

## Instructions for PowerPoint 2008 Batch Image Importer Workflow

The workflow should be saved to your desktop or another location that you will remember, such as your Applications folder.

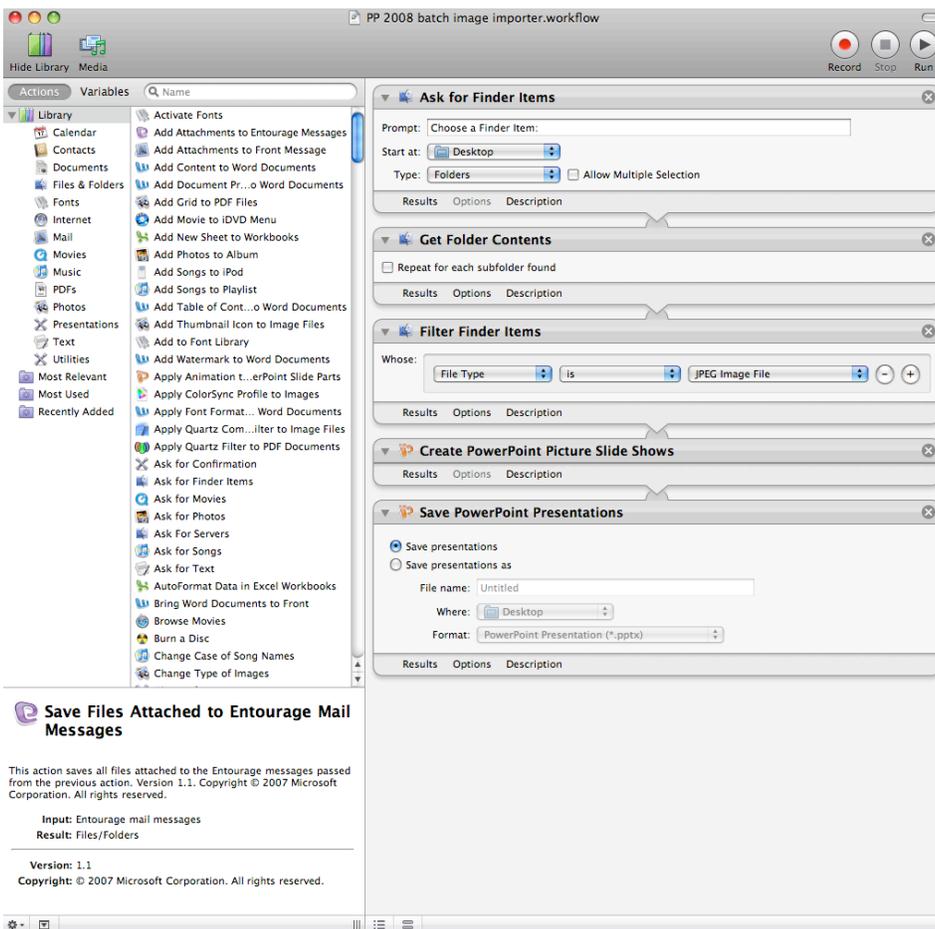
To use the workflow:

Open PowerPoint 2008 but be sure that no presentations are open.

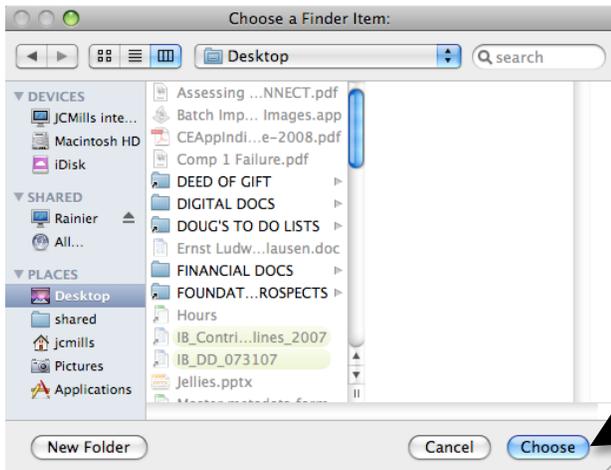
Double-click on the workflow icon (see below). This will launch the Automator application.



