

# Using Microsoft Office 2007 Advanced PowerPoint Handout

INFORMATION TECHNOLOGY SERVICES  
California State University, Los Angeles

Version 1.1

Summer 2009

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## Advance Microsoft PowerPoint 2007

Microsoft PowerPoint 2007 is a presentation graphics program that produces dynamic and powerful slide shows containing text, graphics, charts, video clips, and much more.

This handout is a continuation from the Intermediate PowerPoint 2007 handout and is designed as a reference for some of the advanced features that PowerPoint 2007 offers.

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### Advanced Presentation Techniques

This section describes additional techniques that can be used during a presentation and during slide development to enhance the overall message the user wishes to convey to the audience.

#### USING A PEN TO ANNOTATE THE SLIDE SHOW

Writing on a slide with a mouse pointer during a slide show is called ink annotations or ink markups. For example, using the Pointer Options, such as the Ballpoint Pen and Felt Tip Pen, or the Highlighter, helps to emphasize the message by drawing attention to a particular line of text or slide element.

To use a pen to annotate the slide show:

1. Run the slide show.
2. Right-click in the slide which needs to be annotated. The slide show shortcut menu will appear.
3. Select the **Pointer Options** command. A sub-menu will appear (see Figure 1).
4. Select the **Highlighter**, **Ballpoint Pen**, or **Felt Tip Pen**. The mouse pointer will change into the selected pointer.

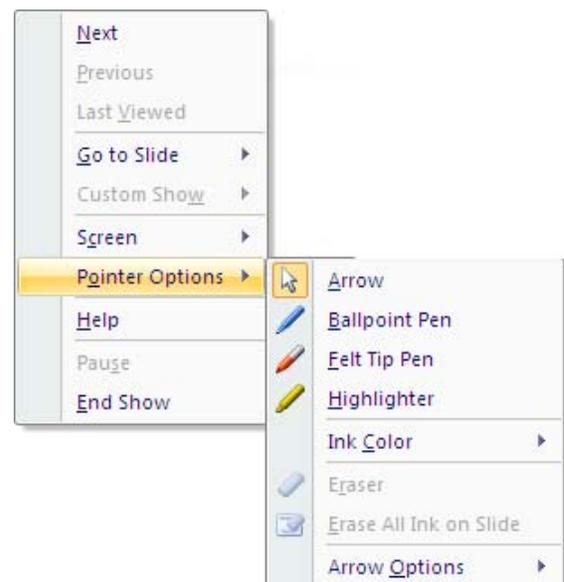


Figure 1 - The Pointer Options Menu

**NOTE:** It is also possible to use a key combination to activate the pen. The Felt Tip Pen will show as a result of pressing the **[Ctrl+P]** key combination during the slide show.

5. Click and drag to create the desired annotation. A line will appear on the current slide.
6. To change the mouse pointer back, press the **[Esc]** key.

**NOTE:** To immediately erase the annotation on the current slide press the **[Shift+E]** key combination. The **[Ctrl+E]** key combination will activate the eraser tool which allows the user to erase individual annotations. In addition, when a user exits a slide show after it has been annotated, an option will be presented that allows the annotations to be kept or discarded.

#### CHANGING THE PEN COLOR

The default pen color can be changed into any other color. Changing the pen color may enhance audience attention to the presentation.

To change the pen color:

1. Run the slide show.
2. Right-click the slide in which needs to be annotated. The slide show shortcut menu will appear.
3. Select the **Pointer Options** command ► **Ink Color** option (see Figure 1).
4. Select the desired pen color.

## **USING SOUND EFFECTS IN A PRESENTATION**

Sound clips can enhance a presentation when used appropriately. The sound clip formats supported by PowerPoint 2007 include Audio Interchange File Format (.aiff), UNIX Audio (.au), Musical Instrument Digital Interface (.mid or .midi), Wave Form (.wav), Windows Media Audio (.wma), and MPEG Audio Layer 3 (.mp3). Users can also include sound tracks from audio compact disks (CD).

Two options are available to the user when incorporating sound files into a presentation. Sound files can either be linked to a presentation, or embedded within the presentation. An embedded file becomes an object within the presentation and gets saved with the presentation. When a presentation is moved to another computer, the sound files accompany the presentation as part of the PowerPoint file. Only Wave Form files (those with a .wav file extension) can be embedded into a presentation. Additionally, if the sound file exceeds the maximum file size for embedding, it will automatically become a linked file. The maximum file size can be adjusted as described later. A linked file remains as a separate file, independent of the PowerPoint presentation file. If the presentation is moved to another computer, the linked sound files must be moved as separate files.



**Figure 2 - Sound Drop-Down Menu**



**Figure 3 - Sound Play Dialog Box**

To incorporate a sound clip into a slide:

1. Select the *Insert* tab on the **Ribbon**.
2. Click the **Sound** drop-down arrow in the *Media Clips* group (see Figure 2).
3. Select the **Sound from File...** option. The *Insert Sound* dialog box opens.
4. Navigate to the file location, select the file, and then click the **OK** button to incorporate the file and close the dialog box. The *Sound Play* dialog box opens (see Figure 3).
5. Select when the sound will be played. The dialog box will close and a sound object will be incorporated into the slide (see Figure 4).



**Figure 4 - Sound Object**

**NOTE:** The sound object is a picture that can be changed by right-clicking the picture, selecting the **Change Picture...** option and selecting a new picture. It can also be resized by clicking and dragging the sizing handles.

To change how a sound is played during a presentation:

1. Select the sound object.
2. Select the *Options* tab on the *Picture Tools* contextual tab on the **Ribbon**.
3. Click the **Play Sound:** drop-down arrow in the *Sound Options* group.
4. Select the appropriate option (*Automatically*, *When Clicked*, or *Play across slides*).

To adjust the maximum embedded file size:

1. Select the sound object.
2. Select the *Options* tab on the *Picture Tools* contextual tab on the **Ribbon**.
3. Click the **Max Sound File Size (KB):** spin-box arrows either up or down to change the file size.

