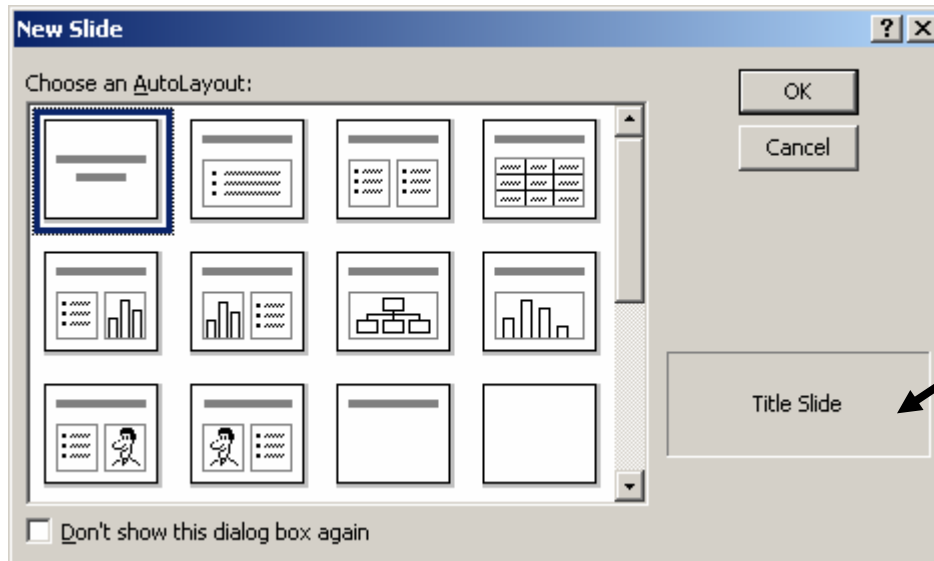


Publishing Agent PowerPoint Presentation

Open PowerPoint:

- Start ⇒ Programs ⇒ Microsoft PowerPoint
- Choose **Blank Presentation**
- Choose a Slide Layout



When you click on a layout, a description of what that layout is usually used for appears.

You can choose a layout for each new slide.

Putting Text and Pictures on your Slides

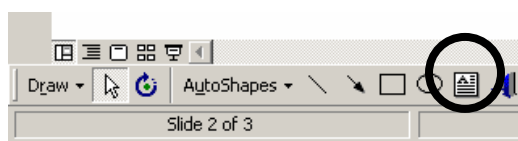
You can add pictures from a digital camera or scanner, or downloaded from the Internet, text, audio and video elements. Only include pictures or sounds if they add something to the content.

Add text

Using a text box from the layout

- Click in the text box (if your slide layout has one) to add text
- To delete a text box click on the text box frame and press delete

If you have no text box you may either change the slide layout by clicking on Common Tasks Toolbar and then Slide Layout, or you can add a text box by clicking on the text box icon in the Drawing toolbar.



When you enter text this way it will not show up in the Outline View.

Add Clip Art

- Go to **Insert** ⇒ **Picture** ⇒ **Clip Art** *or*
- Double click inside the picture icon
- If placed in a layout with a picture placeholder, the picture will automatically be re-sized to fit. If not, you may re-size the picture by dragging on the little handles that appear when you click on the picture.

Add a Picture from a File

Including images from digital cameras and scanners

- Go to **Insert** ⇒ **Picture** ⇒ **From File**
- Browse to the picture on your drive or disk
- Double click or click **Insert**

Add a Picture from the Internet

- Put your cursor on the picture
- Right click and choose **Save Picture As** and direct it to save in the proper folder. (You may want to create a special folder for your pictures for this project.) Then in PowerPoint proceed as for adding picture from file.

Tips:

- Create a special folder to save your pictures for the project
- Only include pictures that add to the content
- Do not write your whole report on the slide, use the slide for speaking points and use the speaker notes for details that you will mention when you present.

Slide 1: Title Slide

Suggested layout



Content:

- Author's name
- Your name

Save your presentation

- Go to **File** and choose **Save As**. Give your slideshow the following name: yourlast name litagent. (if your last name is Smith, your file name would be **Smith-**

litagent). Make sure you save the presentation where you want it to go, not in whatever folder Office is set to save in.

- Save often!!!

Add a new slide

- Use **Control-M** or **Insert** ⇒ **New Slide** or **Common Task Toolbar**. The new slide is inserted after the current slide. Do not go to **File** ⇒ **New** to insert a new slide as this will create a whole new slide show.

Slide 2:

Suggested layout:



Content: Biographical Information:

- Name
- Birthdate / Place
- Where author lives or is from
- Family
- Choose the first slide layout

Slide 3

Suggested layout:



Content: Author's Books

- Genre
- Style of Writing
- Awards
- List 5 or more titles

Slide 4

Content: Background on the Author

Choose 1 to focus on:

- Why he /she became an author
- Influences on the author's writing
- The author's process of writing
- Other careers the author has had or has considered.

Slide 5

Content: Other

- Add any information that might help publishers choose your author for future publications.

Slide 6

Content: Excerpt from the book you have read

Give an example from the book that exemplifies the author's style of writing, or you may choose a powerful passage to read.

Slide 7

Content: Conclusion

Why this author should be hired. In this summary you will wrap up your presentation by "putting it all together" to convince your audience of publishers that they should choose your author to be published by their company. Be persuasive!

Slide 8

Content: Site Resources