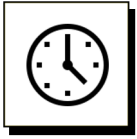


Exercise 9: Import PowerPoint as you Start a New Guidebook



Cumulative time: 0 hours, 21 minutes

Time to complete this lesson: 5 minutes



Quick Steps

1. Open the **PowerPoint file** to import. Close any other open PowerPoint files.
1. With **Word** open & 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** (LGPro ribbon)
2. Click **New** on the **LGPro ribbon**
3. Click **OK** in the **Start a New Guidebook** dialog box
4. **Save** your new Facilitator Guide in the location **LeaderGuide Pro** defaults to
5. Say **Yes** to the question “Are you ready to add images to the document now?”
6. Work through the **four Add Slides dialog boxes** you will see
7. Click **OK** to the message telling you the action has been completed successfully.
8. Go to the first Lesson in your new Facilitator Guide to see your slide images.

Detailed Steps

- Use the detailed steps that follow for more guidance.
-

Exercise 9: Import PowerPoint as you Start a New Guidebook, continued

1

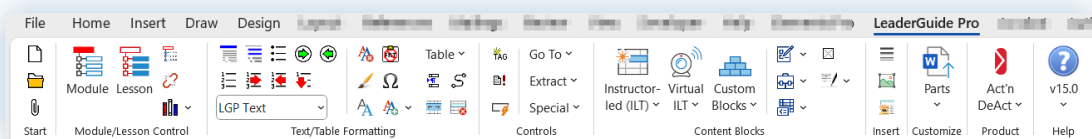
Open the PowerPoint file to import.

- Find & open the correct **PowerPoint file**.
- Close any **other** open PowerPoint files.

2

Bring up the LeaderGuide Pro™ ribbon in Word.

- Open **Word** and bring up a **blank new Word document** on your screen
- Click the **LeaderGuide Pro tab** along the top of your screen to bring up the LeaderGuide Pro ribbon (**LGPro ribbon**).
 - Keep the **LGPro ribbon** displayed as you work.



3

Use the New button on the LeaderGuide Pro ribbon

- Click **New** on the **LGPro ribbon**
- This will bring up the **Start a New Guidebook** dialog box



Exercise 9: Import PowerPoint as you Start a New Guidebook, continued



Use the Start a New Guidebook dialog box to set up your new Facilitator Guide

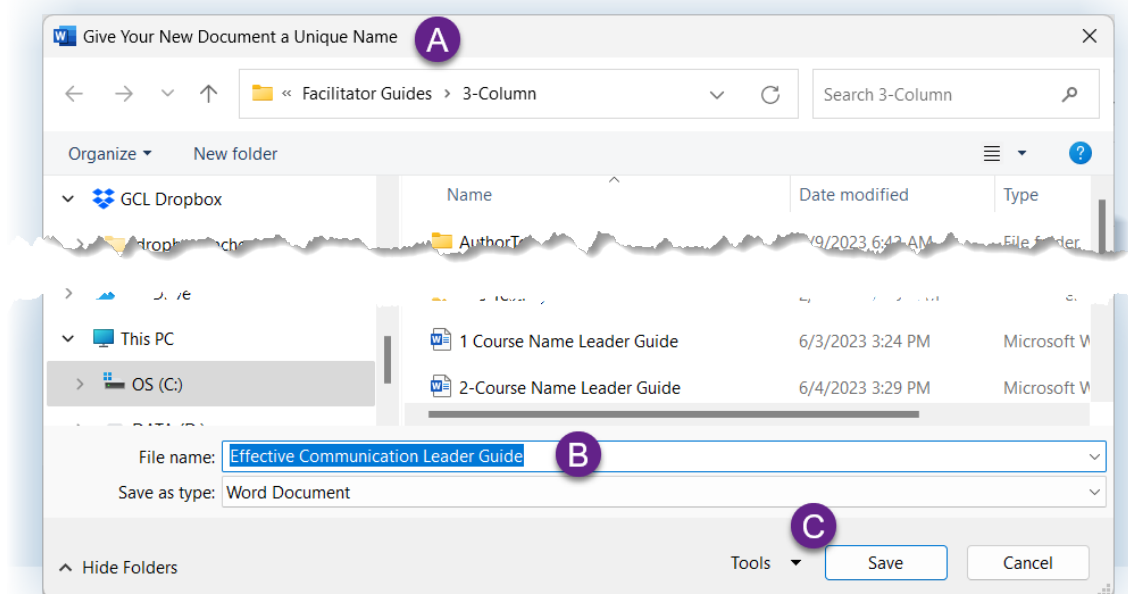
- **Type** in a **Course Name**, like Effective Communication
- **Type** in a **Course ID**, like EC-101
- Leave **Facilitator** as the Guidebook **Type**
- Leave **Columns** set at **Three**
- Click **Custom** and select **Office 365 Cyan Collection**
- Leave **Print** set at **2-sided**
- Click **OK**

