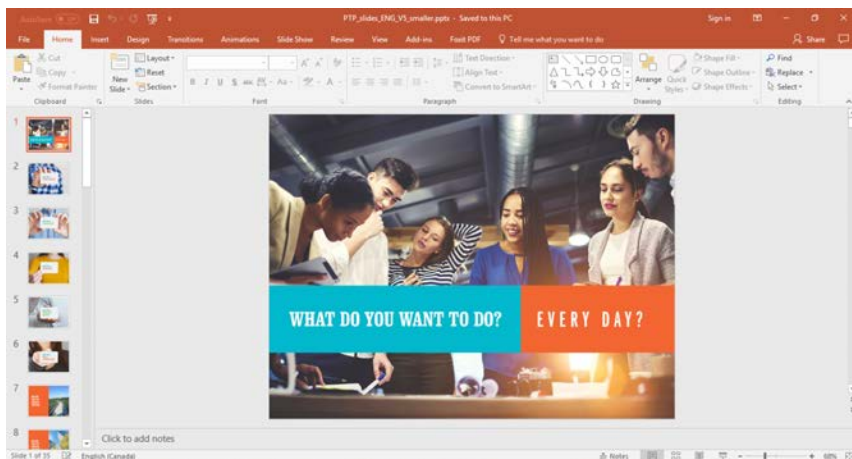


# Making Life Happen



Welcome to your Powerpoint Presentation. You will notice there are two slide options for 7 & 8, 10 & 11. Please select the slide most suitable to your community/audience and delete the duplicate (*Removing the duplicate will also save on file size. The more photos you use, the larger the presentation.*)

## EDITABLE SLIDES

You may change the photos on slides 7/8, and 10/11 and 12/13 if you have relevant examples from your community. This is also true for the "Before and after" images 14-16. Use these samples, or edit to use photos from your community

You may change the text on slides that use the font Arial (eg 19, 20).

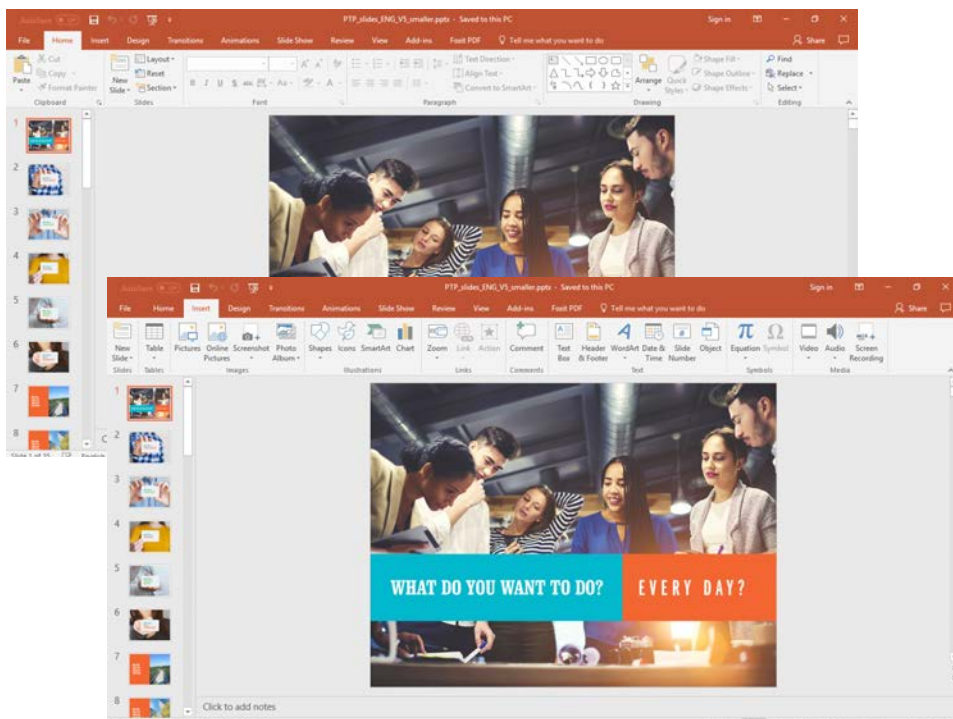
## FONTS

It's important to note that you should only use Arial font and not other fonts that exist on your computer.