NOTE: The maximum audio file size that PowerPoint 2007 can accommodate is 50 megabytes.



Figure 5 - Insert CD Audio Dialog Box



Figure 6 - CD Audio Object

To play a track from a CD during a presentation:

1. Insert the CD into the appropriate drive.
2. Select the *Insert* tab on the **Ribbon**.
3. Click the **Sound** drop-down arrow in the *Media Clips* group (see Figure 2).
4. Select the **Play CD Audio Track...** option. The *Insert CD Audio* dialog box opens (see Figure 5).
5. Select the track(s) that will be played during the presentation in the *Clip selection* section of the dialog box.

NOTE: If only a portion of the track is desired, set the start and stop times using the **time:** spin boxes (see Figure 5).

6. Click the **OK** button and select the play options from the *Sound Play* dialog box (see Figure 3). The CD audio object will appear on the slide (see Figure 6).

NOTE: The CD must be in the CD drive during the presentation.

## USING VIDEO IN A PRESENTATION

Users may also use video files in a presentation. Video file formats supported by PowerPoint 2007 include Advanced Streaming Format (.asf), Audio Video Interleave (.avi), Moving Picture Experts Group (.mpg or .mpeg), and Windows Media Video (.wmv).

To incorporate a video into a slide:

1. Select the *Insert* tab on the **Ribbon**.
2. Click the *Moves* drop-down arrow in the *Media Clips* group (see Figure 7).
3. Select the **Movie from File...** option. The *Insert Movie* dialog box opens.
4. Navigate to the file location, select the file, and then click the **OK** button to incorporate the file and close the dialog box. The *Movie Play* dialog box opens (see Figure 3 which has the same options).
5. Select when the movie will be played. The dialog box will close and a movie object similar to Figure 8 will be incorporated into the slide.

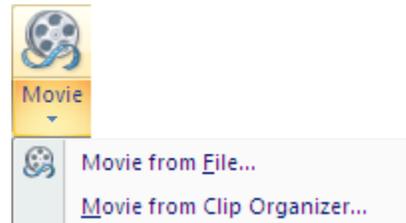


Figure 7 - Movie Drop-Down Menu

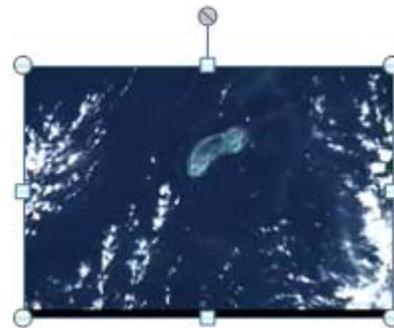


Figure 8 - Sample Movie Object

## USING SMARTART

*SmartArt* is a new feature in PowerPoint 2007. *SmartArt* is a visual representation of information and ideas that combines text and graphics so that information can be shown in a more visually enhancing manner. Figure 9 is an example of *SmartArt*. When the *SmartArt* graphic is placed on the slide, text can be automatically entered. The advantage to using *SmartArt* is that the user does not have to draw any of the graphic shapes. They are automatically created when the graphic is selected.

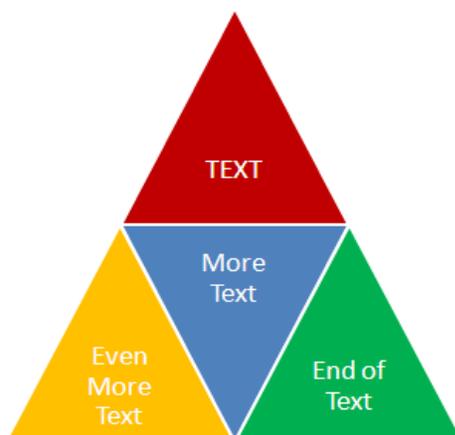


Figure 9 - Example of SmartArt

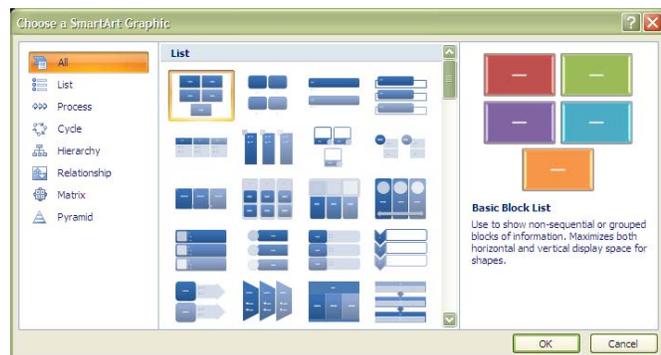


Figure 10 - Choose a SmartArt Graphic Dialog Box

To incorporate a SmartArt graphic onto a slide:

1. Select the *Insert* tab on the **Ribbon**.
2. Click the **SmartArt** button in the *Illustrations* group. The *Choose a SmartArt Graphic* dialog box opens (see Figure 10).

3. Select the category in the left column of the dialog box; select the graphic in the *List* section of the dialog box. A description is provided in the preview pane on the right side of the dialog box (see Figure 10).
4. After the graphic is selected, click the **OK** button. Text can then be entered by clicking in any part of the graphic where “[Text]” appears.

NOTE: Text can also be entered by clicking the **Expand/Collapse** button  on the left edge of the graphic and opening the *Type your text here* dialog box (see Figure 12). Click the **Close** button  when finished and the text will automatically appear in the graphic.