Exercise 9: Import PowerPoint as you Start a New Guidebook, continued



Save your new Facilitator Guide and say YES to question about adding images

- After clicking **OK** in the **Start a New Guidebook** dialog box:
 - Take your hand off your mouse
 - You will see a progress bar as **LeaderGuide Pro** creates your new document
 - Next you will be taken into **Microsoft File Explorer** to **SAVE** your new Facilitator Guide in the **LGPro Library Local** folder that was added when **LeaderGuide Pro** was installed. The file path looks like this:
 - C:\Users\Your ID\Documents\LGPro Library Local\Facilitator Guides\3-Column



NOTE:

- You must **Save** your new Facilitator Guide.
 - We recommend that you save to the location **LeaderGuide Pro** defaults to every time you Save or Open your **LeaderGuide Pro** files.
 - This folder was added to your C drive/local directory when **LeaderGuide Pro** was installed.
 - In the future, you can move this folder, and you can also Save to other locations, but as you get started with **LeaderGuide Pro** using the **LGP Library Local** makes it easy to find your files.

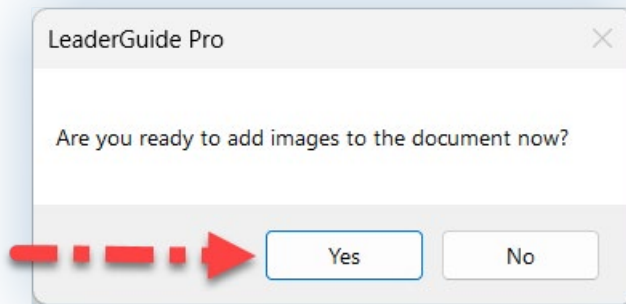
Exercise 9: Import PowerPoint as you Start a New Guidebook, continued



Continued

After you Save your new Facilitator Guide:

- **Wait** a moment and you will see **this question**:
 - Are you ready to add images to the document now?



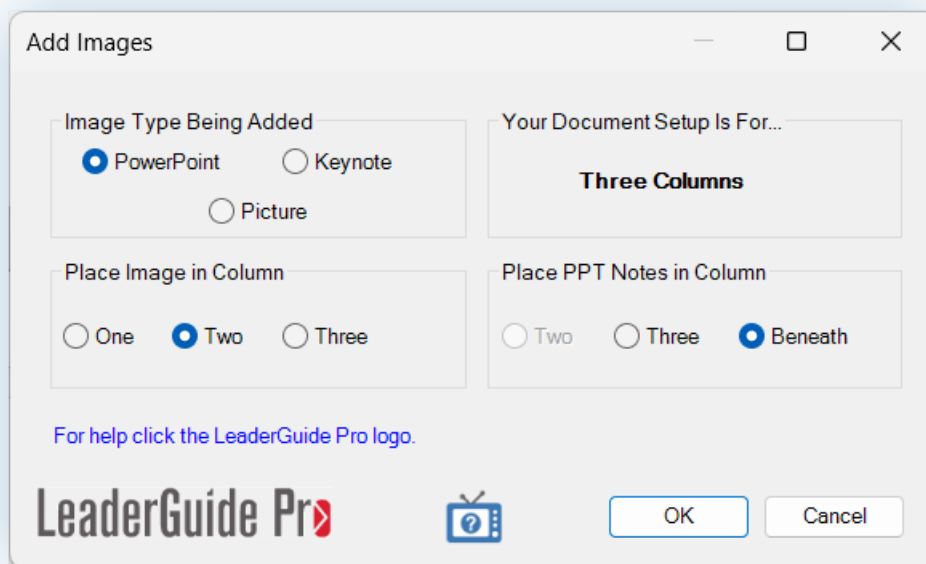
- Click **Yes**
 - Next you will see a series of four dialog boxes that you will work through to import your slides
 - Take your time and let **LeaderGuide Pro** walk you through the slide import process – it's easy!
-

