

Add Slides at Start

Introduction



Words of wisdom from Benjamin Franklin:

“By failing to prepare, you’re preparing to fail.”



Before you click **NEW** on the LeaderGuide Pro ribbon to start a new guidebook:

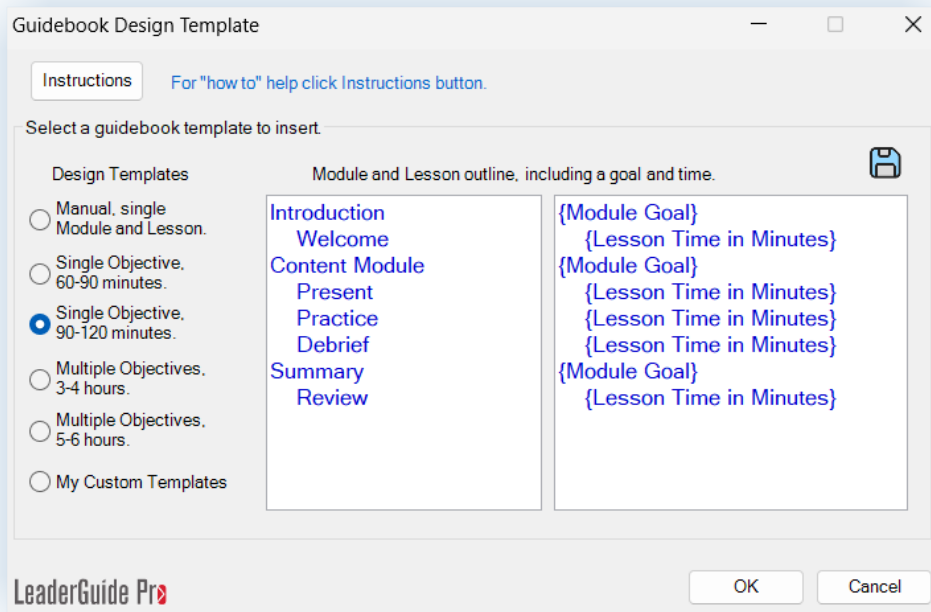
- Open the slide file you want to import
- Close any other open PowerPoint files to minimize confusion
- Note how your slides relate to the Modules and Lessons in your course outline



Course Outline?

As you start a new Facilitator Guide or Participant Guide, you are presented with the option to add Modules and Lessons with your specific:

- Module and Lesson names
- Module Goals
- Lesson times



Introduction



Save time and jumpstart the build out of your document

By entering your course outline into the design template, placeholder pages will be set up in your new document and your Table of Contents will update with your Modules and Lessons.

- The lessons are highlighted in yellow below.
- After entering your Modules and Lessons, you will be given the opportunity to assign specific slides to specific lessons.

