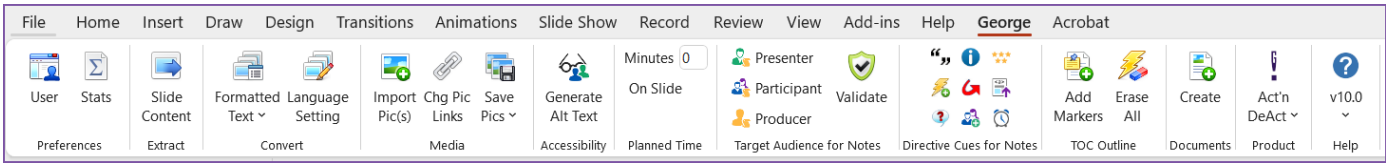
CREATE: How to Create a Handout

How to Create a Word Document from PowerPoint with george!



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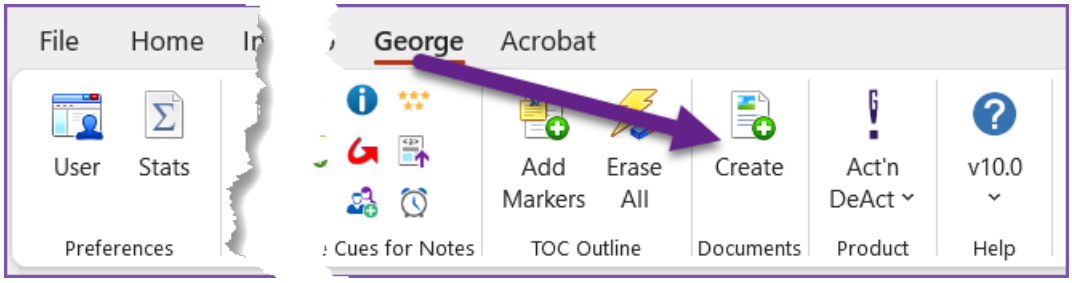
Click on George along the top of your screen in PowerPoint

This will bring up the George! ribbon.

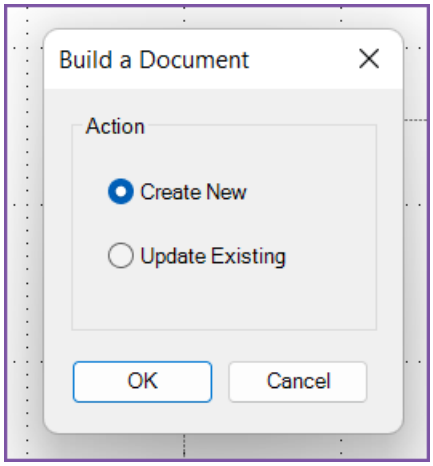
1

Click Create on the george! ribbon



2

Select either "Create New" and click OK



How to Create a Word Document from PowerPoint with george!, continued

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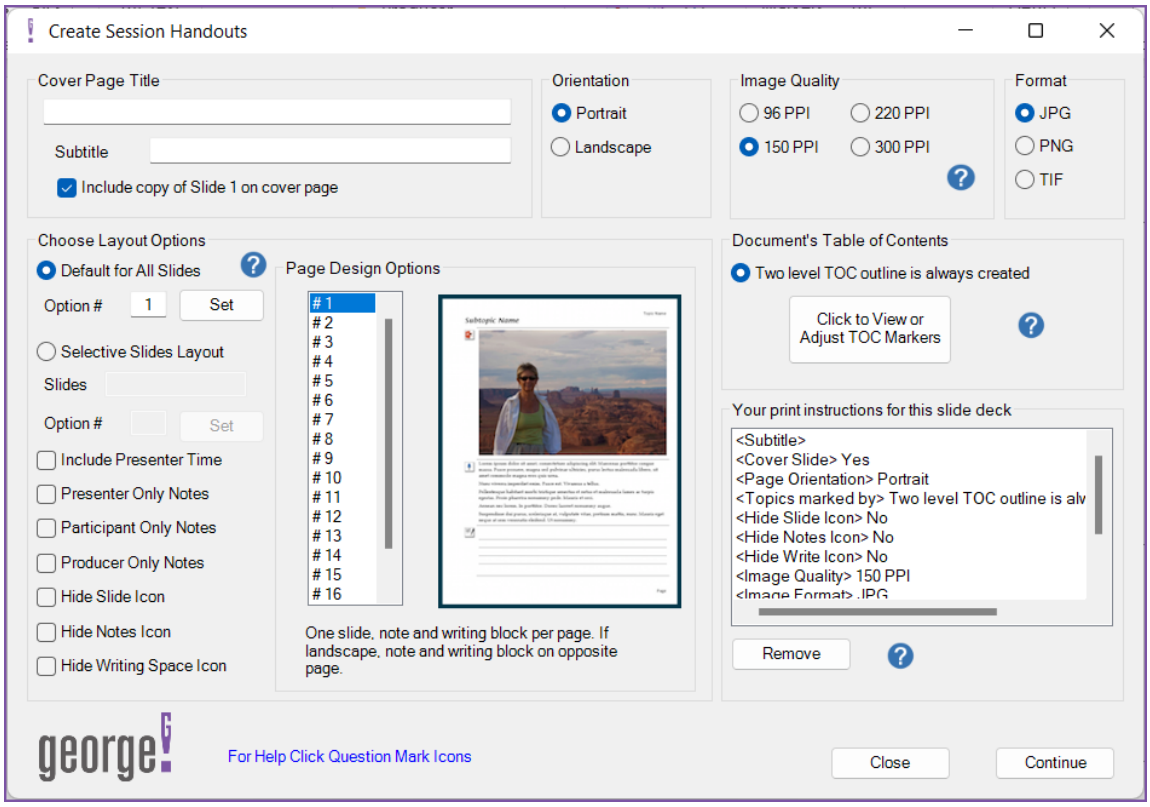
Use the “Create Session Handouts” dialog box to set up your document