Exercise 9: Import PowerPoint as you Start a New Guidebook, continued



After you say YES:

After you say YES to the question “Are you ready to add images to the document now?” you will see this dialog box:



There are three things **LeaderGuide Pro** needs to know:

- The type of image you are importing:
 - PowerPoint
 - Keynote – *this option is not currently active*
 - Picture – in addition to slides, you can use this function to bring in a batch of pictures all at once
- Which column you would like the images to sit in
 - When importing PowerPoint, your slides can sit in column one, two or three
 - Pictures can only be placed in column two or three
- Where you would like to place slide notes, if you are importing them
 - Depending on where you place your slides, you have options as to where to add your slide notes



Continued

Image Type

- Select **PowerPoint**

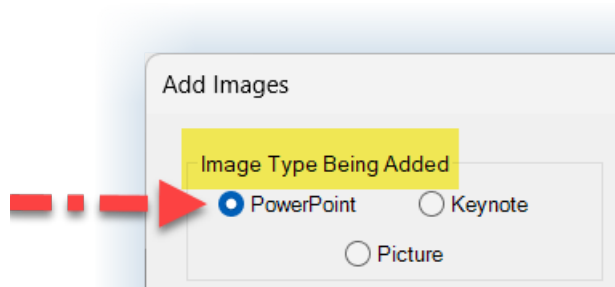
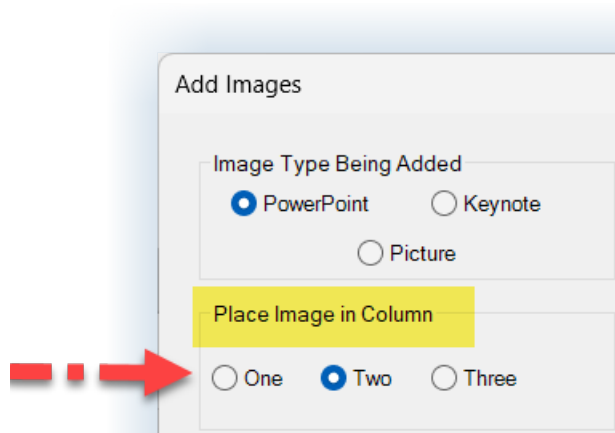