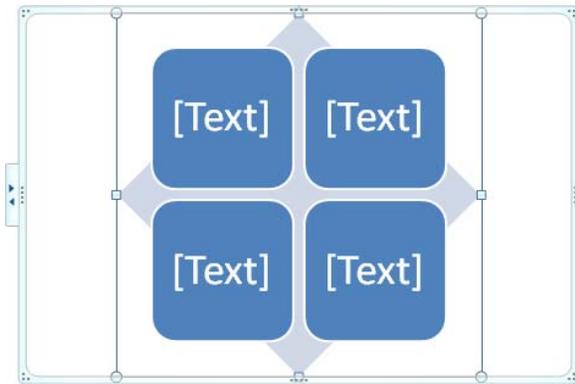


Figure 11 - Sample Blank SmartArt Graphic

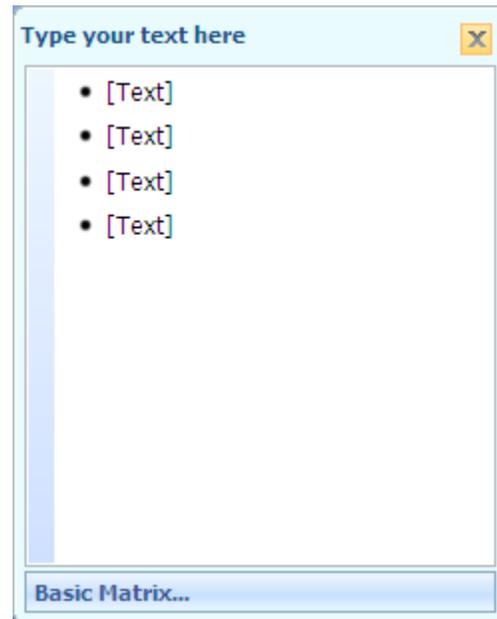


Figure 12 - Type Your Text Here Dialog Box

The SmartArt graphic can be formatted if a different appearance is desired. To format the graphic:

1. Select the object so that the sizing handles are visible as in Figure 11.
2. Right-click anywhere inside the object and select the **Format Shape...** option. The *Format Shape* dialog box opens (see Figure 13).
3. Choose the appropriate options until the desired formatting effects are displayed by the graphic.
4. When finished formatting the graphic, click the **Close** button.

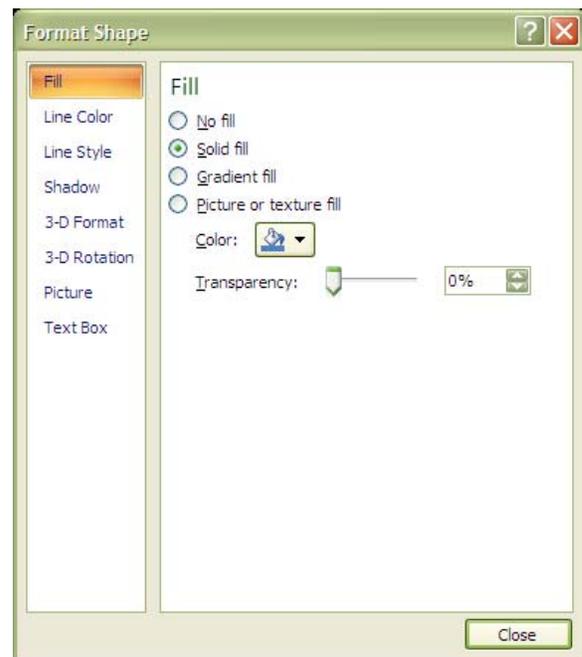


Figure 13 - Format Shape Dialog Box

## SETTING UP AND RUNNING CUSTOM SLIDE SHOWS

Users may occasionally encounter situations where a slide show is presented to different groups who have varying interests in the slide show content. Slides that are appropriate for one group may not be of interest or appropriate for other groups. To avoid maintaining multiple slide shows, users can set up custom slide shows. By using a custom slide show, only specific slides are shown. Presentations can be given before different groups using the slides appropriate to that group, but only one presentation is maintained.

To set up a custom slide show:

1. Select the *Slide Show* tab on the **Ribbon**.
2. Click the *Custom Slide Show* drop-down arrow in the *Start Slide Show* group.
3. Select the **Custom Shows...** option in the drop-down menu. The *Custom shows* dialog box opens (see Figure 14).

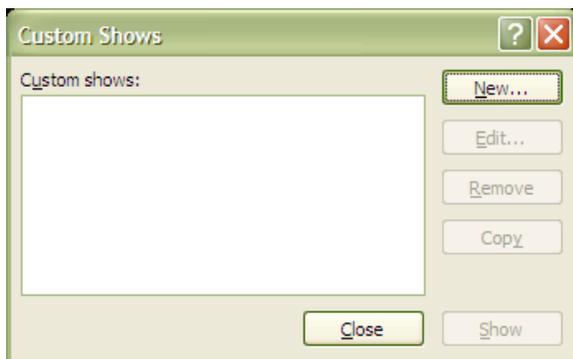


Figure 14 - Custom Shows Dialog Box



Figure 15 - Define Custom Show Dialog Box

4. Click the **New...** button. The *Define Custom Show* dialog box opens (see Figure 15).
5. Enter a name for the custom slide show in the *Slide show name:* text box.
6. Highlight the slides that will be included in the custom slide show in the *Slides in presentation:* list box then include them in the custom show by clicking the **Add >>** button.
7. When all desired slides have been included in the custom show click the **OK** button. The show will now appear in the *Custom Slide Show* drop-down arrow in the *Start Slide Show* group.

**NOTE:** Slides can be removed from a custom slide show by highlighting the slide in the *Slides in custom show:* list box and clicking the **Remove** button.

To run a custom slide show:

1. Select the *Slide Show* tab on the **Ribbon**.
2. Click the *Custom Slide Show* drop-down arrow in the *Start Slide Show* group.
3. Click the name of the custom slide show in the *Custom Slide Show* drop-down menu. The custom slide show will automatically start.

## Presenting to a Wider Audience

Many times, when presentations are presented to a large audience in one room, it is necessary to move the presentation to another computer. To do so, the user can package the presentation and any linked files and then unpack it on the computer where the presentation will be run.

PowerPoint includes the PowerPoint Viewer in the package by default. The PowerPoint Viewer allows running a presentation even on the computers that do not have PowerPoint installed.

