

## **Additional Quick tips for preparing your projects on a Macintosh**

These tips are for students preparing their portfolios on Mac. machines. Powerpoint is a Microsoft product- made traditionally for Windows computer. It is not an appli product. Some fo the features availab on te hWindows version are not available to you. You are creating a portfolio that may or may not be used on a Windows comoptuer. these tips will prevent some common compatibility issues.

1. Embedding fonts is not possible. Embedding fonts ensures that the font you used in your portfolio will display and formatiting will be retained. You must Only selelct fonts that are common to both Mac and Windows operating systems. For a list of these fonts, Open Font Book and sleect Widnws Office Compatible fonts. Use these fonts in PowerPoint.
2. If you use video in you portfolwor, after importing it and editing in iMoive, you will Share the video as an avi file. video should be very short.
3. To package your PowerPoint

### **Preparing the Portfolio**

To purchase Microsoft Office, best price we found: <http://www.ubmicrosuny.com/>

***IN THE IMC USE*** PowerPoint 2007 on the Windows XP machines; PowerPoint 2008 on Macintosh workstations.

***OFFSITE TRY*** downloading the Microsoft Office Compatibility Pack so that earlier versions of PowerPoint will open and save files from 2007 Office programs. Go to: <http://support.microsoft.com/kb/923505> Do *IF* you have Microsoft Office XP or 2003

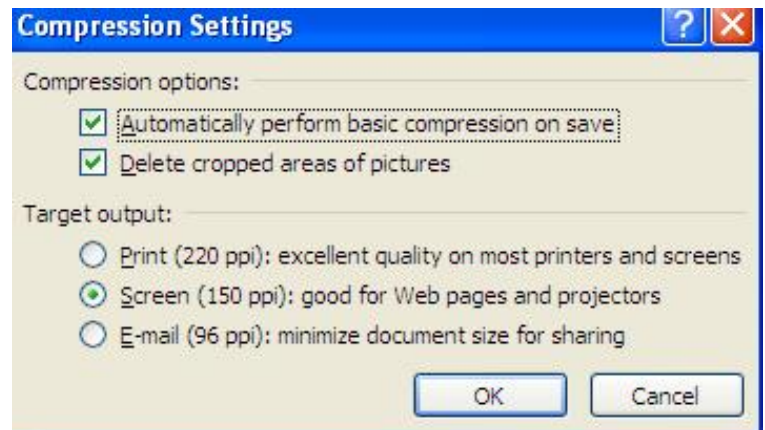
- **Use the same version of PowerPoint** from start to finish. Compatibility between versions and platforms may cause problems. If you work on a Mac, do not switch to a Windows computer. If you use PowerPoint 2007, don't edit in 2003.
- **Keep file and folder names short**, less than 8 characters. Do not use spaces; instead use \_ (press shift key / - dash key next to number 0). Add file extensions

to file names. EXAMPLE: resume.pdf (Adobe Acrobat file)

- **Create a folder to store all LINKED files and images including your PowerPoint presentation.** Do not include files not included in your portfolio. Example, if you have your resume in Word format, only include the PDF version in the folder-not the Word version. Using a folder guarantees that your linked files will always work properly and open the associated file or play the movie clip, etc.
- Always retain two copies of your work. Retain one copy of all files in a folder on your hard drive and one copy on a CD, USB drive, etc. **DO IT THIS WAY:** While in PowerPoint, **SAVE** while you work; **DO NOT SELECT SAVE AS**... to save to another location. When you end a working session, Save and close all files. Copy the folder (and all of its contents) to another medium such as a USB drive. Now you have two copies of your portfolio and your links should retain their paths! Later, if it is necessary to prepare the Portfolio on both the Macintosh and Windows platforms, retain a copy of each (on separate CDs).
- **Do not use Smart Art to create hyperlinks.** This is available in the latest version of PowerPoint.
- Use a **Table of Contents**; see handout from class, “Linking Slides to “Return To” a Table of Contents”. Allow viewers to return to a table of contents slide in order to select particular slides to view.” <http://library.albany.edu/imc/tutppt.htm>
- **Convert all Word documents to PDF files.** If scanning into PDF, and mostly text, select Black and White (not gray-scale) and 300 DPI.
- Do not select copy and paste for images. Always do Insert > Picture>from file.