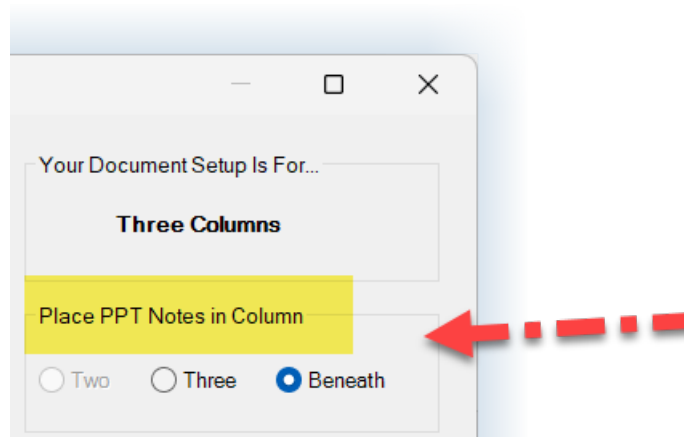
Image Placement

- Select Column **Two**



Notes Placement

- Select **Beneath** & click **OK** in the lower right corner of this dialog box

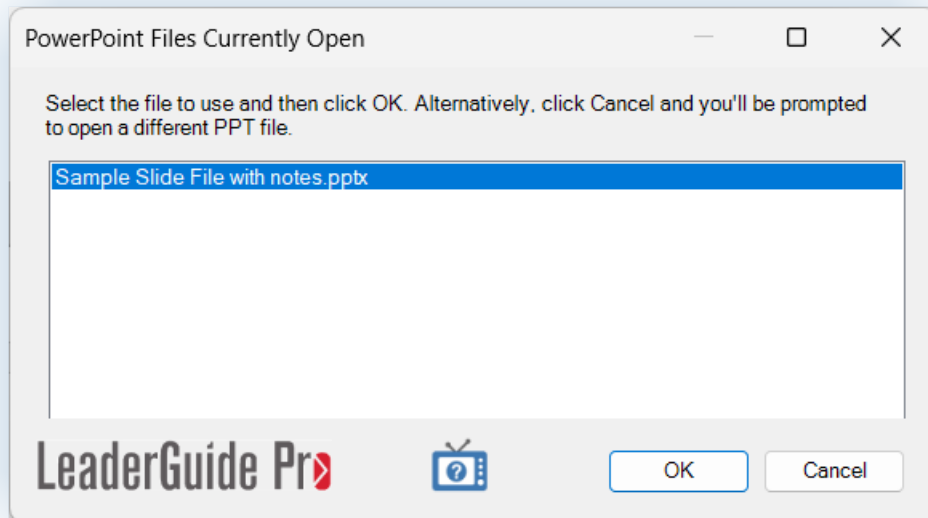


Exercise 9: Import PowerPoint as you Start a New Guidebook, continued



After you click OK you will see:

- A dialog box will appear listing the **PowerPoint files** that are currently **open**



- Select the **PowerPoint file** you want to **import**
 - If you opened the file you need as we got started, and closed any other open PPT files, then this will be easy!

If the file you need is not showing in the dialog box:

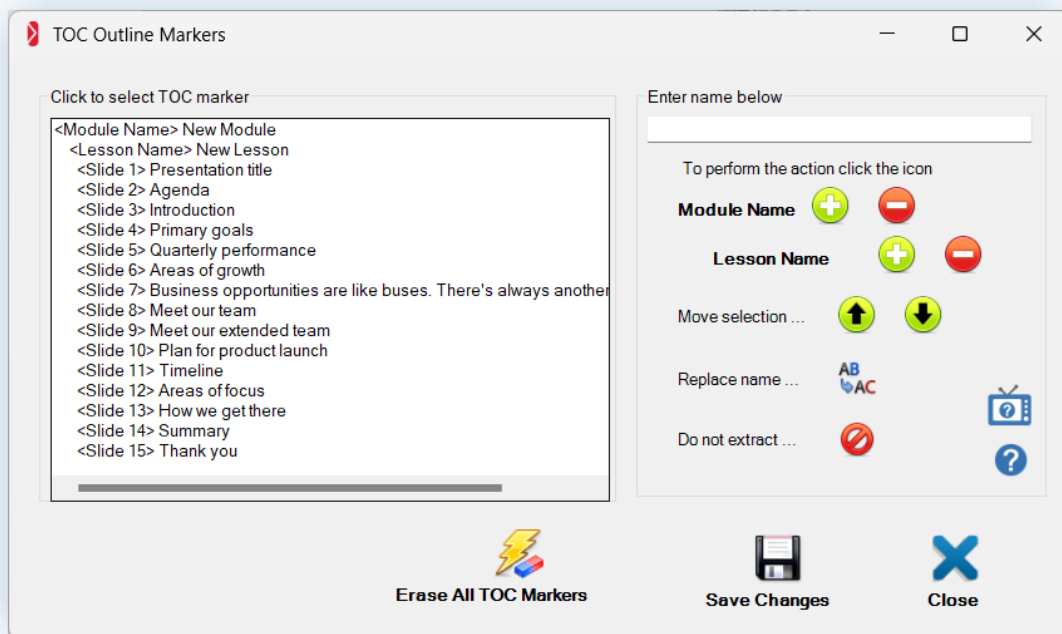
- Click **Cancel**
- **Navigate** to the file you need
- **Select** the file and click **OK**