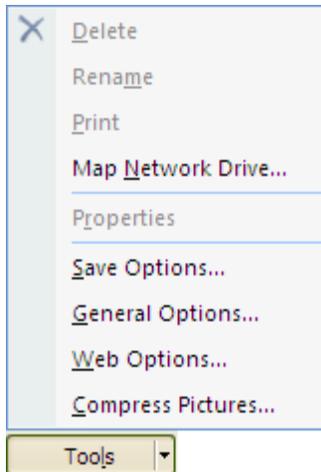
**NOTE:** The PowerPoint Viewer included in PowerPoint 2007 will allow users to run the presentation even if an older version of PowerPoint is installed on the computer.

## **EMBEDDING FONTS IN A PRESENTATION**

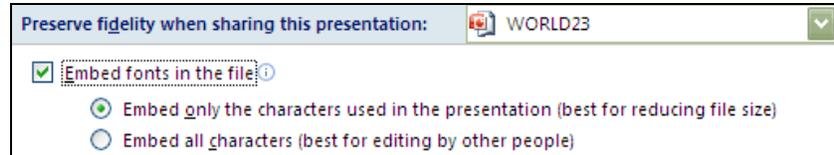
When running a presentation on a different computer, it may not look the same as on the computer it was created. One reason for this may be that the fonts used are not available on another computer. It is a good idea to embed the fonts in the presentation to ensure that the fonts displayed are the fonts that have been selected. Only Windows TrueType fonts can be embedded. Because embedding fonts saves the fonts directly into the presentation, the size of the presentation file increases accordingly.

To embed fonts in a presentation:

1. Click the **Office** button ► **Save As...** command. The *Save As* dialog box will open.
2. Type the desired file name in the **File name:** text box.
3. Click the **Tools** button on the lower left corner. A drop-down menu will open (see Figure 16).



**Figure 16 - Tools Drop-Down Menu**



**Figure 17 – Embedding Fonts (from Options Dialog Box)**

4. Select the **Save Options...** command. The *Save Options* dialog box will open.
5. Click the **Embed fonts in the file** check box and select the appropriate option (see Figure 17). ► **OK** button.

## **USING THE PACKAGE FOR CD FEATURE**

Users can package a presentation for burning to a CD-ROM or for copying to a portable drive such as a USB flash drive. PowerPoint 2007 allows the users to copy one or more presentations along with supporting files onto a CD/external drive according to the limits of the device. The PowerPoint Viewer is included by default in the package and will run the packaged presentations on other computers even if PowerPoint is not installed, or if a previous incompatible version of PowerPoint is installed.

**NOTE:** When using the packaging feature, PowerPoint will automatically convert a presentation to the **PowerPoint 97-2003 Presentation** format.

To use the Package for CD:

1. Open the PowerPoint file to be packaged. If working with a new presentation, it is recommended to save and name the presentation first.

2. Insert a CD into the CD drive or connect the appropriate external drive
3. Click the **Office Button** ► **Publish** option ► **Package for CD**. The *Package for CD* dialog box opens (see Figure 18).



Figure 18 - Package for CD Dialog Box

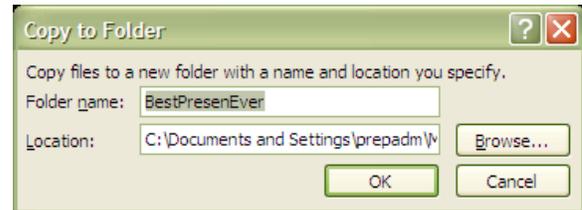


Figure 19 - Copy to Folder Dialog Box

**NOTE:** If the user has not embedded fonts and desires to do so, clicking the **Options...** button will open the *Options* dialog box. Fonts can be embedded by checking the **Embedded TrueType fonts** check box.

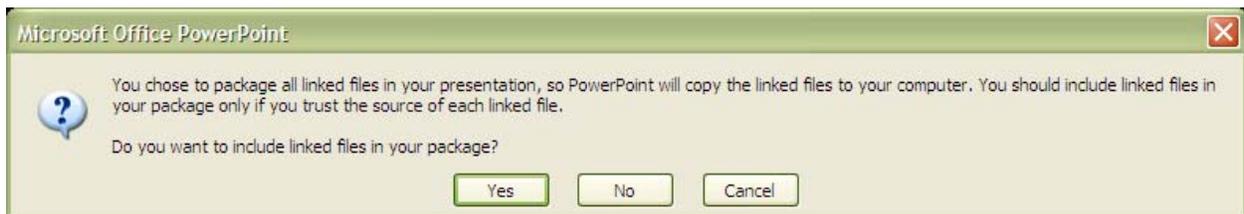


Figure 20 - Include Linked Files Prompt

4. Click the **Copy to Folder...** button navigate to the folder location then click the **OK** button. The user may be prompted to include linked files or not (see Figure 20).
5. If the presentation(s) will be burned onto a CD, click the **Copy to CD** button. The CD drive will open prompting the user to insert a blank, recordable CD.
6. When the CD has been recorded or the files saved, click the **Close** button in the *Package for CD* dialog box.

## **USING THE POWERPOINT VIEWER**

The PowerPoint Viewer is a program provided with Office 2007 that allows the user to run slide shows on computers that do not have PowerPoint installed.

To use the PowerPoint Viewer:

1. Open the folder containing the package presentation.
2. Open the "*pptview*" file.
3. If prompted, select the **Accept** option to accept the terms of the License Agreement.
4. Select the desired presentation ► **Open** button. The slide show will begin in slide show mode.

**NOTE:** The PowerPoint Viewer closes automatically when the slide show ends.

## **PREVIEWING A PRESENTATION AS A WEB PAGE**

Before publishing the presentation to the Internet or to an intranet where users can view it in a browser, a presentation should be previewed in a web browser. All slides will be viewable in

Web Page Preview, but if the presentation is set up to use timings, the slide show will play in Web Page Preview. If not, only the current slide will appear. Using the Web Page Preview feature requires the user to customize the **Quick Access Toolbar**.