Follow the step-by step instructions below …



An explanation of what Create creates:

When you click ***Create*** and follow through to build a new document george! will:

- Build & prompt you to save a new Word document that contains:
  - Cover page
  - Acknowledgements page
  - Table of Contents
  - Topic & Subtopic pages with images of your slides and your notes
  - The Topic & subtopic pages will have headers & footers and page numbers
- You have 18 page layout choices for how your slides & notes will display
  - You can use multiple page layouts within the same document
- You will end up with a professionally formatted Word document that presents your slides & notes in an attractive, easy to follow format.

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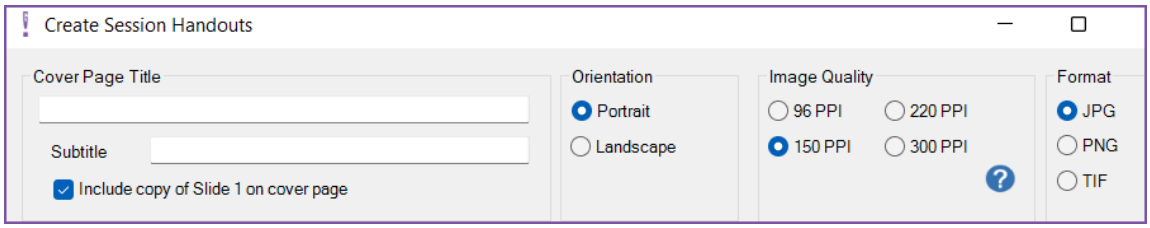
Name & Structure your document



- Add or edit the Title and Subtitle that will appear on your Cover page
- To include a copy of slide 1 on your cover page, check the box.
- Set your page orientation
- Image quality: The Image Quality choices give you control over the PPI (Pixels Per Inch) setting of the images that will be placed in the document.
  - **96 PPI** is fine for online viewing and draft prints but usually not final production printing
  - **150 PPI** is the minimum acceptable level for printing
  - **220 PPI** is the recommended level for printing
  - **300 PPI** might be useful in very special circumstances with high resolution photographic level printing or if custom paper sizes that reach Word's maximum of 22 in. (55.88 cm) are being used and the image needs to fill the 22" wide page.
- Format: As with the PPI setting, the Format type of the extracted picture files is important for the print quality of the final inserted images.
  - **JPG** is best for photographs and provides the most compression, so the file size will be the smallest. In terms of image sharpness, the JPG format does not do as well with text and line drawings.
  - **PNG** is a great choice for line drawings and text objects, though its file size will be much larger than a JPG format.
  - **TIF** is the best all-around format for text, line drawings and photographs. Like the PNG format though, the TIF format will produce a substantially larger file size.
  - **FYI**: The PPI and file format settings impact:
    - the time it takes to extract the slide images from PowerPoint
    - and the extracted document's file size.