Exercise 9: Import PowerPoint as you Start a New Guidebook, continued



After you click OK to select your PowerPoint file, you will see this dialog box.

- This image is showing a sample set of slides that I will be importing.
- When you this dialog box on your screen, it will be showing the slides in your PowerPoint file.



When you get to this dialog box you have two options:

- **Either** use this dialog box to set up your Modules and Lessons.
 - You will add Module and Lesson names to parse your slides by where they fit in the flow of your training. And those Module and Lesson names will form the starting point of your Table of Contents in your new Facilitator Guide.
 - This gives you an excellent jump start on building out your guidebook.
- **Or** click the blue X to close this dialog box and move on to the final step.
 - If you X out, then all your slides will be added into the first lesson in the first module in your new Facilitator Guide. And your Table of Contents will list your first Module and Lesson as New Module and New Lesson.

For this exercise:

- Follow the instructions on the next page and use this dialog box.

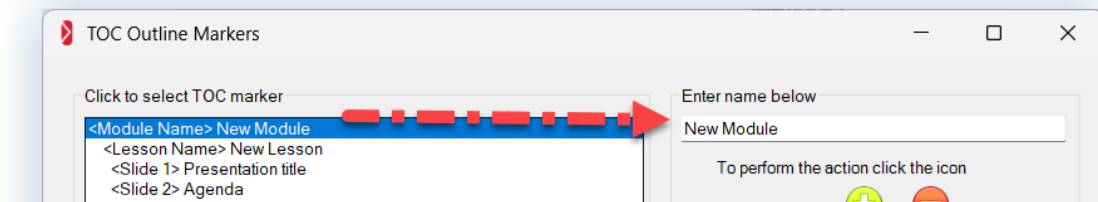
Exercise 9: Import PowerPoint as you Start a New Guidebook, continued



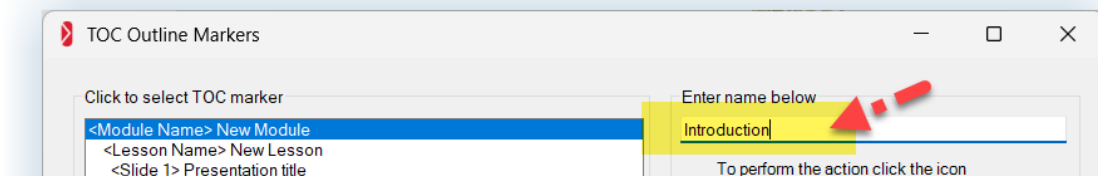
Continued

Add Module and Lesson Names

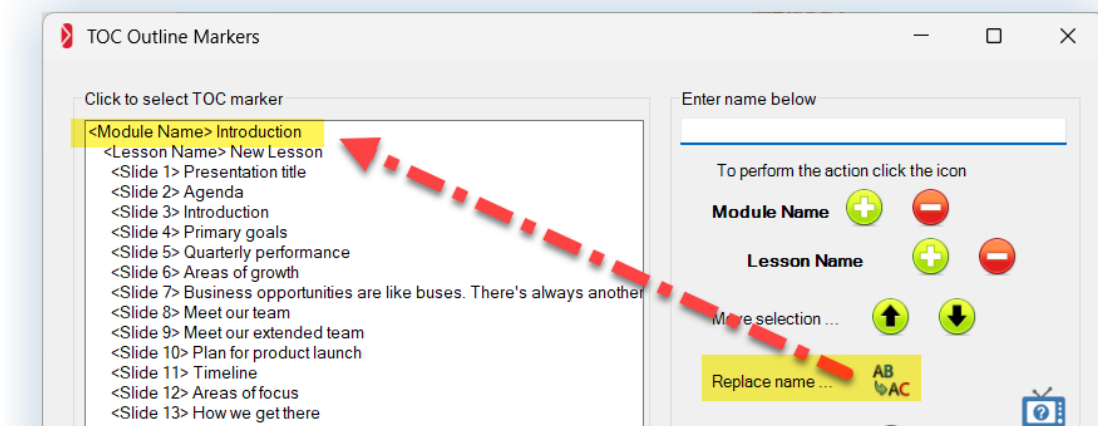
- Click on **<Module Name> New Module** to populate the skinny white box