To customize the Quick Access Toolbar:

1. Click the **Quick Access Toolbar** drop-down arrow .
2. Select the **More Commands...** option. The *Word Options* dialog box opens.
3. Click the **Choose commands from:** drop-down arrow.
4. Select the **All Commands** option.
5. Scroll down the list and select **Web Page Preview**.
6. Click the **Add >>** button to place the command on the **Quick Access Toolbar** ► **OK** button.
7. Click the **Web Page Preview** button on the **Quick Access Toolbar** to view the slide show in the default web browser (see Figure 21).



Figure 21 – Web Page Preview

## **FORMATTING A PRESENTATION FOR THE WEB**

When publishing the presentation as a Web page, the user can specify the parts or elements of the presentation (such as speaker notes or animations) that will be displayed. The *Web Options* dialog box allows controlling, the content and format of the presentation. Slide navigation controls can be added or removed and page colors changed. Other options include setting the default browser and the picture size.

Once the presentation is saved as a web page, the user can still open it in PowerPoint without losing its contents or formatting. Editing graphics and objects in a PowerPoint presentation can be done after the file has been saved in web format.

To format a presentation for the Web:

1. Click the **Office Button** ► **Save As** command ► **Other Formats**. The *Save As* dialog box opens.
2. Click the **Tools** button in the lower left corner to open the *Tools* drop-down menu and select **Web Options...** (see Figure 16). The *Web Options* dialog box opens.

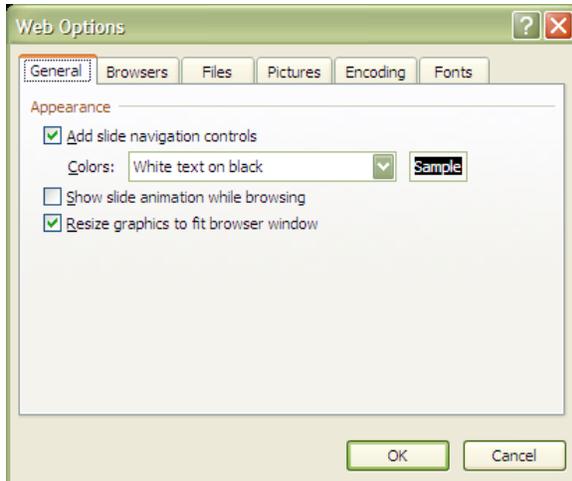


Figure 22 - Web Options Dialog Box (General Tab)

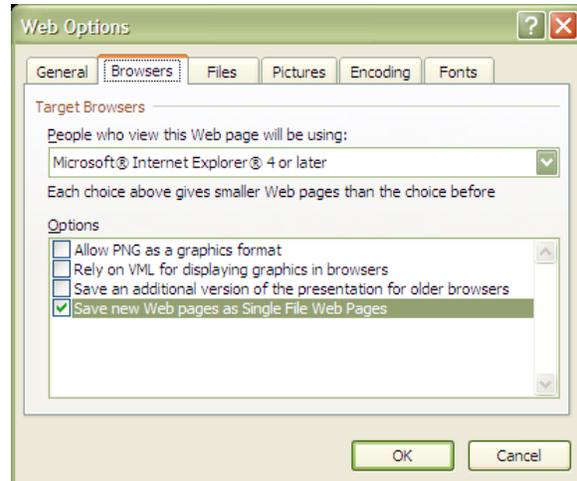


Figure 23 - Web Options Dialog Box (Browsers Tab)

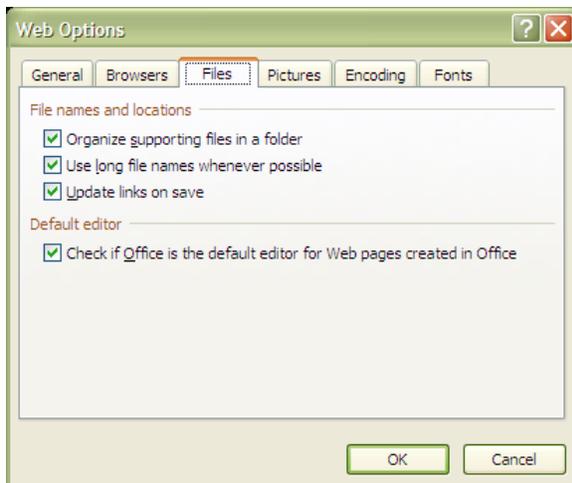


Figure 24 - Web Options Dialog Box (Files Tab)

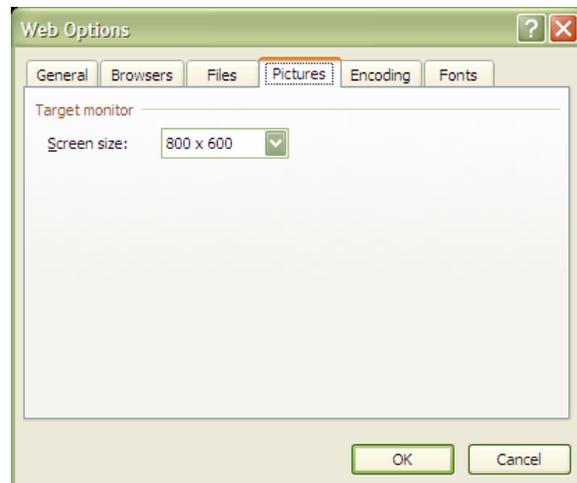


Figure 25 - Web Options Dialog Box (Pictures Tab)