Click once on the Run button in the workflow window:

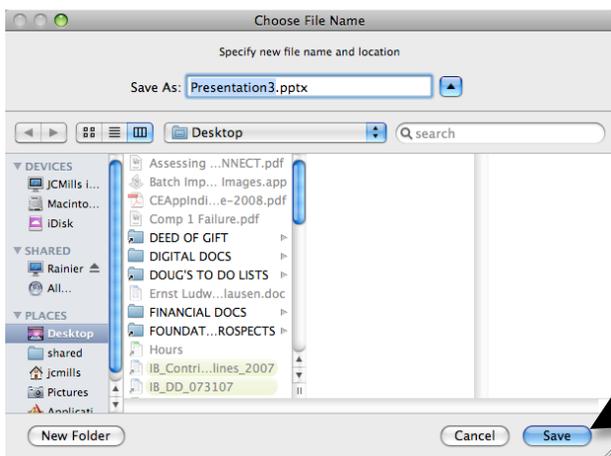


Another window will pop up (see below). Navigate to the location of your folder of images, select it, and click once on Choose. Be sure that you are inserting .jpeg and not .tiff files because .tiff files will cause problems.



Sit back and wait for all the images to load into the PowerPoint presentation.

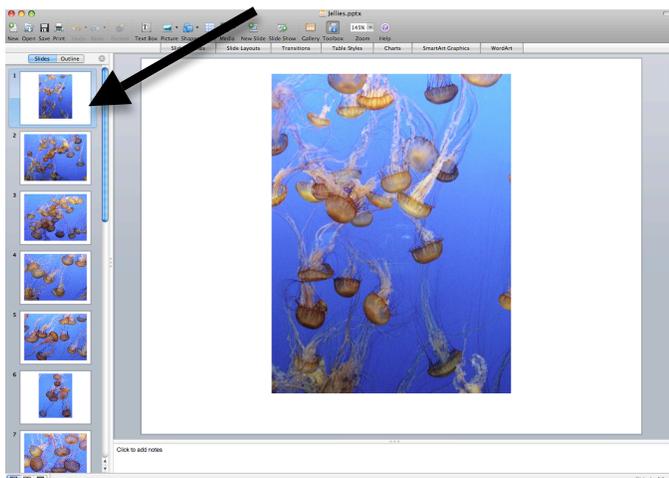
Once they are loaded, you will be prompted to save the presentation (see below). Name the file and navigate to the location where you want it saved, then click once on Save.