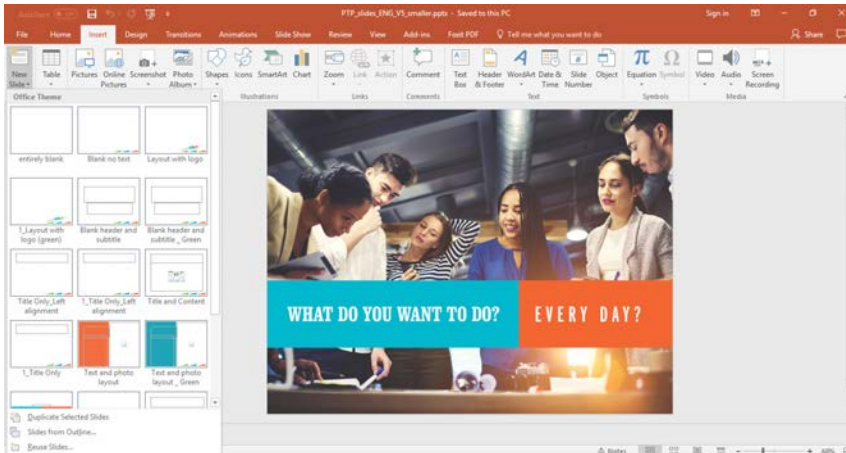
## REMOVING AND ADDING SLIDES

You may add or remove slides. To add or insert a slide, go to your top navigation under INSERT. Your new slide will be inserted after the slide you selected. (default is a blank slide).

To delete a slide, just select a slide and press "DELETE" on your keyboard.



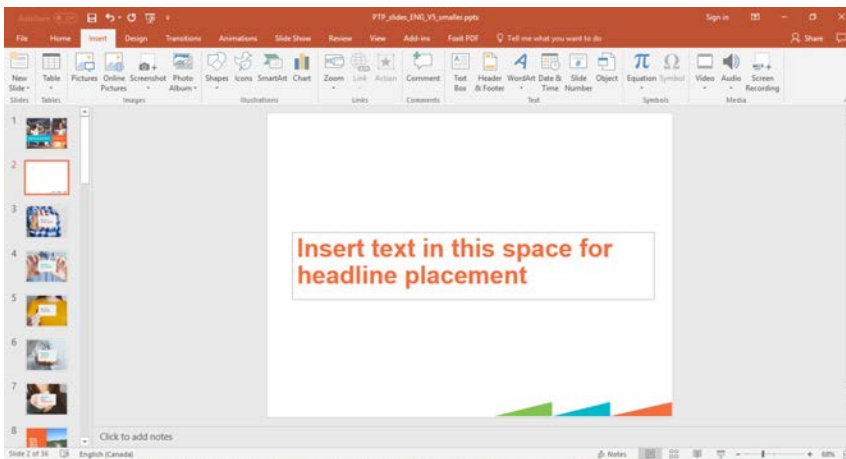
# Making Life Happen



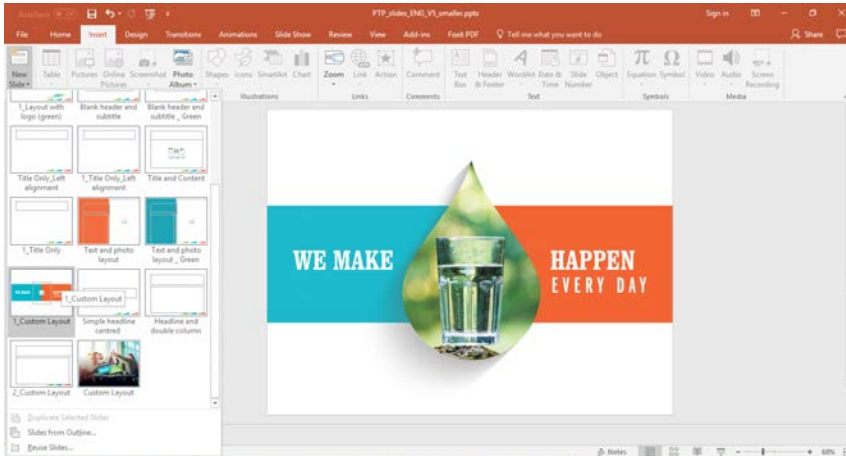
## INSERTING NEW FORMATTED SLIDES:

You may create extra slides by selecting layouts in the LAYOUTS navigation. Layouts have been created with the *Making Life Happen Every Day* theme colours and fonts and graphics.

