

LeaderGuide Pro

How to Import Slides as You Start a New Guidebook



User Guide

Course ID: LGP_UG_PPT-ADD

How to Import Slides as You Start a New Guidebook

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Revision Date 3/22/2023

Acknowledgements

This user guide was developed by Great Circle Learning to support users of LeaderGuide Pro, the premiere ILT & VILT development tool.

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Overview

Purpose



To build your skills as a LeaderGuide Pro™ user

This User Guide will teach you how to import a PowerPoint file as you start a new LeaderGuide Pro™ guidebook, meaning a new:

- Facilitator Guide, or
- Participant Guide, or
- Content Part.



Using LeaderGuide Pro™ within Microsoft Word

You will be using LeaderGuide Pro within Microsoft Word.

Even though you will be in Word, it is important to use the LeaderGuide Pro™ functionality, rather than Word.

You should only use Word when LeaderGuide Pro™ does not offer the function you need, such as:

- Cut/Delet
- Copy
- Save
- Close



Every time you click a button on the LGPro ribbon:

- You will kick off a series of actions that will take place very fast in the background
- This is the LeaderGuide Pro™ automation working for you.



You will save time using LeaderGuide Pro

Even though there will be moments when you will need to take your hand off your mouse and give LeaderGuide Pro the time it needs to complete an automated action:

- You will complete your work at least 50% faster, thanks to the automation built into LeaderGuide Pro.
-

Learning Objectives



Objectives:

This User Guide will teach you how to:

- Use the New button on the LeaderGuide Pro ribbon to start a new guidebook
 - Import slides as you start a new guidebook
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How to Add Slides as you Start a New Guidebook

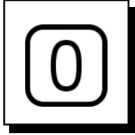
Quick Steps



Quick Steps

- Open the **PowerPoint file** you want to import into your new Facilitator Guide
 - Open **Word** and bring up a blank new document on your screen
 - Click the **LeaderGuide Pro tab** along the top of your screen to bring up the LeaderGuide Pro **ribbon**
 - Click the **New button**, in **the Start group** at the left end of the LGPro ribbon
 - Use the “**Start a New Guidebook**” dialog box to set up your document
 - Click **OK** in the lower right corner of the "Start a New Guidebook" dialog box
 - Take your **hand off your mouse** and let LeaderGuide Pro set up your new Facilitator Guide
 - **SAVE** your new file when prompted
 - Say “**Yes**” to the question about images
 - Move through the **four Add PowerPoint dialog boxes**
 - Click **OK** to close the “Action completed successfully” dialog box
 - Start working in your Facilitator Guide
-

Detailed Steps 1 – 2

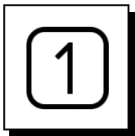


To get started:

- Open the **PowerPoint file** you want to import into your new Facilitator Guide
- Close any other open PowerPoint files
- Minimize PowerPoint

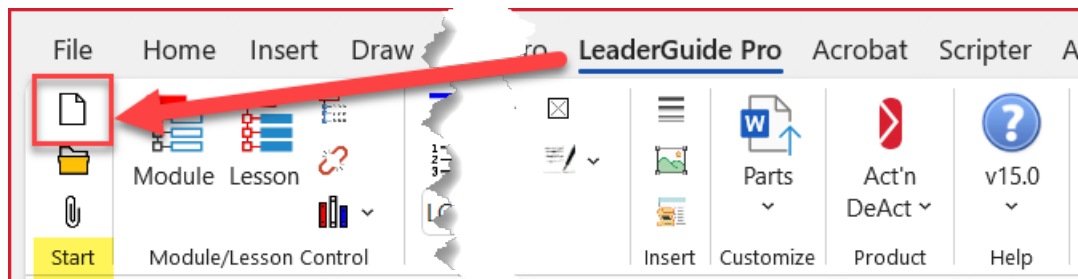
Good to Know

- If you forget to open your PowerPoint file:
 - You will be prompted to navigate to it as you start the import process