- In the skinny white box, type over **New Module** with **Introduction**



- Next to **Replace name ...** click on the **AB-AC** image to replace “New Module” with “Introduction” in the big white box on the left



- Repeat this process to replace “New Lesson” with “Welcome”

Exercise 9: Import PowerPoint as you Start a New Guidebook, continued

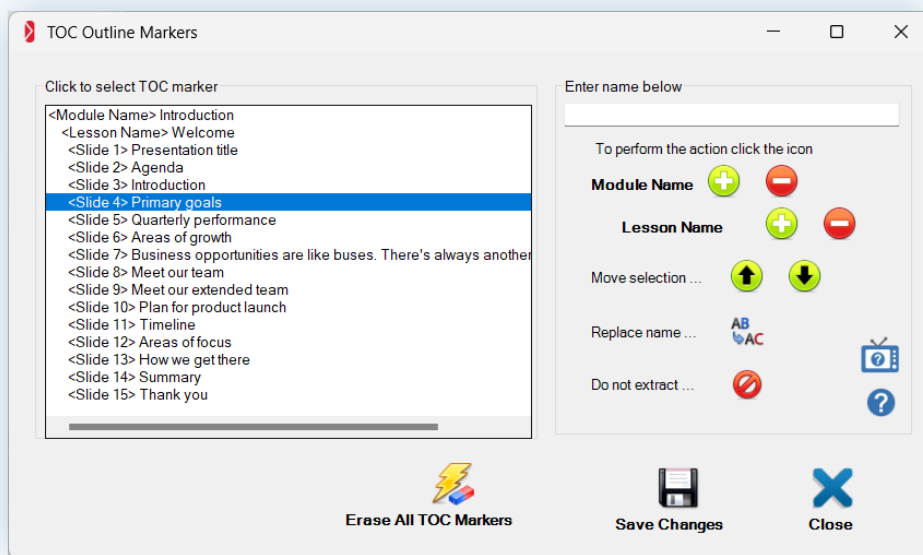


Continued

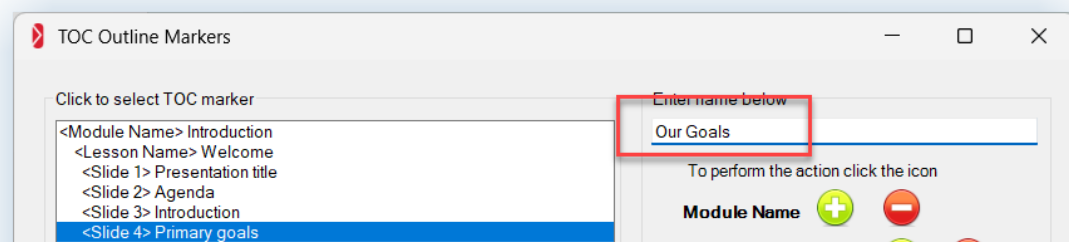
Add more Modules and Lessons

Here is an example, adding a new module called Goals.