- > Top navigation > click INSERT
- > Then choose the arrow underneath NEW SLIDE
- > Various layouts pop-up, can click the one you want to use.



# Making Life Happen



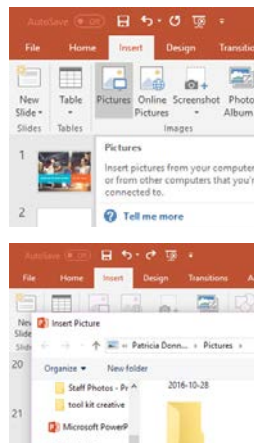
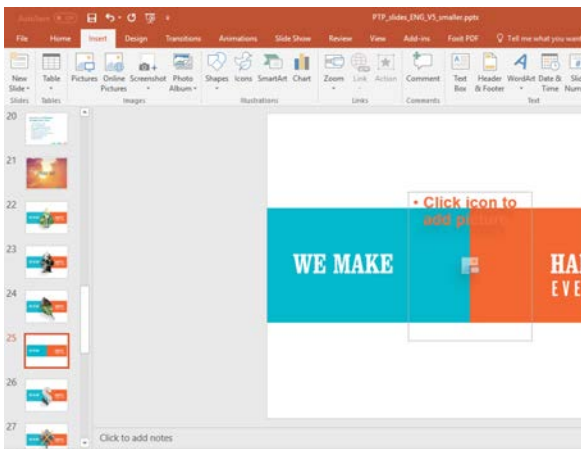
## MAKING X HAPPEN EVERY DAY SLIDES

Extra WE MAKE X HAPPEN EVERY DAY slides are available under the extra formatted slides.

First "INSERT" "NEW SLIDE", and choose the blank We Make X Happen Every Day layout.

By clicking the "CLICK ICON TO ADD PICTURES" you can add your own photos.

Powerpoint will automatically use the proportions of your placed photo (eg if your photo is 4 x 4, the photo will be square). To choose a circular shape:

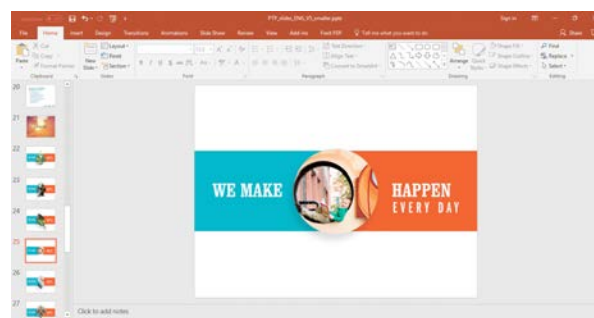
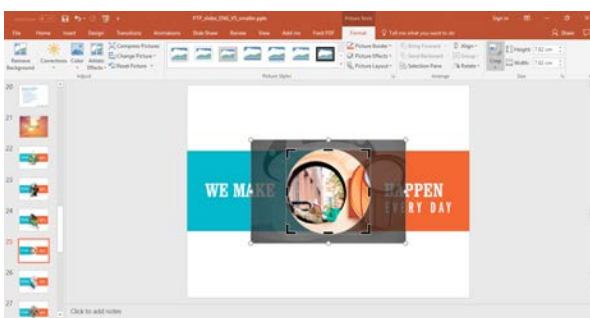
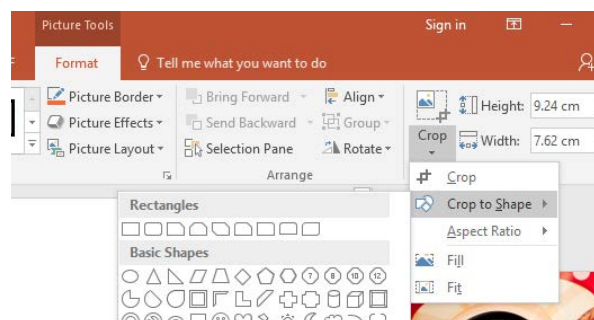
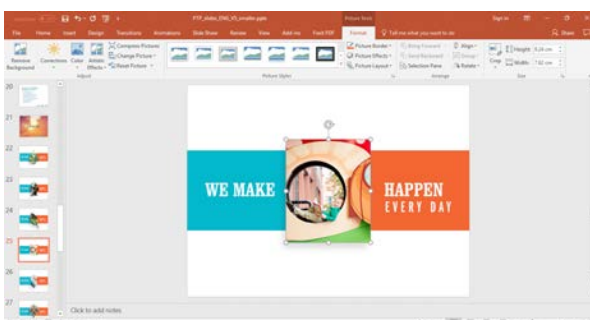