Step One

- Open **Word** and
- Bring up a blank **new document** on your screen
- Click **the LeaderGuide Pro tab** along the top of your screen to bring up the LeaderGuide Pro **ribbon**



- Click **the New button**, in **the Start group** at the left end of the LGPro ribbon

Tip:

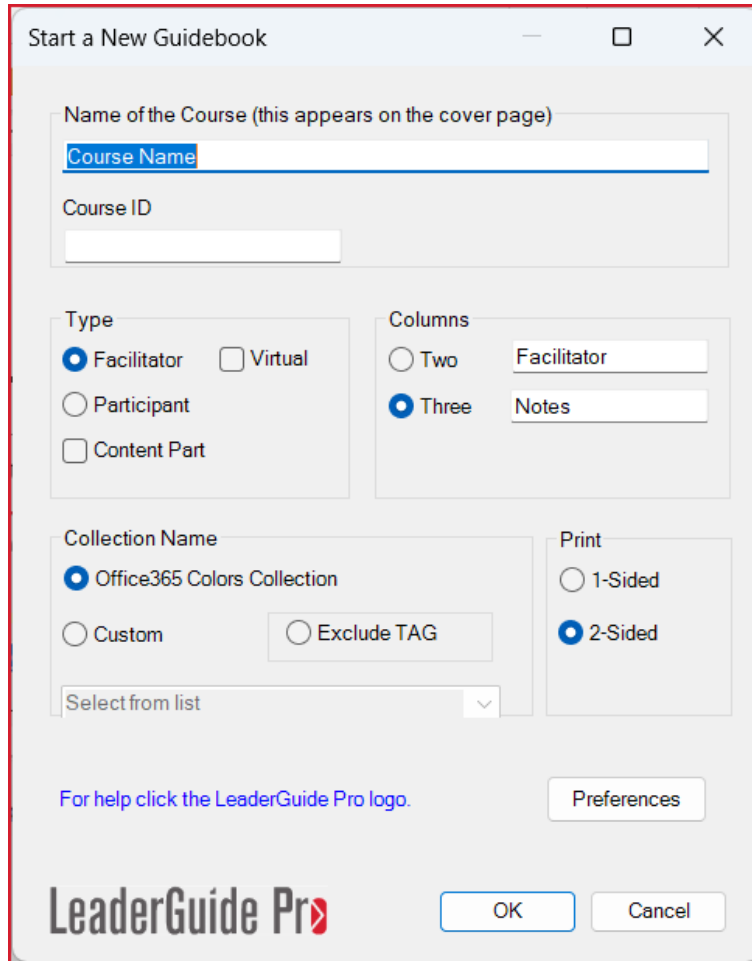
- If you have other Word documents open, close them unless you will be needing to draw content from them.

Detailed Steps 1 – 2



Step Two

- Use the **Start a New Guidebook** dialog box to set up your document.



If you simply click **OK**:

If you click **OK** without doing anything else in the dialog box:

- A new 3-column Facilitator Guide will be set up for you
- Using the included LeaderGuide Pro Office 365 Colors Collection

Detailed instructions on how to use this dialog box follow.

How to Use the Start a New Guidebook Dialog Box

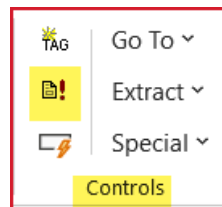


Course Name

Begin by adding the name of the training session you are building.

- Type over “Course Name” with the name of your training session.

- Your Course Name will:
 - appear on the cover of your new Facilitator Guide, and
 - automatically repeat in the even-numbered page footers.
- You will be able to edit your Course Name as needed
 - by going to the cover page of your new Facilitator Guide
- And will be able to update the name in the footers by clicking the **Update All Fields** button in the **Controls group** on the LeaderGuide Pro ribbon



Course ID

You can also add an optional Course ID.

- The Course ID becomes a searchable filed within Windows
 - As such, the Course ID can help you locate any documents you extract from this Facilitator Guide.