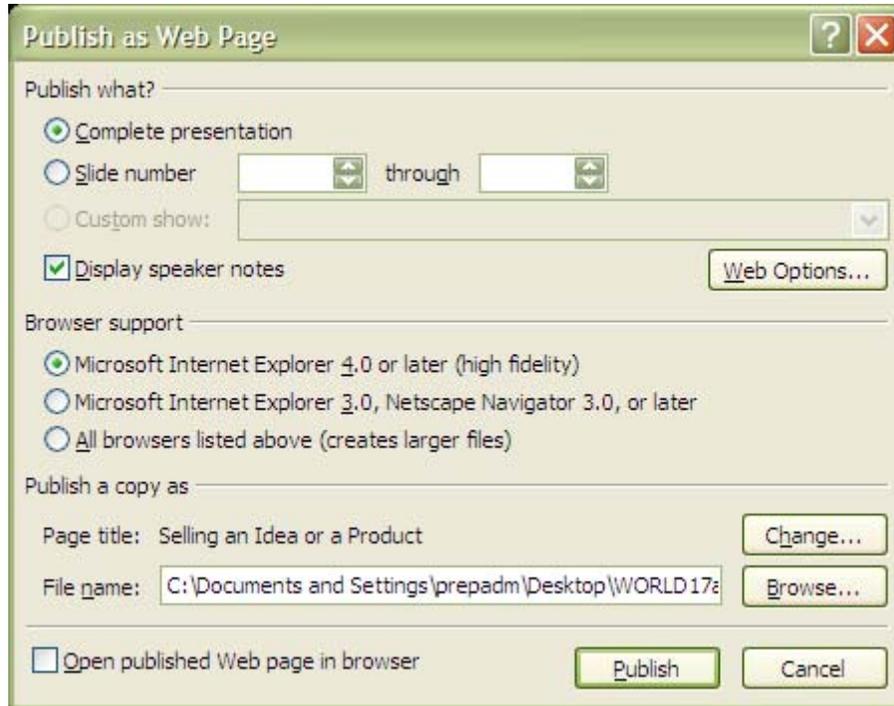
3. Select the appropriate options (see Figure 22, Figure 23, Figure 24, and Figure 25) ► **OK** button.
4. Click the **Save as type:** drop-down arrow and select either “*Single File Web Page*” or “*Web Page*” ► **Save** button.

**NOTE:** Selecting the “*Web Page*” option will save each slide as an individual HTML web page and all relevant files needed to publish to the Web whereas the “*Single File Web Page*” will combine all relevant files into a single publishable MHTML file.

## **PUBLISHING A PRESENTATION TO THE WEB**

Users can easily publish the presentation to the World Wide Web. When saving the presentation using the **Save As** options, a **Publish...** button will appear on the *Save As* dialog box when the

**Save as type:** list box is set to either “*Single File Web Page*” or “*Web Page.*” Clicking the button will open the *Publish as Web Page* dialog box (see Figure 26).



**Figure 26 – Publish as Web Page Dialog Box**

Users are not constrained to publishing the entire presentation. A range of slides can be published by the *Slide number* spin boxes in the *Publish what?* section. Speaker notes can also be displayed by checking the *Display speaker notes* check box. When all options have been selected, clicking the Publish button will create a web page and supporting files where the user designated in the *File name:* text box.

## Using Organization Charts

An organization chart displays the hierarchical relationships within a framework or organization. An organization chart consists of shapes and connecting lines. Each shape contains the name and represents the position of a unit. The lines or connectors between shapes represent relationships between each unit in the chart. Generally, the shapes closer to the top of the chart represent a higher position in the hierarchy of the organization.

### **WORKING WITH ORGANIZATION CHARTS**

The user can apply an organization chart slide layout to a new or existing slide. When inserting an organization chart, it appears in a drawing canvas. The drawing canvas can be resized and moved as desired.

PowerPoint treats an organization chart a *SmartArt* object. Thus, adding animation effects, as well as formatting or selecting a different coloring scheme options are available to the user. Additionally, the layout of the chart can be changed as well. The different types of positions that can be included on an organization chart are described in Table 1.

To create an organization chart:

1. Select the *Insert* tab on the **Ribbon**.

2. Click the **SmartArt** button in the *Illustrations* group. The *Choose a SmartArt Graphic* dialog box opens (see Figure 10).
3. Click the **Hierarchy** button in the left pane. The available organizational charts will be displayed in the center pane. A description of each chart can be found in the right pane.
4. Select a chart ► **OK** button. A chart object will be inserted in the slide (see Figure 27).

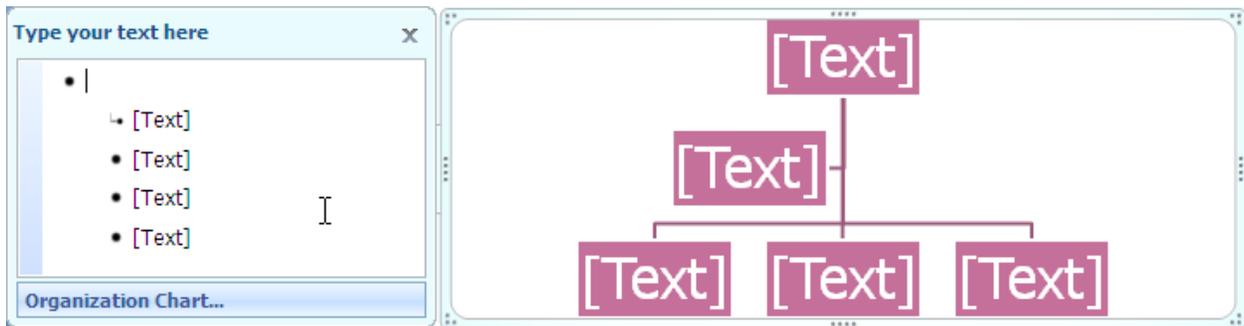


Figure 27 - Sample Organization Chart

**NOTE:** Text is entered and the chart formatted the same way as any other *SmartArt* object. See the *Using SmartArt* section in this document for instructions. Multiple objects can be selected by pressing the **[Shift] + [Ctrl]** key combination and clicking on the desired shapes.