> Go to PICTURE TOOLS > FORMAT

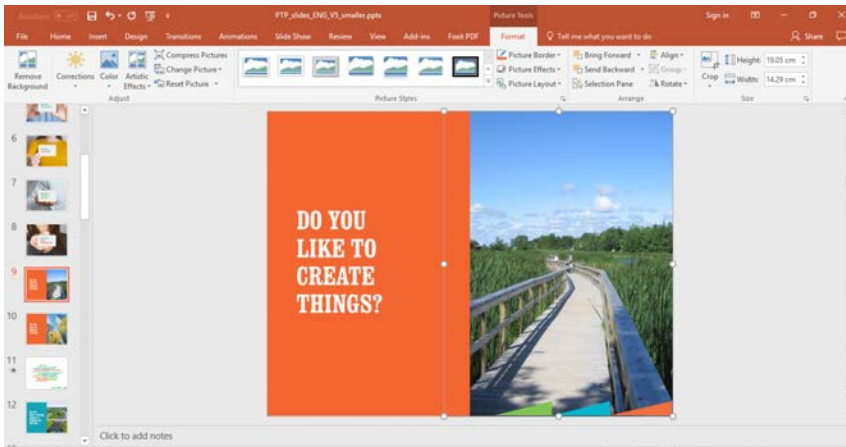
> Select CROP > CROP TO SHAPE

If you want a circle click the Aspect Ratio and select 1:1.

> If you want to select a square shape, go to CROP TO SHAPE and select the square, ASPECT RATIO 1:1