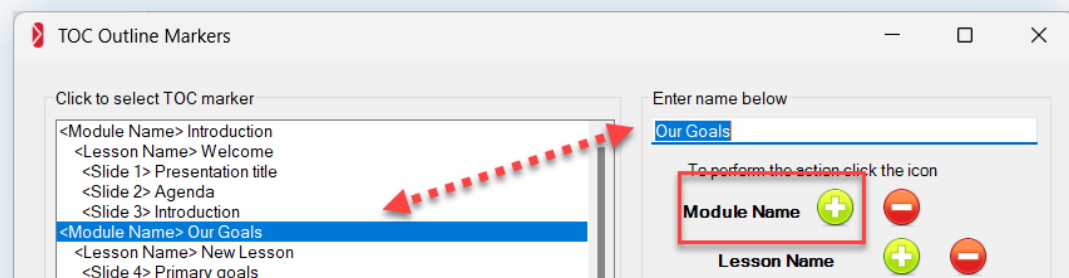
- Click on the slide that will be the first slide in the new module



- Type the module name into the skinny white box



- Click the Plus sign next to Module Name, to add the new module into the list in the big white box



Exercise 9: Import PowerPoint as you Start a New Guidebook, continued



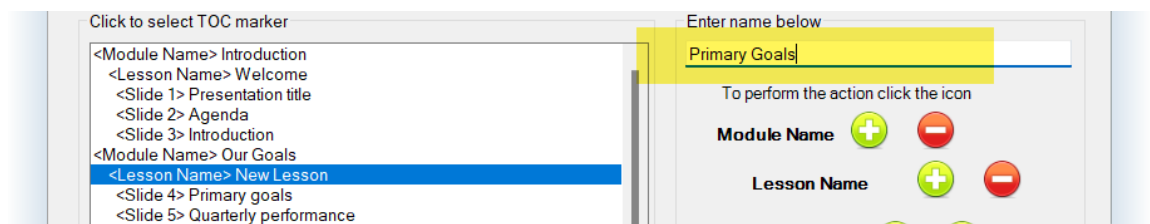
Continued

Because we added a Module, we also have a New Lesson, which needs a name.

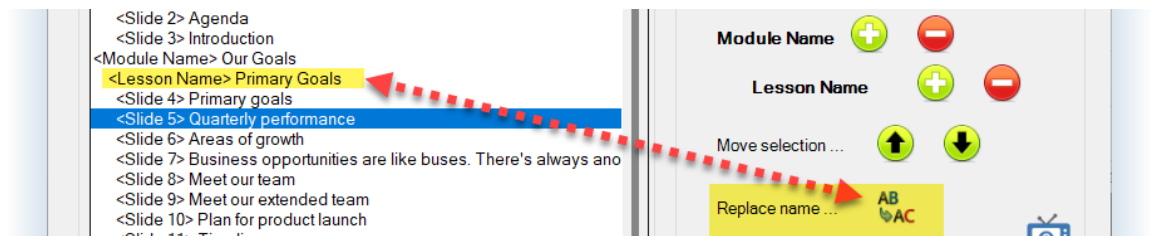
- In the large white box, highlight <Lesson Name> New Lesson



- In the skinny white box, type over New Lesson with “Primary Goals”



- Click AB-AC next to Replace name to add the lesson name into the list in the big white box

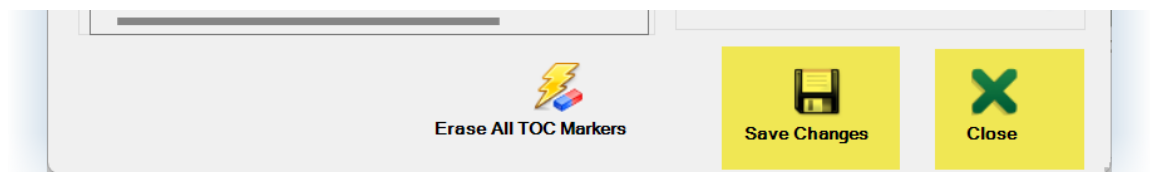


To add just a Lesson:

- Click on the slide that will be first one in that lesson
- Type a lesson name into the skinny white box
- Click the Plus sign next to Lesson Name to add the lesson into the list in the big white box

To Finish up:

- Click SAVE in the lower right corner of the dialog box
- Click the blue X to close the dialog box