How to Use the Start a New Guidebook Dialog Box



Type & Lesson Page Layout

- Set the type of guidebook you are creating, and the page layout

Type

Facilitator Virtual

Participant

Content Part

Columns

Two

Three

- Facilitator
 - A professionally formatted document, logically organized to contain the essential content found in world-class ILT Facilitator Guides.
- Virtual
 - This is an additional option for Facilitator Guides. It sets up the Modules and Lessons section with a 3-column layout, and when you import slides, they will be added to column one as thumbnails. It is otherwise professionally formatted and logically organized to contain the essential content found in world-class VILT Facilitator Guides.
- Participant
 - A professionally formatted document, logically organized to contain the essential content found in world-class Participant Guides.
- Content Part
 - This option allows you create stand-alone Modules and Lessons for either a Facilitator Guide or a Participant Guide. Professionally formatted with either a LeaderGuide Pro new Module page followed by a new Lesson page or simply a LeaderGuide Pro new Lesson page.
- Columns & Column Headings
 - Two
 - Three
- LeaderGuide Pro Facilitator Guides and Participant Guides can be laid out as either two-column or three-column pages that you will build with Content Blocks, which are specially formatted table rows.
 - The first column is **always** reserved for a LeaderGuide Pro icon, which inserts automatically as you add the Content Block. The only exception to this is if you elect to add slides into column one of a slide Content Block.

How to Use the Start a New Guidebook Dialog Box

- Columns Two & Three are available for your content, including text and images.
- Column Headings only appear in Facilitator Guides.
 - You can edit the heading text in the Preferences form, and it will apply to:
 - all new Facilitator & Participant Guides
 - all new Modules and Lessons you add to existing guidebooks.



Collection – set the “look & feel” of your new guidebook

- Select the Collection you want to use, and your print setup.

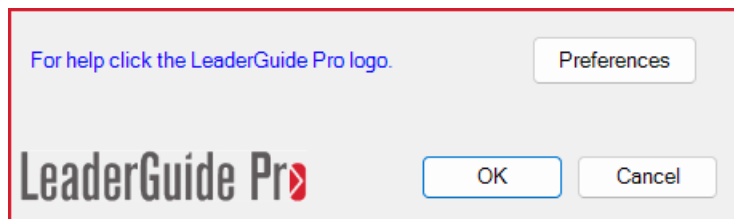
- Default
 - Initially, the Office 365 Colors Collection is set as a default and will be used if you do not change it by selecting Custom or by using **Preferences** to set your preferred default collection
- Custom
 - Click Custom to see a list of your available Collections
 - Select the one you want to use
- Exclude **TAG**
 - TAG = Training at a Glance
 - Every LeaderGuide Pro Facilitator Guide automatically includes a Training at a Glance.
 - This element does not appear in a Participant Guide. It is solely for the instructor.
 - A **Training at a Glance** is a detailed course outline.
 - It draws from the information you add on the Module pages and displays the Module Names, Modules Overviews, and Module Time.
 - If you **do not want** to include a **Training at a Glance** in your Facilitator Guide, select the **Exclude TAG** option
 - To remove a Training at a Glance from an existing Facilitator Guide:

How to Use the Start a New Guidebook Dialog Box

- Run an **Extract** into a new Facilitator Guide, selecting the **Exclude TAG** option when setting up the new document.
- **Print**
 - 99% of the time you will want to leave the Print setting as “2-sided”
 - This sets up your document like a book, with the headers & footers placed properly
 - For the times when you need a 1-sided page setup, select 1-sided
 - If you’ve created a Facilitator Guide or Participant Guide as 2-sided and decide it should be 1-sided:
 - Run an Extract and adjust the Print setting to 1-sided.



A few final options...