Facilitator Guide Table of Contents

Table of Contents

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MODULES

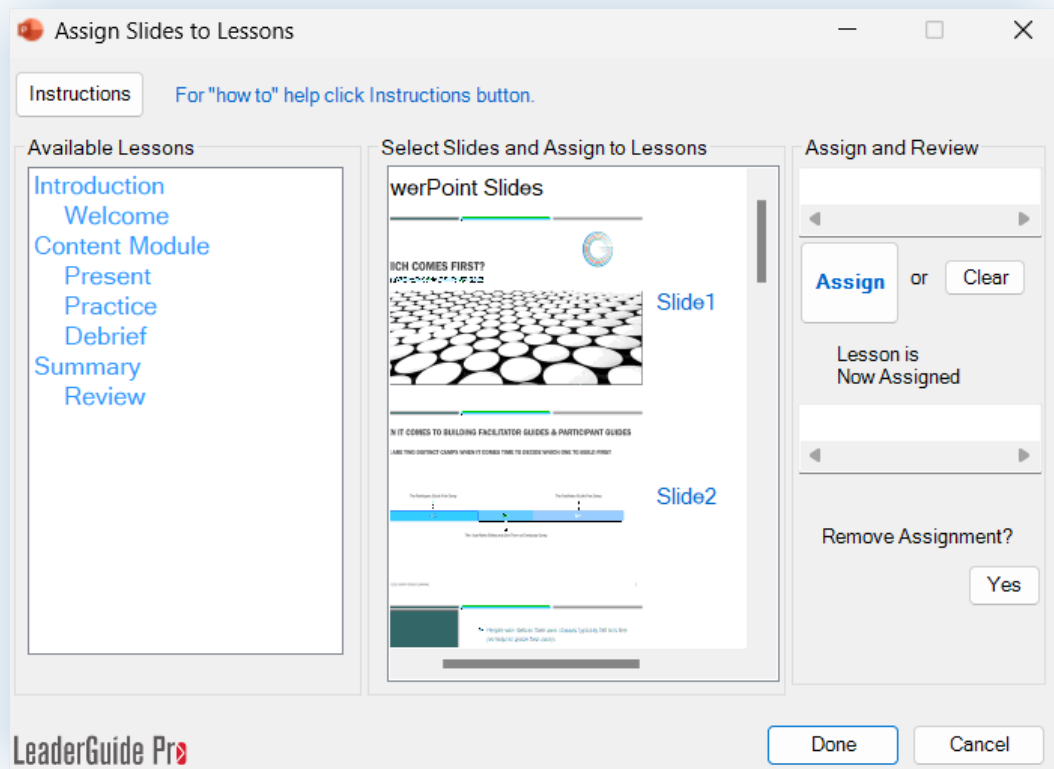
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Introduction



The process of adding slides is visual:

To add slides to lessons you will select a lesson and then select & assign the slides to include in that lesson.



This is why it makes sense to prepare:

By opening and looking through your slide file ahead of time, and by entering your outline into the design template, you will be ready to parse the slides out by lesson as you start your guidebook.



Key point:

- Once in your new guidebook, you will be able to edit and modify as needed.
 - Edit and update your Modules and Lessons names
 - Replace and/or add slides as your PowerPoint file changes
 - Add, remove, reorganize Modules and Lessons and slides

How to Add Slides as you Start a New Guidebook



Quick steps:

1. Start a new Facilitator Guide or Participant Guide
2. Save your new document when prompted
3. Use the Guidebook Design Template to jumpstart the build of your document
4. Say “YES” to the question about adding images
5. Select the PowerPoint file to import
6. Decide how you want your slide images and notes set up on your lesson pages
7. Select additional slide import options
8. Assign Slides to Lessons
9. See a message telling you your slides have been added
10. See a message telling you your new guidebook is ready

For detailed guidance, follow the steps on the next few pages.

How to Add Slides as you Start a New Guidebook



Start a new Facilitator Guide or Participant Guide

- Open **Word** and bring up a **blank new document**
- Click on the **LeaderGuide Pro** tab along the top of your screen
- Click **NEW** on the left end of the **LeaderGuide Pro** ribbon
- Use the **Start a New Guidebook** dialog box to start the setup of your document

Start a New Guidebook

Name of the Course (this appears on the cover page)

Course Name

Course ID

Type

Facilitator Virtual

Participant Content Part

eLearning Reference

Columns

Two

Three

Collection Name

Office365 Colors Collection

Custom Exclude TAG

Select from list

Print

1-Sided

2-Sided

For help click the [LeaderGuide Pro](#) logo.

Preferences

LeaderGuide Pro

OK Cancel

- Click **OK** to initiate the build of your new Facilitator Guide or Participant Guide

