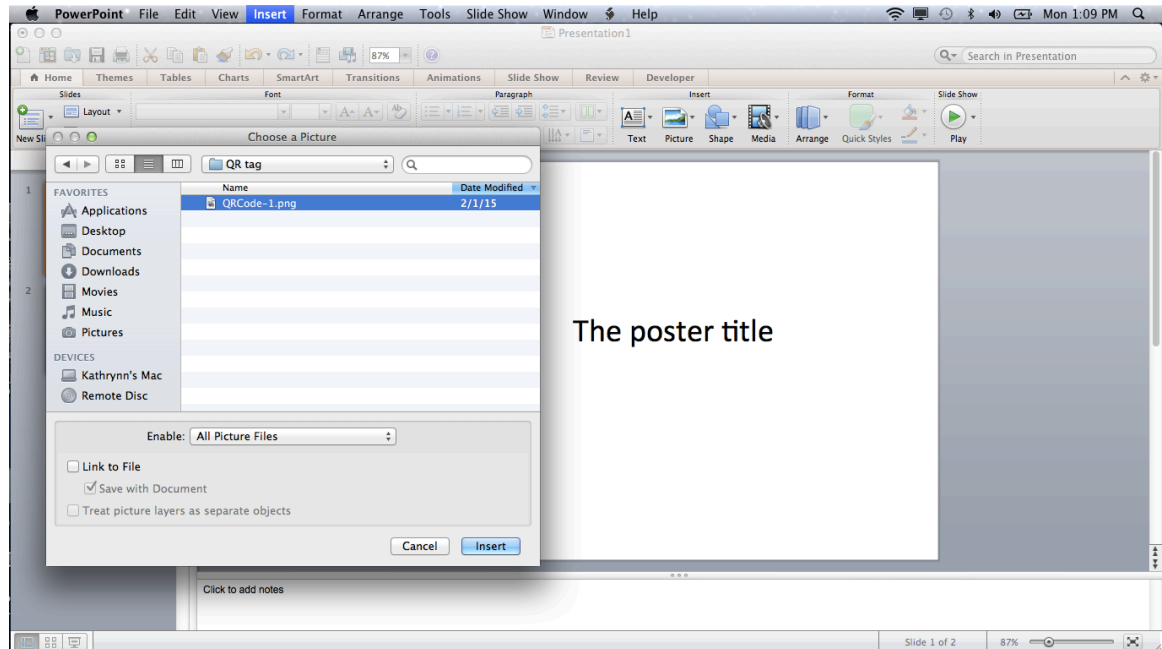
Here are a few website that we have used:

<http://www.qrstuff.com/>

<https://www.the-qrcode-generator.com/>

<http://goqr.me/>

- Once you have created and downloaded your QR tag, you will need to embed it into your Power Point presentation.
- Select the “insert” tab from the top banner and click on the “picture” option from the dropdown menu.
- Select your QR tag image file from the “downloads” folder of your computer.



- To alter any of the QR tag features (size, effect, picture quality etc), you will need to double-click the image and click on the “format picture” tab on the ribbon banner.
- Be sure to download a QR tag scanner in order to check that your code has the correct information.