- **Scan photos at 150 dpi**; save as jpg files; digital camera settings should be set for 4x6 images (1024 x 768). **Compress your image files in PowerPoint if necessary**; this will not affect the original image file. Each image file should not be larger than 700KB.

Double click on an image to invoke the picture toolbar. Select **Compress Pictures**. Decide if the compression will be for the selected picture or all pictures. Select **options**. Select “**Delete cropped areas of pictures**” and “**Screen (150 ppi)...**”



- **Create a jewel case** to give the viewer instructions as to CD content and how to execute the presentation. Note if portfolio is Windows and/ or Macintosh compatible. To create a jewel case, download: [http://library.albany.edu/imc/word/jewel\\_case\\_cover.doc](http://library.albany.edu/imc/word/jewel_case_cover.doc) from <http://library.albany.edu/imc/tutav.htm>
- **Last Step: Package Your Presentation** in order to include all associated files such as a video clip and your linked resume. See IMC Handout “Packaging PowerPoint Presentations for use offsite; a must when inserting special fonts and audio and video files”. If using a Mac, you may need to manually select all files to “package” and burn to cd—contact Regina or Roger for assistance. A Mac handout will be available soon! **Test all links after packaging at a different computer!!!**

## Preparing Image Files

*IN THE IMC USE* Adobe Photoshop

*OFFSITE TRY* Paint.net <http://www.getpaint.net/> (most like Photoshop)

Or Picasa <http://picasa.google.com/>

Or Irfanview <http://www.irfanview.com/>

Or gimp: <http://www.gimp.org/>

Or image editing software typically installed with scanners and cameras

Some general, maybe be too much background information: Image files are of different types for different purposes. Files for print are larger in file size and have much more

color information (pixels) than files that will be displayed on a computer screen. Image files used only on a computer—on a PowerPoint slide, web page, exchanged through email, etc., are much smaller in file size (less pixels and uploads quickly). High resolution is not needed to display an image on a monitor. A computer screen displays these files beautifully in comparison to printing the same file. Have you ever printed an image from the web and it is “pixilated”? **Basically: a 4 x6 photo uses 100 pixels/inch to display well on screen and 150 pixels /inch to be printed on a home ink-jet printer.** Save the compressed file with a different name, so you preserve the print quality of the original file. Use Photoshop to compress file. On a Mac open each picture in Preview. Select save as and use the slider bar to decrease file size.

If the image file is a photograph and is to be used on a computer and not printed, if it is to be added to a PowerPoint presentation or inserted on a Web page, create a JPEG file (.jpg). **JPEG** format supports 24-bit color. It is a “lossy” compression file. It throws away color the computer screen cannot display in order to keep the file size small. Another file type is .gif; GIF (CompuServe GIF) format uses 8-bit color and is for simpler, non-photo images on Web pages such as the children’s’ drawings, clip art, line art, logos, animation, vector graphics and text.

If the picture file is to be inserted in a Word document, archived or eventually printed in any application or printed as is, save it as a **TIFF** file (.tiff). These files retain all color that was created when the picture was scanned or taken with a camera. High resolution is preserved because printers need many more pixels to print than a monitor can display.

**ALWAYS** save as TIF file or PSD (Adobe Photoshop file if you use this application) if you are altering your image file in any way. Then, as a **last step, Save As a jpg file for** PowerPoint, email, the Web. Note: for an image downloaded from the Web, print quality maybe degraded, especially if you enlarge it.

PowerPoint will insert a jpg, tiff, bmp, gif, cdr, pict (use on a Macintosh), etc. The files will vary in quality and size.

### **Importing images**

To insert an image file in a **PowerPoint slide**, select **Insert > Picture > From File**. Browse to find your file and Insert. Display the Picture Toolbar (View> Toolbars> Picture). Use the toolbar options to edit and/or compress the picture. **Do not use Copy and paste** to insert a picture onto a slide.

To adjust placement of the image, place your cursor inside the picture. When the Cross-hairs appear, drag the picture with your mouse for placement. To adjust size in a slide, right click in the middle of the picture and select Format Picture. Be sure “Lock aspect

ratio” is selected. Or, being careful not to distort your image, drag the cursor onto a corner circle on the edge of the picture. When the cross-hairs change to: ↔ or ↑, drag until the image expands or shrinks. Remember, if you increase size the quality of the image may be degraded. A little more advanced... when you right click inside the image, the image can be hyperlinked, set to action, ordered (layered with other information/images, arrows, etc.).