To change the layout of the organization chart:

1. Right click anywhere inside the object except in the text placeholders.
2. Select the **Change Layout...** option from the menu. The *Choose a SmartArt Graphic* dialog box will open (see Figure 10).
3. Click the **Hierarchy** button in the left pane. The available organizational charts will be displayed in the center pane. A description of each chart can be found in the right pane.
4. Select a chart ► **OK** button. The chart object will change to the desired layout.

To add a position to the organization chart:

1. Right-click the text object relative to where the position will be added.
2. Select the **Add Shapes** option.
3. Select the location where the shape will be added (see Figure 28). A new position will be added to the chart.

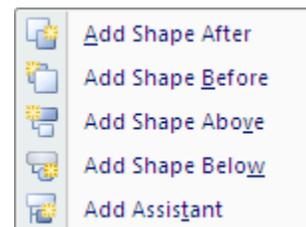


Figure 28 - Add Shape Options

**Table 1 – Organization Chart Positions**

Type	Position
Subordinate	Appears below and is connected to the selected shape.
Coworker	Appears adjacent to and is connected to the selected shape.
Assistant	Branches off from a connecting line, below the selected shape.

**NOTE:** A position can be deleted from the chart by selecting the position and pressing the **[delete]** key.

To promote or demote a position in the chart:

1. If necessary, open the **Type your text here** text box.
2. Right-click inside the text editor for the position.
3. Select the **Promote** or **Demote** option depending on the action desired. The position will be moved up (promoted) or down (demoted) relative to where it had been.

## Exporting Slides and Outlines

PowerPoint allows the user to export a presentation outline to Word. The user can also edit the outline using Word editing tools.

### EXPORTING NOTES AND HANDOUTS TO WORD

Slides can be exported to Word to create handouts or notes pages. Although the user can print these handouts or notes pages in PowerPoint, Word provides more layout and formatting options. There are several layout options that provide printing handouts and notes pages exported to Word, such as displaying multiple slides on a page, with the notes placed next to each slide or displaying a single slide per page. In addition, the user can select a notes layout that prints the slide notes, or simply inserts blank lines for taking notes.

The slide graphics in a Word document can be linked to the original PowerPoint presentation. When slides are linked, any changes made to the original PowerPoint presentation file will be automatically reflected in the Word document.

To export notes and handouts to Word:

1. Click the **Office** Button.
2. Select the **Publish** option.
3. Select the **Create Handouts in Microsoft Office Word** option. The *Send To Microsoft Office Word* dialog box will open (see Figure 29).
4. In the *Page layout in Microsoft Office Word* section, select the desired page layout.
5. Select the desired option ► **OK** button.

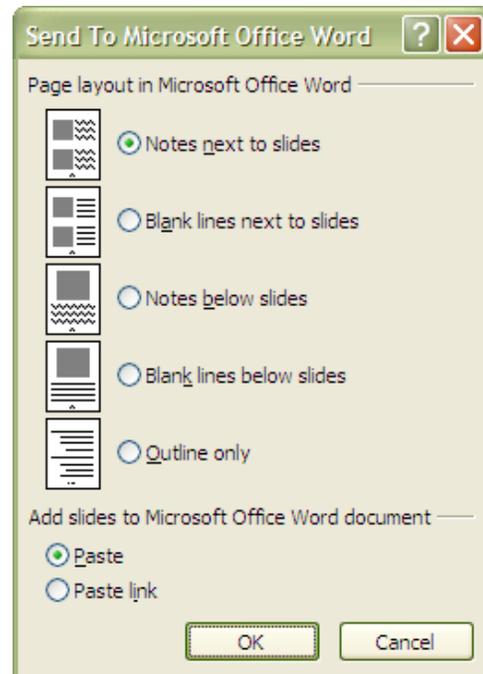


Figure 29 - Send to Word Dialog Box

Clicking the **Paste link** option button will embed a link for each slide into the slides that appear on the Word document. Double-clicking a slide image in the Word document will open PowerPoint to that slide. Additionally, selecting the **Outline only** option will export only the presentation text in an outline form to Word. An outline that can be edited in Word can also be created by using the **Save As** option and saving the presentation as an **Outline/RTF** type document.

**NOTE:** When the **Outline only** option is selected, the text will be exported to Word with the same formatting as in the presentation.

### SAVING IN OTHER FORMATS

Other choices in the **Save As** option include saving individual slides or the entire presentation in graphic form. A slide/presentation can be saved in one of several graphic file formats including Graphics Interchange Format (.gif), Portable Network Graphics Format (.png), Tag Image File Format (.tiff), Device Independent Bitmap (.bmp), Windows Metafile (.wmf), or as an Enhanced Metafile (.emf). If the entire presentation is saved, each slide will be created as a separate image in the format selected. The slide graphics can then be used as an illustration in a report, or inserted into a web page.

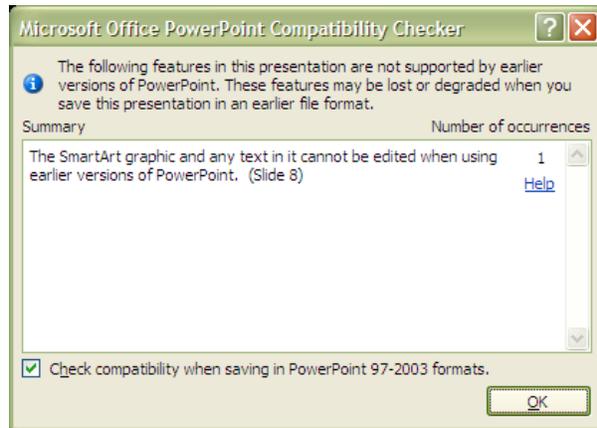
## Using the Version Compatibility Checker

A new feature in several of the Microsoft Office 2007 applications is the *Compatibility Checker*. The *Compatibility Checker* will inspect presentations created in PowerPoint 2007 to see if the slides contain objects such as *SmartArt* that are incompatible with earlier versions of PowerPoint.