# Making Life Happen

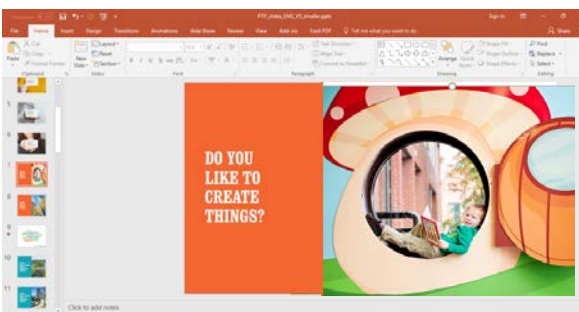
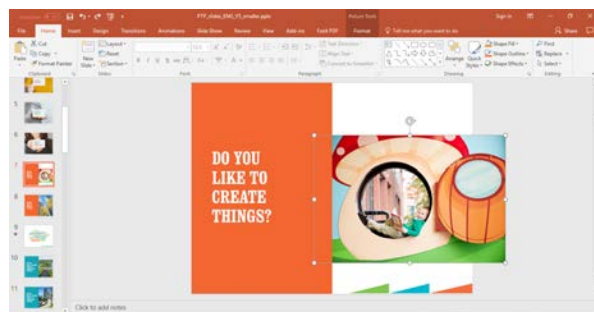
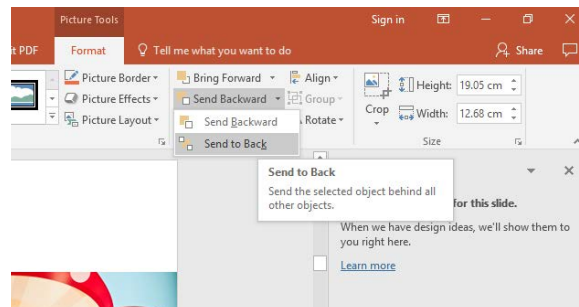
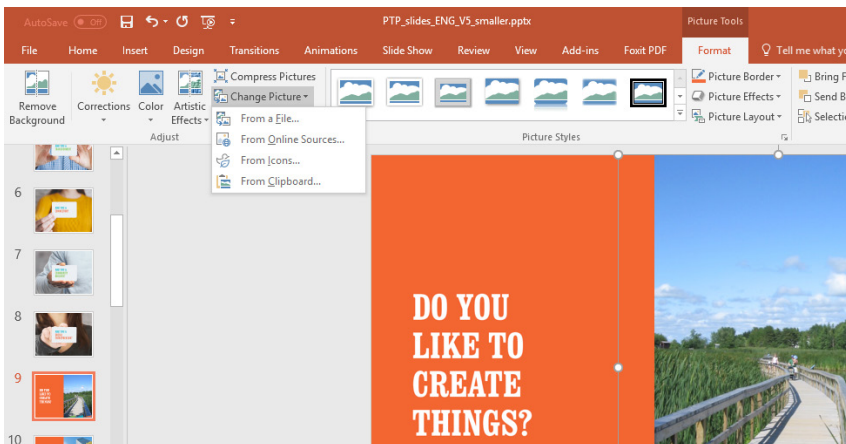


## CHANGING AN IMAGE

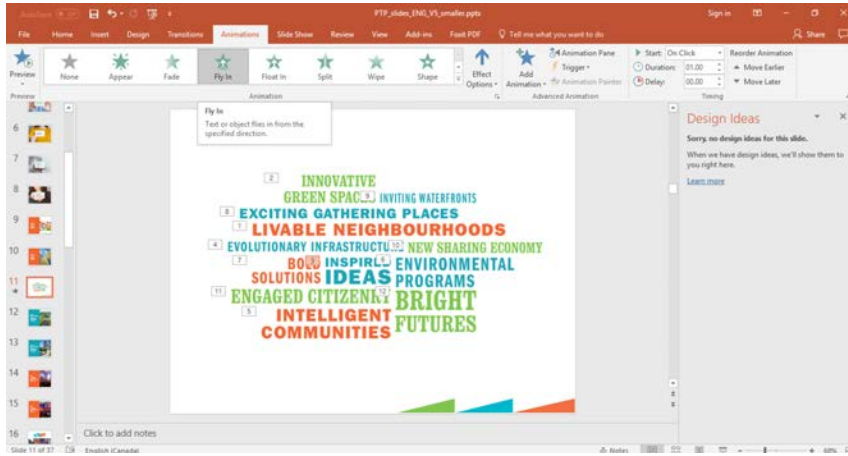
You may place a new image in your layout by selecting **INSERT > PICTURE > PICTURE FROM FILE** (if you want to place an image right from your computer.)

You may also “change” an image by double clicking on the existing image, selecting **CHANGE PICTURE**. This will prompt you to select an image from your computer.

**NOTE;** you may need to enlarge the image to fill in white space. Please never overlap the image over the templated graphics unless you are using the **MAKING X HAPPEN** slides. You may also need to hold the **SHIFT KEY** in order to scale the photo proportionally.



# Making Life Happen



## CHANGING THE TIMING OF THE WORD CLOUD

If you wish to change the timing of the Word Cloud or the Canada Map, you will need to go into each individual animated object and change the timing or the animation style. (suggested only for advanced users).

## DISABLE THE ANIMATIONS

If you wish to disable the animations on page 9 & 31 go to the top navigation, select SLIDE SHOW > SET UP SHOW > SHOW OPTIONS > SHOW WITHOUT ANIMATION