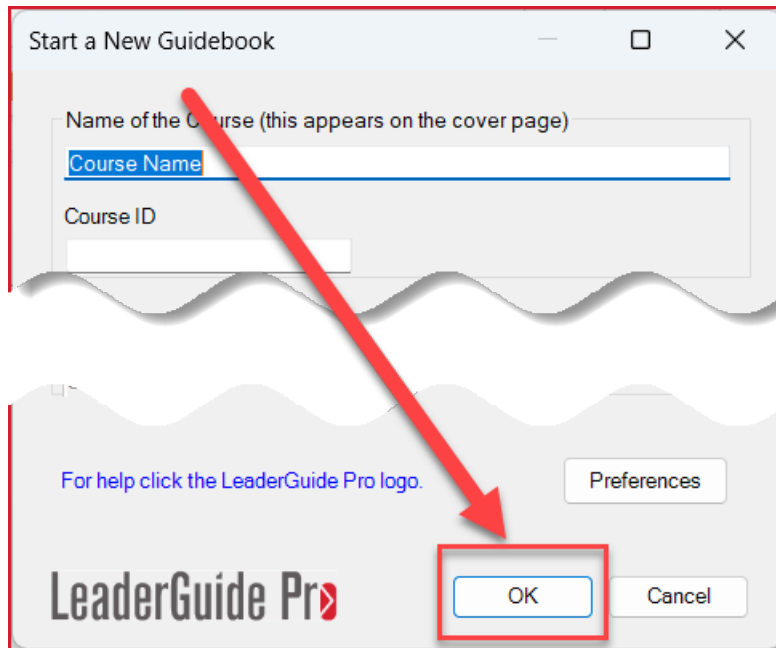
- **Help**
 - Click the LeaderGuide Pro logo for written help
- **Preferences**
 - Set or update your global preferences
- **OK**
 - Click OK to build your new Facilitator Guide or Participant Guide or Content Part
- **Cancel**
 - Click Cancel if you do not want to create a new guidebook

Detailed Steps 3 – 5



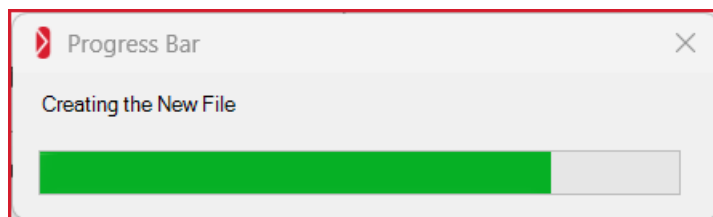
Step Three

- Click OK in the lower right corner of the "Start a New Guidebook" dialog box



TIP

- Take your hand off your mouse and let LeaderGuide Pro do its thing.



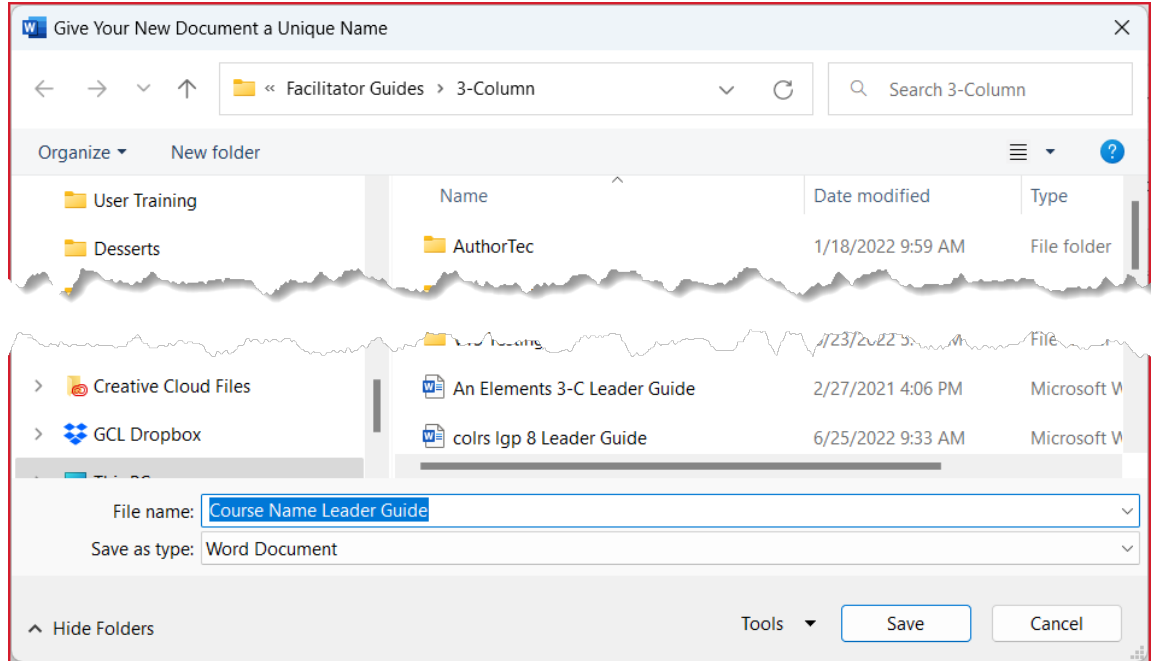
- You will see a progress bar
- You may see your new document start to build
- You need to let LeaderGuide Pro build your new Facilitator Guide.