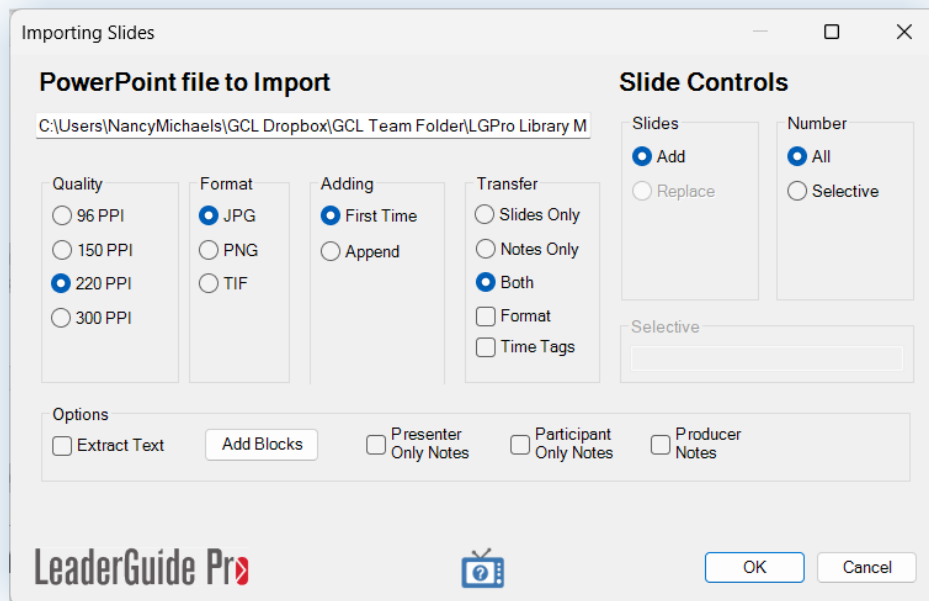


Exercise 9: Import PowerPoint as you Start a New Guidebook, continued



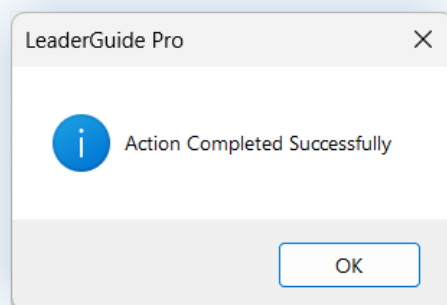
After you close out of the TOC Markers dialog box you will come to the final step:

- If you are importing slides **and** notes, all you need to do is click **OK**
- If you are importing slides **only**, select **Slides Only** and then click **OK**



After you click OK:

- Take your hand off your mouse
- Do not do anything else on your computer while the slide import is taking place
 - Your screen may jump and flash as **LeaderGuide Pro** imports your slides
- Wait for this message:

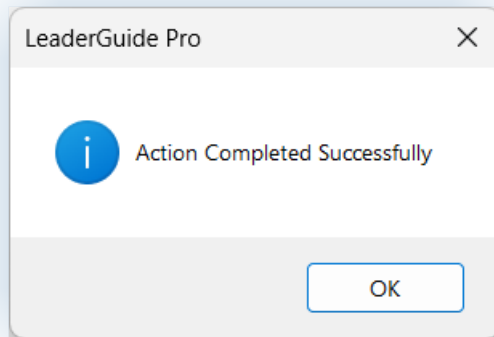


Exercise 9: Import PowerPoint as you Start a New Guidebook, continued



Once the Slide Import is complete:

You will see a message telling you the action was completed successfully.



- Click **OK**.
- Go to the first Lesson in your new Facilitator Guide to see your slide images.



If you need more help:

- Chat with us at <https://www.greatcirclelearning.com>
- Contact Us from <https://www.greatcirclelearning.com/contact>
 - The Contact Us form allows you to attach a file if you need us to look at something
- Email us at info@GreatCircleLearning.com
- Call us at 239-389-2000