How to Add Slides as you Start a New Guidebook



Save your new document when prompted

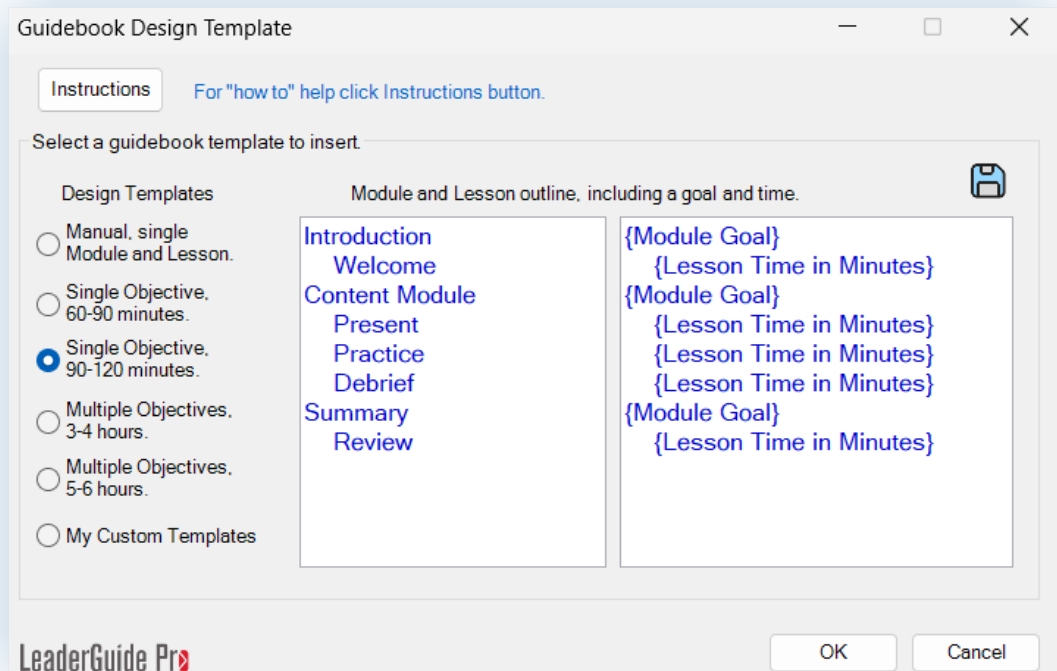
After you click **OK** to initiate the build of your new Facilitator Guide or Participant Guide

- File Explorer will open, and you will be prompted to **SAVE your new document**
- You **MUST** Save the file
 - We suggest you simply save to the location LeaderGuide Pro has defaulted to for now
 - To easily find your file after you've closed it, use the **OPEN button** on the **LeaderGuide Pro ribbon**, which is located immediately below the **NEW** button



After you Save you will see the Guidebook Design Template

Use the Guidebook Design Template to jumpstart the build of your document



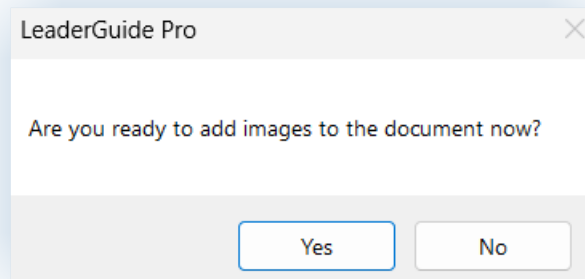
- You can simply **select a template** and click **OK**
- Better yet, **select a template** and **overwrite the blue text** with your Module and Lesson names, Module goals, and lesson times and then click **OK**

How to Add Slides as you Start a New Guidebook



Say “YES” to the question about adding images

After you finish working with the Guidebook Design Template and click OK, you will see this question:



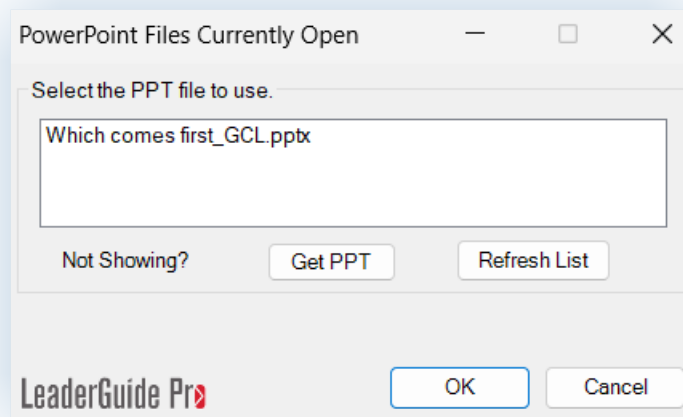
- Click **YES**



Select the PowerPoint file to import

After saying “yes” to the option to import images:

- You will see a dialog box listing any PowerPoint files you currently have open
- Click the **PPT file name** to select it, and then click **OK**
- If you don’t see the file you need, click **Get PPT** and select the file from File Explorer



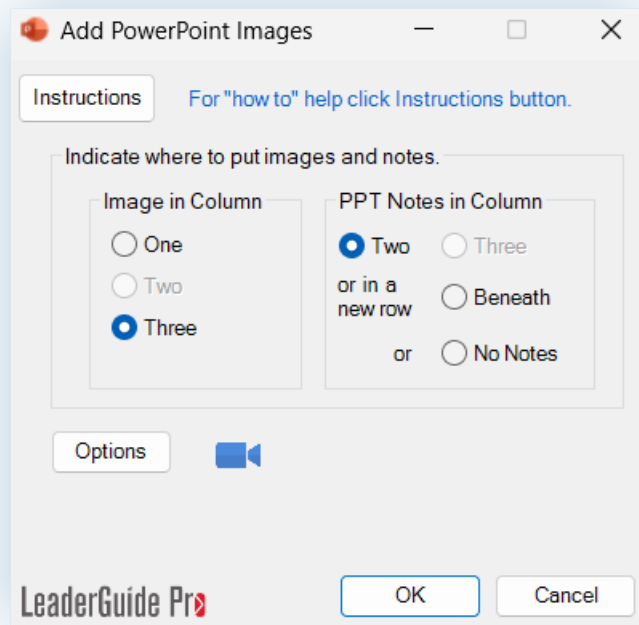
How to Add Slides as you Start a New Guidebook



Decide how you want your slide images and notes set up on your lesson pages

After you select your PowerPoint file, you will use this dialog box to tell LeaderGuide Pro™ which column to put your slide images into

- Select Column One, Column Two, or Column Three
- Then, select where you want your slide notes to sit on the lesson pages
- Or, select the option to not include the slide notes



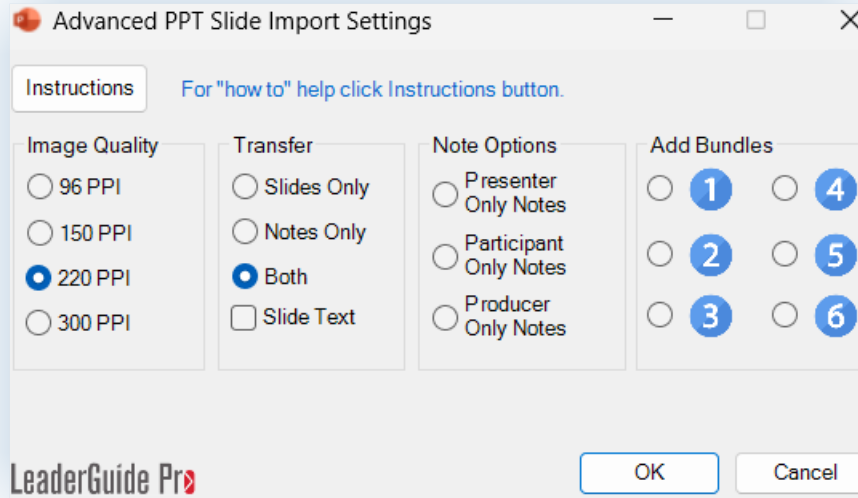
Before clicking OK:

- Click **OPTIONS** to open a dialog box that will allow you to:
 - Control the image quality of your imported slides
 - Control whether to import slides only, notes only, both
 - Specify whether to only import slide notes marked for facilitators, participants, or producers
 - Import slide text
 - Add Content Block Bundles after each imported slide

How to Add Slides as you Start a New Guidebook



Select additional slide import options:



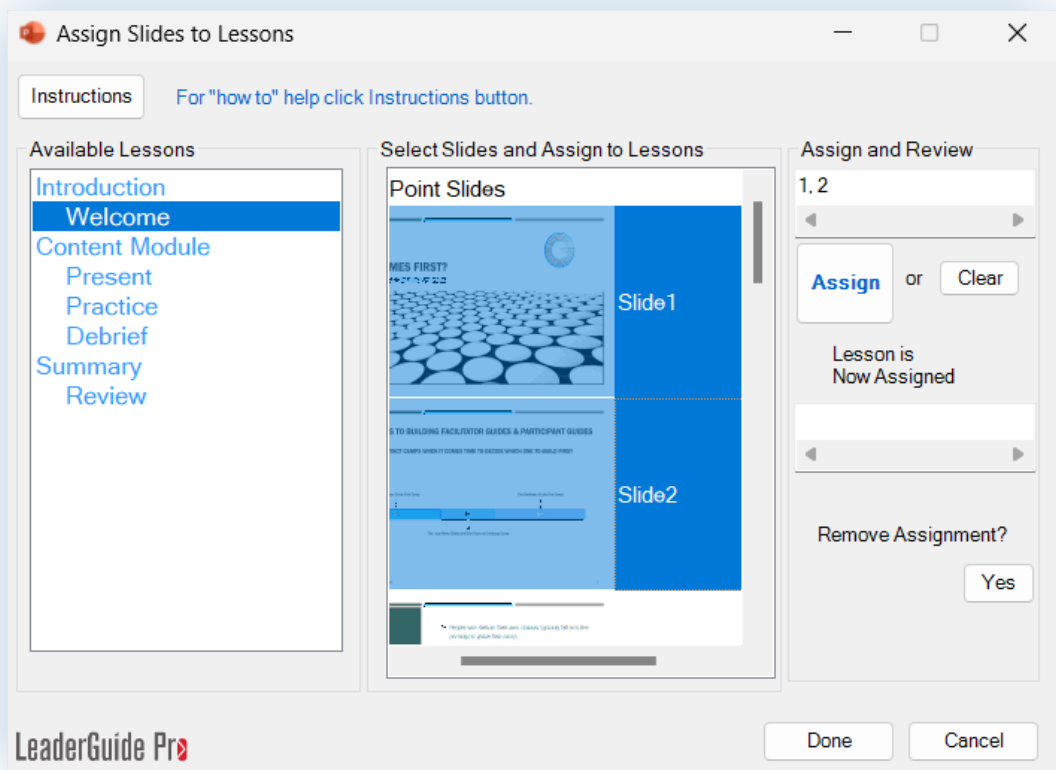
- Select your preferences and click **OK**
 - Control the image quality of your imported slides
 - Control whether to import slides only, notes only, both
 - Specify whether to only import slide notes marked for facilitators, participants, or producers
 - Requires tagging the notes in PowerPoint using our Scripiter tool, which is included in our AuthorTec software
 - Import slide text
 - Add Content Block Bundles after each imported slide

How to Add Slides as you Start a New Guidebook



Assign Slides to Lessons

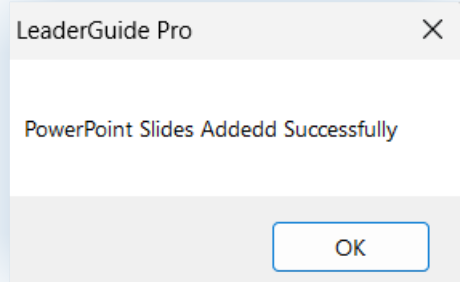
- Highlight a **lesson name**
- **Select** one or more **slides**
- Click **Assign**
- **Repeat** as needed
- When done, click **DONE**



How to Add Slides as you Start a New Guidebook



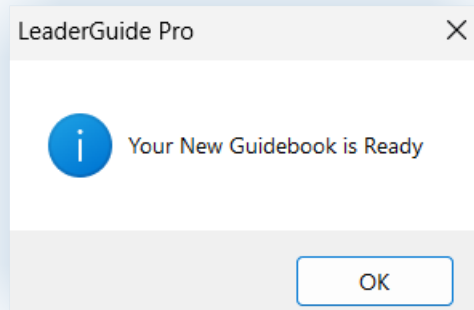
See a message telling you your slides have been added



- Click **OK**



See a message telling you your new guidebook is ready



- Click **OK**
-