Detailed Steps 3 – 5



Step Four

- **SAVE** your new file when prompted

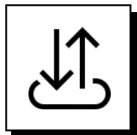


- You will be taken to your local LeaderGuide Pro library folder to save your file, but you can save to any location you prefer.
- You can also alter the Course Name to a preferred file name.
 - This will not change the Course Name on the cover page of your document.



TIP: Save to the Documents folder in your local C drive

- This will give you the best user experience
- Because LeaderGuide Pro runs locally on your computer, working locally eliminates all the layers and time-consuming background saves added by your company’s shared drives.



FYI: The LeaderGuide Pro Library Folders

When LeaderGuide Pro is installed on a computer it automatically adds two “Library Folders” to the Documents folder on the computer’s C drive, in the User area.

- The folder names are:
 - LGP Library Local

Detailed Steps 3 – 5

- LGP Library Master
- The file path to these folders looks like this:
 - C:\Users\Your Name\Documents\LGPro Library Local\
 - This folder is for your personal use
 - C:\Users\Your Name\Documents\LGPro Library Master\
 - This folder is meant to be moved (by one person) to a shared location. You and all other users can then set your computers to find the Master library and use this folder to share LeaderGuide Pro™ files with colleagues.

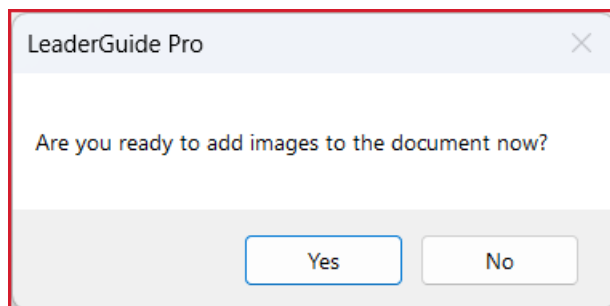
While you are not required to use these folders:

- They are a handy default Save location that makes it easy for you to quickly save and easily find your LeaderGuide Pro files.
- When you click the OPEN button on the LeaderGuide Pro™ ribbon:
 - You will automatically be taken to your LGPro Library Local folder.
- When you click the LIBRARIAN Insert or Archive options on the LeaderGuide Pro™ ribbon:
 - You will automatically be taken to your LGPro Library Local folder.



Step Five

- Say “Yes” to the question about images

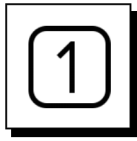


- After you say “Yes”
 - LeaderGuide Pro will move you through the process of adding PowerPoint slides or images.
- **A series of four dialog boxes will guide you.**
 - Instructions follow.