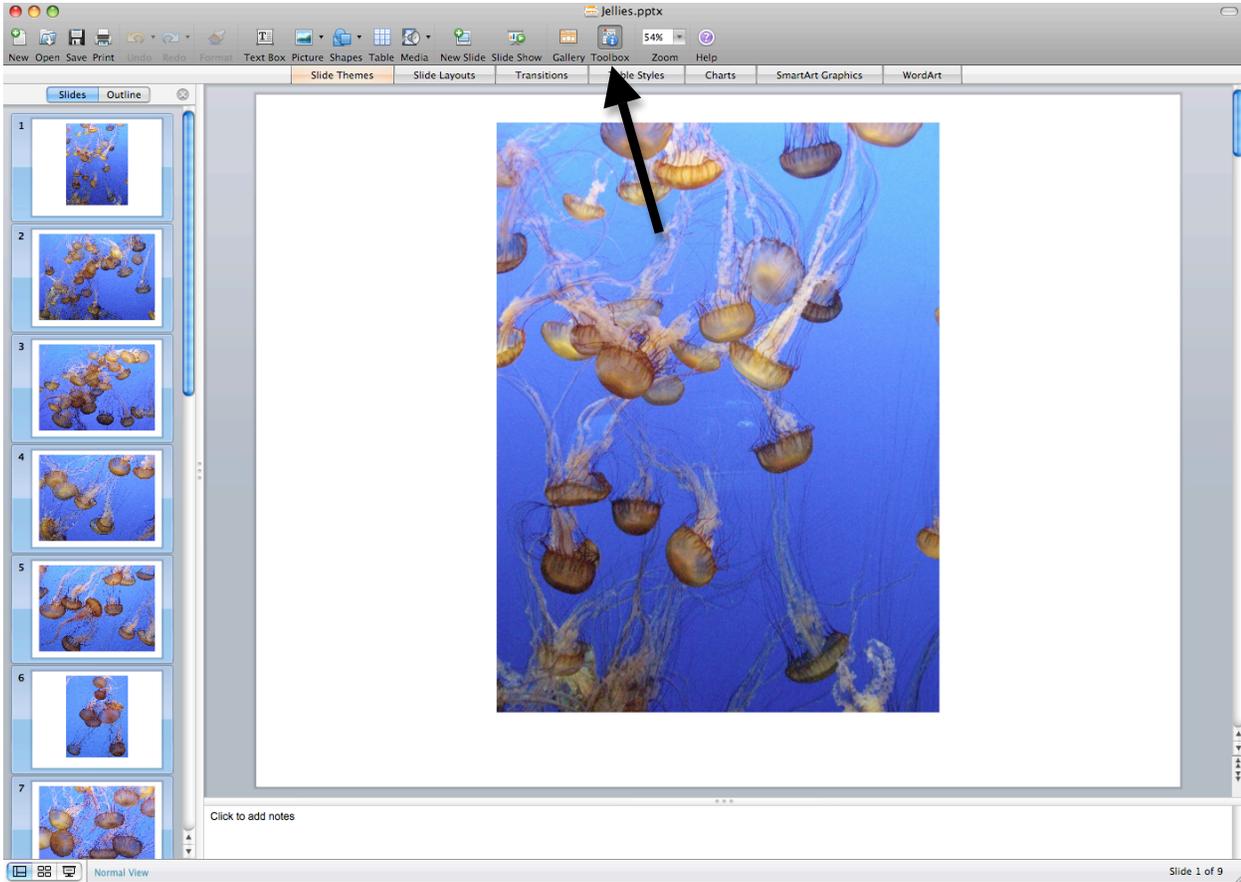
After the file is saved, you can then make formatting changes.

The most common change is to switch to a black background with white text.

To do this, click on the first slide (see below) and then type ctrl+A (PC) or apple+A (MAC), which will select all the slides.



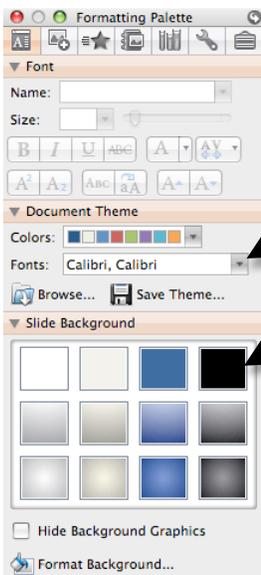
Once all slides are selected, click on the Toolbox icon (see below).



This opens the Toolbox window (if it is not already open).

Click on the black background in the Slide Background section of the Formatting Palette, which is part of the Toolbox window (see below). This also automatically switches the font color to white.

You can also use this opportunity to change the font. If you will be using this PowerPoint slideshow for eRes, then we recommend that you switch the font from Calibri to Arial.