To run the Compatibility Checker:

1. Click the **Office Button**.
2. Select the **Prepare** option.
3. Select the **Run Compatibility Checker** option. The *Microsoft Office PowerPoint Compatibility Checker* dialog box opens (see Figure 30). Any incompatible items will be identified in the dialog box.
4. Click the **OK** button to close the dialog box.

**NOTE:** If no incompatible items are identified in the presentation, the dialog box will still open and indicate that no incompatible items were found.



**Figure 30 - Microsoft Office PowerPoint Compatibility Checker Dialog Box**

By default, PowerPoint will check the backward compatibility of any presentation when it is saved in the **PowerPoint 97-2003 Presentation** format. If no incompatible items are found, the *Microsoft Office PowerPoint Compatibility Checker* dialog box will not open. If an incompatible item is identified and the user proceeds to save the presentation, the incompatible item will be degraded so that the presentation will open in an earlier version of PowerPoint. For example, *SmartArt* objects will be converted to non-editable images that will open in the earlier version.

## Using the Document Inspector

Another new feature in Microsoft Office 2007 applications is the *Document Inspector* feature. Presentations may sometimes contain hidden or personal information that a user may be unaware of, or does not want to share with others if copies of the presentation will be distributed. Personal information can also become embedded in the form of metadata when presentation properties are set. The *Document Inspector* will identify any potential information that a user may want removed before distributing a presentation and give the user the option to remove it.

To use the Document Inspector:

1. Click the **Office Button**.
2. Select the **Prepare** option.
3. Select the **Inspect Document** option. The *Document Inspector* dialog box opens (see Figure 31).
4. Users are presented with six categories of information that the *Document Inspector* will search for. Each of the categories can be either selected or deselected by the user with the associated check boxes.
5. When the categories have been selected, click the **Inspect** button.

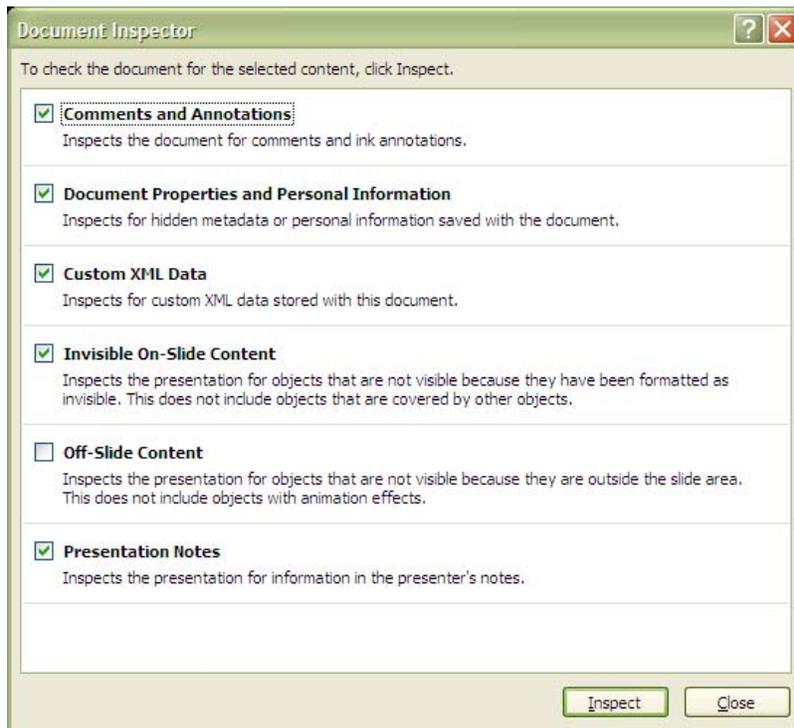


Figure 31 - Document Inspector Dialog Box

6. When the Document Inspector completes its search, the *Document Inspector Results* dialog box will open (see Figure 32).
7. If any potential personal information is found within the document, the user can choose to ignore it or eliminate it by clicking the **Remove All** button.
8. The user can re-inspect the document by clicking the **Reinspect** button, or, if no further actions are needed, click the **Close** button.

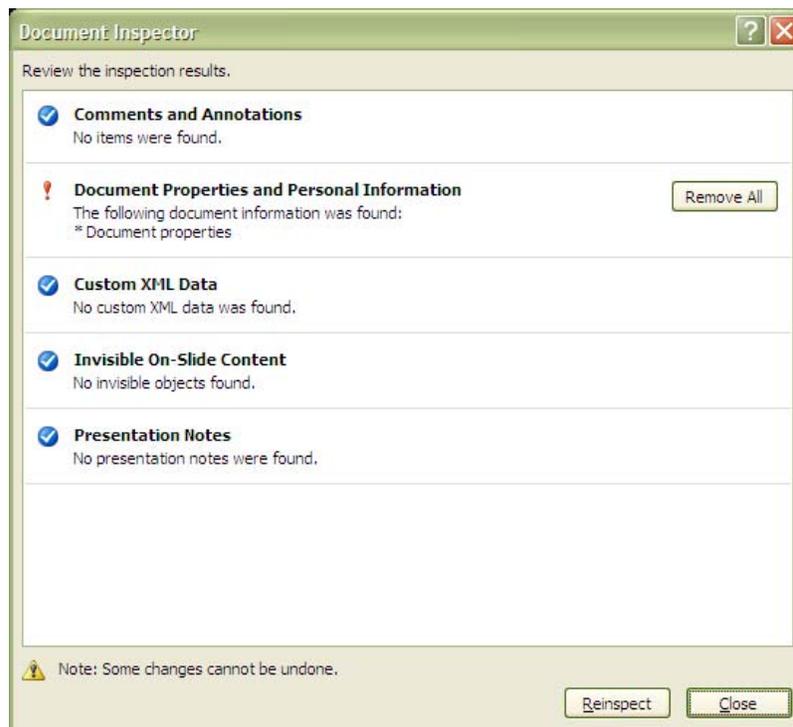


Figure 32 - Document Inspector Results Dialog Box