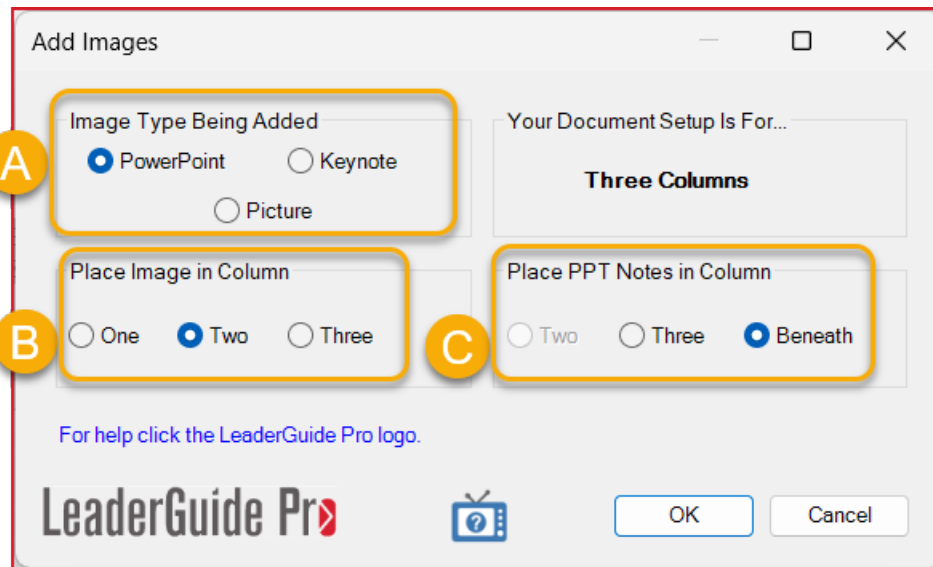
FYI:

- These same four dialog boxes are what you use when you Import slides at any other time while working in a LeaderGuide Pro™ guidebook.
- At any time, you can run the LeaderGuide Pro **Special > ADD PowerPoint** function, to add slides into the end of an existing guidebook or Content Part.

Working Through the Final Four Add Slides Dialog Boxes



Dialog box 1: Add Images



- A. Select whether you are adding PowerPoint slides or pictures
 - The option for Keynote is not currently available for use
- B. Select where you want your images to sit on the page
 - Column One: The slide image will be a thumbnail. It cannot be wider than 1 inch.
 - Column Two: The slide image will fit the column width
 - Column Three: The slide image will fit the column width
- C. Select where you want your slide notes to sit, if you choose to include them in the import
 - Your options for notes placement depend on where you place your slides
 - Your options for notes placement depend on where you place your slides

If you will be extracting a 2-column Participant Guide from a 3-column Facilitator Guide...

Then you might want to:

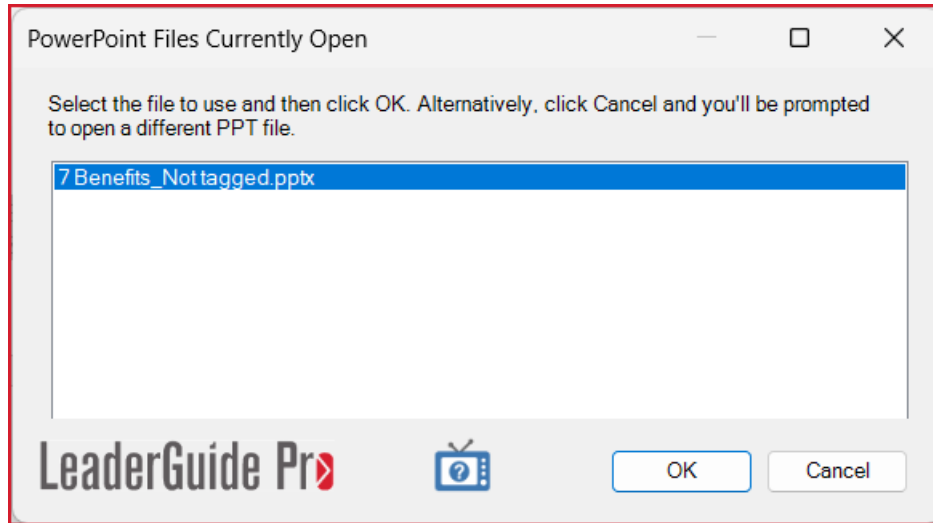
- locate your slides in column 2 if you want to include them in your participant workbook, and
- put your facilitator notes in column 3, which you won't be extracting.