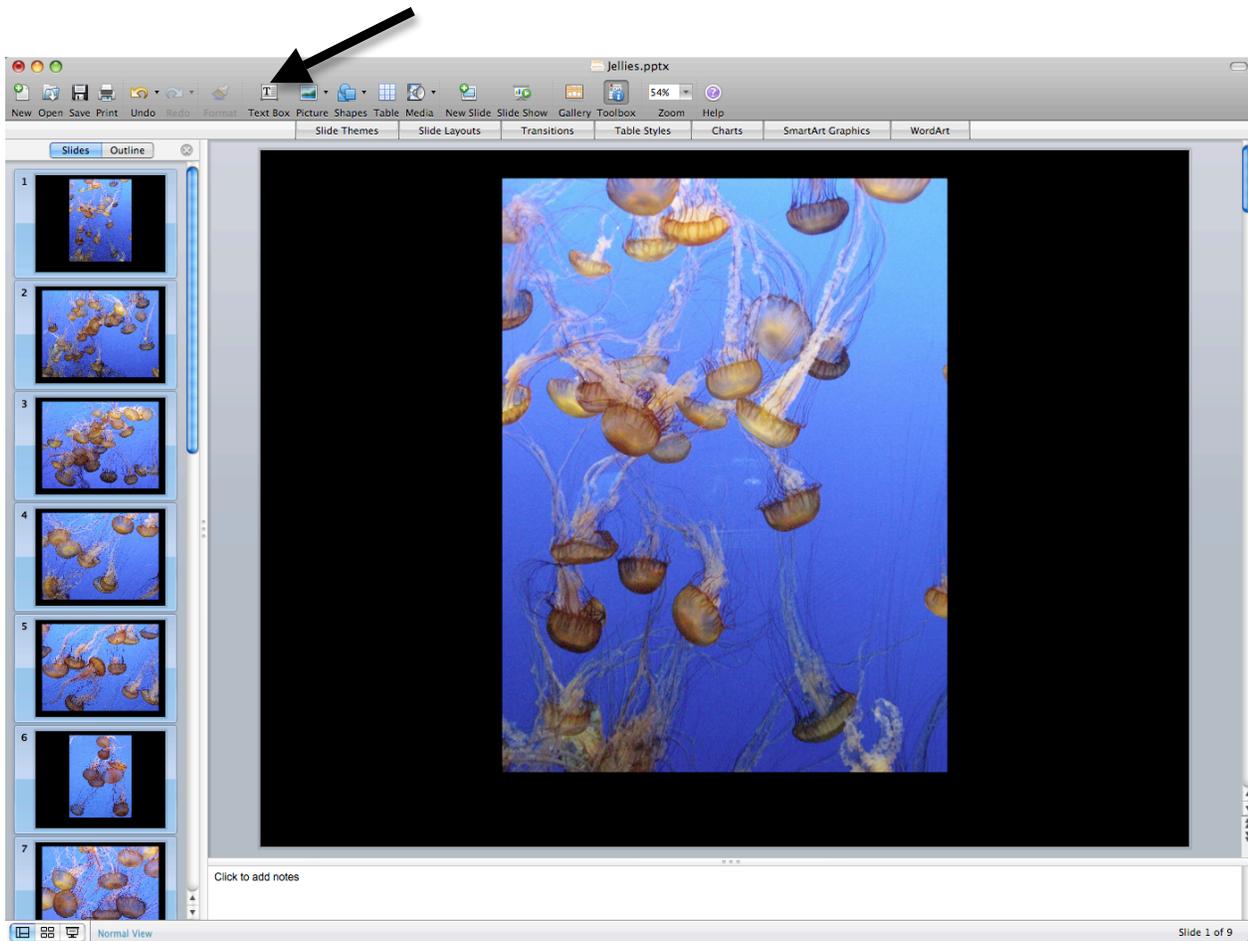


You can now re-size images and add text boxes as needed.

Remember that to re-size images, you should pull from a corner (not a side) so that the image is not distorted.

If you hold down the alt key (PC) or option key (MAC) at the same time as pulling on a corner of the image, the image will be resized evenly in all directions.

To add a text box, you can click on the textbox button (see below) and then click on the slide where you want the box to be. Simply start typing.



**NOTE:** If you will be using this presentation on someone else's computer, and you don't know whether or not they have the newest version of PowerPoint, be sure to do a File→Save As and save the file as a .ppt instead of a .pptx. That way you should not have any problems.