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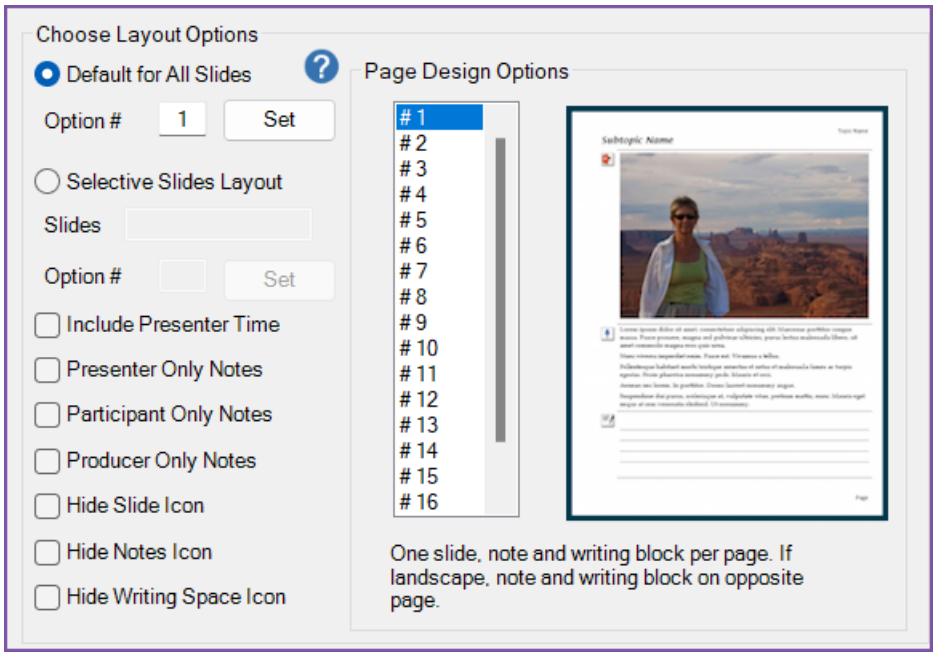
Choose your page layouts



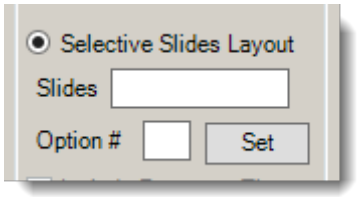
The default is one slide per page with slide notes and writing space inserted below the slide image.

- This is Option # 1 in the list of Page Design Options.

To change the default setting

- Scroll vertically through the 18 **Page Design Options** to choose a new layout from the Page Design Options list
- Select a layout option
  - You will see an image depicting the layout with a brief description
- Click the **Set** button to record your choice

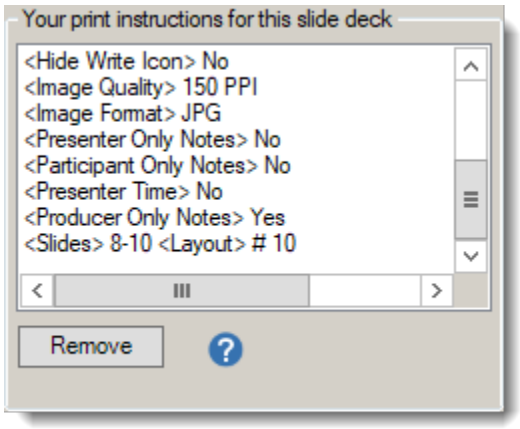
To assign a different layout for specific slides



- Click Selective Slides Layout
- Enter the slide numbers (for example 6,9,15-20) into the Slides box
- Click the layout you want for these slides
- Click the **Set** button

- Repeat as needed - you can mix in as many different page layouts as you need

To change Selective Slide Layouts



- Remove the current setting from the Print Instructions list, which is in the lower right corner of the Create Session Handouts dialog box.
  - Scroll to the bottom of the Print Instructions list
  - Locate the specific instruction marked with <Slides> that you want to change
  - Select it and then click Remove
  - You can now add a new Selective Slide Layout using the Assign a Different Layout procedure outlined above.

About the checkboxes for Presenter Time, Presenter Only Notes, Participant Only Notes, and Producer Only Notes:

If the PowerPoint file was created with Scripter, you can use these special selective controls to refine what is included in your Word document.

Icons

george! will place small icons in the documents you create to indicate:

- Slide
- Notes
- Capture space.

You can choose to hide the icons, which means:

- You will still see them when you are looking at your document on your computer
- But they will not print or transfer to a PDF version of the Word document.

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Add or edit TOC (Table of Contents) Markers

george! includes a Table of Contents in your Word document, so you need to add TOC markers to fill it out.

- Click the option to View or Adjust TOC Markers
  - Add TOC markers to the slides that indicate the start of a new topic or subtopic. To open the TOC Outline Markers dialog
  - If your TOC markers are already set, take this opportunity to review them and make any adjustments that might be needed.
  - Click the Save Changes icon in the dialog box
  - Click on the blue X in the lower right corner to close the dialog box

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Click CONTINUE to Create your Word document

- The Continue button is in the lower right corner of the Create dialog.
- You will see a progress bar as george! builds your Word document.
- Don't do anything else on your computer while george! is creating your Word document.
- Save your new document when prompted.
- Click OK when you see a message letting know your new document is ready.
- Word will be open and your new george! document will either be showing on your screen or in the tray along the bottom of your screen.

How to Update a george! document

If you make changes to your slides after you create a Word document using george!

You can Update your Word document with the new slide images.

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Open your george! Word document

Close other Word docs that might be open

Open PowerPoint and bring up the george! ribbon

1

Click Create & then Select Update

- Select your Word doc in the dialog you will see
- Don't do anything else on your computer while the update is taking place
- Save the updated file