Working Through the Final Four Add Slides Dialog Boxes



Dialog box 2: PowerPoint Files Currently Open

- PowerPoint Files Currently Open



- If your PowerPoint file is open, you will see it listed in the white box
 - Select it and click OK
- If you don't see the PowerPoint file you need:
 - Click Cancel
 - Follow the prompt to navigate to the file you want
 - Select it and click OK.

NOTE:

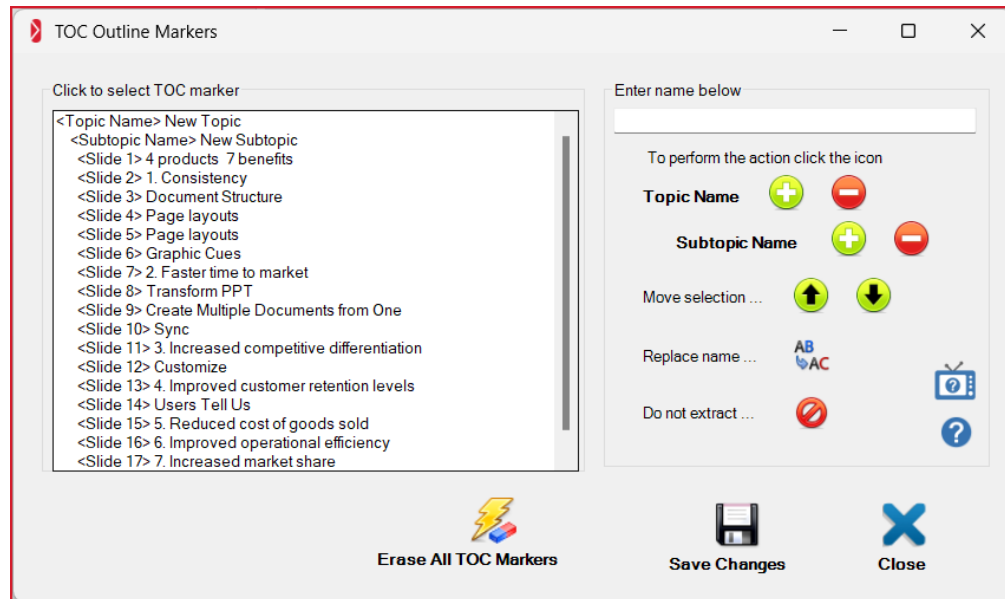
- All open PowerPoint files will be listed in the white box.
- That's why we suggest closing open PowerPoint files that you don't need to import.

Working Through the Final Four Add Slides Dialog Boxes



Dialog box 3: TOC Outline Markers

- You will now see the **TOC Outline Markers** dialog box:
 - It displays a list of your slides
 - AND you will see your slide file on your screen.



- You can simply click the **blue X** to close this dialog box
 - In this case, all your slides will be imported into the New Lesson of the New Module that LeaderGuide Pro™ always provides as a starting point in your new Facilitator Guide
- Or you can add Topics and Subtopics, to group your slides by the content they support
 - Click the Question Mark or the Video icon in the dialog box for instructions on how to use this dialog box
- Topic and Subtopics will become new Modules and Lessons in your Facilitator Guide
 - This jump-starts your document development
 - And it builds out your Table of Contents
- Once you get into your new document:
 - You can edit the names of your Topics and Subtopics/Modules and Lessons
 - And you can add more Modules and Lessons as needed.