## **Applying Hyperlinks**

To create or edit a hyperlink, highlight the text or image and right click. Select Hyperlink and type or select the file (or website address) to link to. To edit or remove the hyperlink, follow the same procedure. **Do NOT use Smart Art to create Hyperlinks.** [The SmartArt hyperlinks only fail when the project is viewed with the PPT Viewer. When the presentation is viewed in PowerPoint 2007 (SmartArt is only available in Office '07) the hyperlinks work fine.]

Hyperlinks link to other slides, email addresses, documents/files outside of the PPT file and the Web. Be sure that the files and documents are included when packaged by putting all files in one folder with the PowerPoint presentation file. After you highlight the image or text to link to, such as a movie clip or your resume, select “current folder” to browse and select the file.

## **PDF FILES**

***IN THE IMC***  ***USE*** Adobe Acrobat Pro

***OFFSITE TRY*** Cute PDF Writer <http://www.cutepdf.com/>

**PDF files are increasingly used for** publications, archiving and sharing text documents. These files are multi-page image files than cannot be easily altered. They are mostly used to exchange text files electronically and are cross-platform. Windows and Macintosh based computers can read search and print them. **Always convert your Word documents to PDF if including in your Electronic Portfolio.** If you scan documents, select 300 dpi and select Black and white... Do not select grayscale. This includes your resume, references and samples of your work. Don't forget that you can capture website pages. This may be handy on an interview if you plan on using the Web, but are unsure of Internet availability.

## **AUDIO FILES**

***IN THE IMC USE*** Adobe Audition, Audacity, iTunes, GarageBand, etc.

***OFFSITE TRY*** Audacity <http://audacity.sourceforge.net/>

and include the LAME MP3 encoder

It is important to keep the sound clips brief. Similar to the TIFF image file, the .wav file is not “compressed” and should have the highest quality sound. However, to use in

PowerPoint, **export the file to the MP3 audio format.** It is a smaller file and can be played on both the Mac. and Windows machines. If you have a CD burner at home, you will likely have software that will convert the audio file to a smaller file or use Audacity. Also, you may extract audio from a video clip should you desire to do so.

## **VIDEO FILES**

***IN THE IMC USE*** the simpler applications such as iMovie, SONY Vegas, Windows Movie Maker. Recommend using Sony Vegas or iMovie to prepare the video file for PowerPoint. **Import from the camcorder, edit and export two file types:** Select QuickTime (.mov) for video format to be used on a Macintosh; select Windows Media Video file (.wmv) for use on a Windows machine.

***OFFSITE TRY*** Windows Movie Maker to make the WMV file and iMovie to create a MOV (QuickTime) file. If you purchased “Flip4Mac” for your Mac and use iLife 6, you can export the file as a WMV file for Windows platform.

Video comes in many formats and although PowerPoint will play AVI files, they are large files. The benefit to using an AVI file is that it is likely compatible on both Macs and Windows computers. That means you do not have to make two different PowerPoint presentations. However!!! be sure that the combined size of the avi file, the PowerPoint file, image files and other files you link to (i.e. your resume in PDF) are all within the 700 MB limit of the CD. If in doubt use a smaller video file such as Windows Media Video or QuickTime for Windows and Mac platforms. QuickTime (MOV) and Windows Media (WMV) files are best to use and are platform specific. Video clips should be very brief for PowerPoint. Plan on making two presentations when using video. Make the Windows version with WMV file and then replace it with a MOV file for the Mac on a Macintosh computer.

Getting video into the computer: If you use a digital camcorder you may need a firewire port on your computer. This is usually standard on a Mac and likely not available on a Windows based computer. You can work in our lab; you can borrow a firewire cable from us to take home.

If you record with an 8mm camcorder, then you need a converter box, to transfer the video from the analog tape into the computer. Again, you may need to work in our lab.

***!!! We expect that you will need help with video. It is quite impressive in your portfolio—so don't think you can't do it. We are really nice people that can keep you from pulling your hair out—just ask!!!***