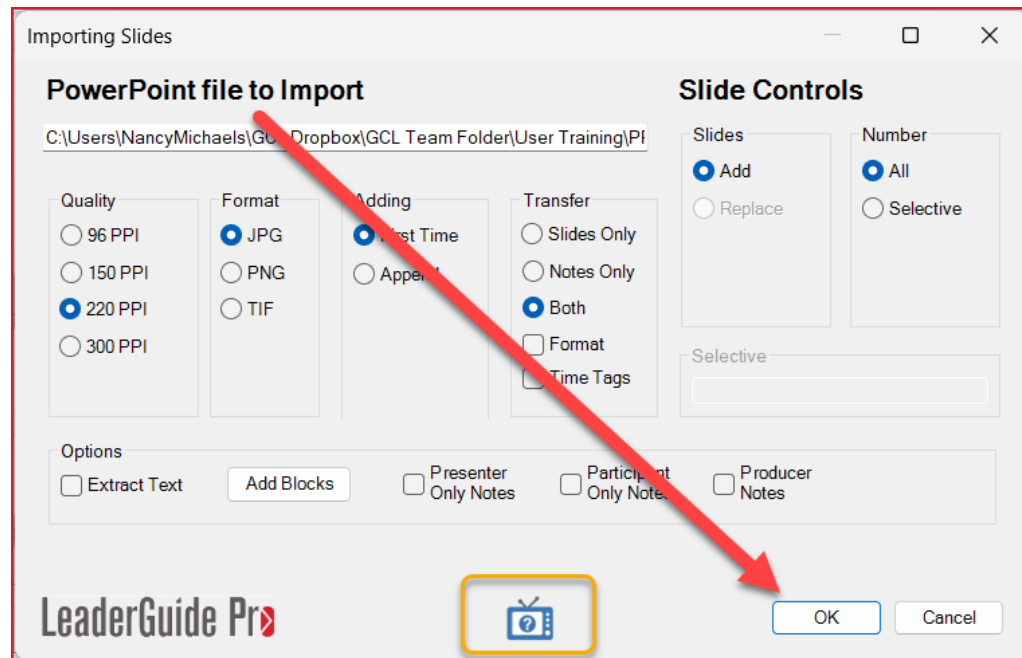
Working Through the Final Four Add Slides Dialog Boxes



Dialog box 4: Importing Slides

Next you will see the **Importing Slides** dialog box. This is the last step!

- Click **OK** to bring in all your slides and notes
- This will take a minute or two. Give LeaderGuide Pro the time it needs.



Of course, you have additional options you can set before clicking **OK**

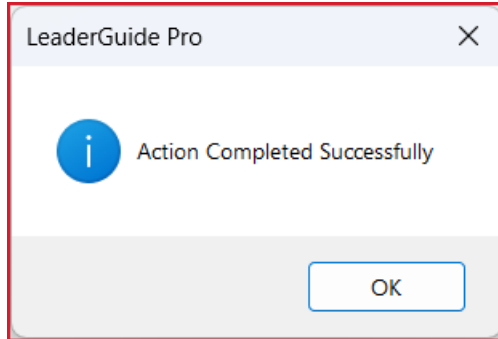
- You can ignore Quality, Format & Adding for this slide import
 - LeaderGuide Pro takes care of these settings for you
- Use the options under **Transfer** to change from importing slides and notes to:
 - Slides Only, or
 - Notes Only
 - If you select **Format**:
 - Your slide notes formatting will be preserved.
 - Otherwise, the slide notes will be changed to LeaderGuide Pro formatting, which we recommend
- Click on the little blue TV to be taken to videos that explain all of the options

Working Through the Final Four Add Slides Dialog Boxes



Once the slide import is complete:

- You will see this message.



- Click **OK**
- Your new Guidebook is now ready!
- Your first slide is on the first Lesson page in your new document.

Good to Know

- You will be in your new document at the end of the slide import.
- Click **Go To** on the LGPro ribbon to navigate to your Table of Contents or anywhere else in your new guidebook.