

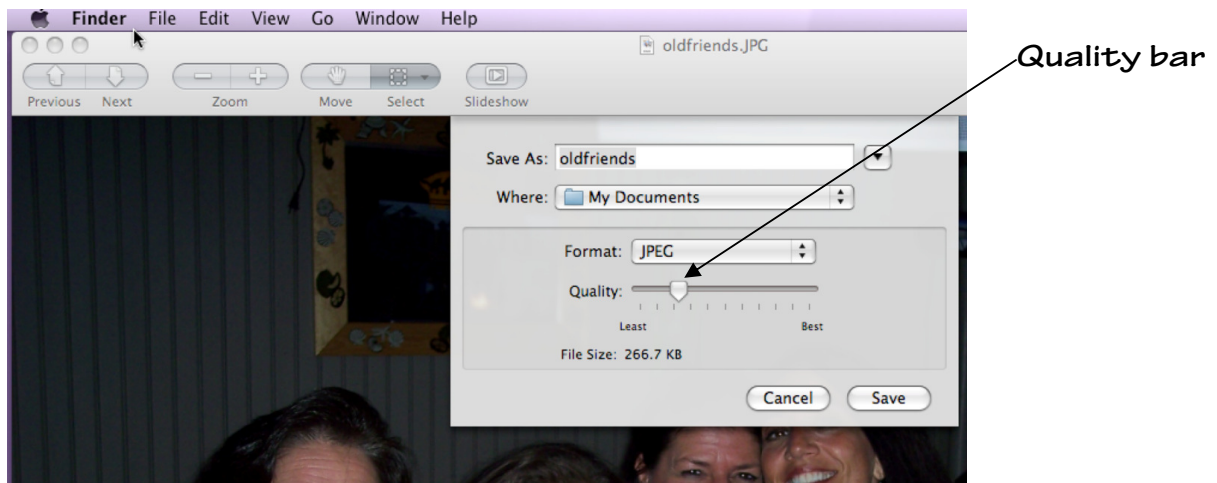
Additional Quick Tips for Preparing Portfolios on a Macintosh

PowerPoint is a Microsoft product- traditionally created for Windows computers. It is not an Apple product. Some of the features available on the Windows version are not available to you. You are creating a portfolio that will be submitted for use on a Windows computer. These tips will prevent some common compatibility issues.

Note: The Interactive Media Center has PowerPoint 2011, iMovie 9 and 11, Acrobat 9 Pro, Audacity and Photoshop CS4 and CS5. We have additional programs, but these are the popular programs you may use for your portfolio if you are working here.

1. **Embedding fonts** in PowerPoint is not possible. Embedding fonts ensures that the font will display properly and formatting will be retained. Select fonts that are common to both Mac and Windows operating systems. For a list of fonts to use **Open Font Book** and **select Windows Office Compatible fonts**.
2. If you use digital **images** that are large in file size use **Preview to compress** them. This may occur when using your digital camera and you select a setting that takes pictures greater than 640 x 480 pixels.

Open the image in Preview. Use the Quality bar and select a lower quality. Be sure to save the image as a jpg file with a different name. This will ensure that you will not overwrite the original image that is more suitable for printing.



3. Many Mac users use Preview for accessing PDF files. **If you do not have Acrobat Reader on your Mac.**, download the free reader from Adobe.com: <http://get.adobe.com/reader/> .

4. **If you do not have Acrobat Pro or Standard and if you use Microsoft Word and select SAVE AS a PDF, the PDF file may not work well with PowerPoint.** It may open in Acrobat Reader, but not work properly linked to a PowerPoint presentation.

If you do not have Acrobat Pro or Standard use Acrobat via the Virtual Commons:

In OS X 10.4 or later: Choose File -> Print. Click on the PDF button in the bottom left of the Screen. Select the option Save as PDF...

In OS X 10.3 or earlier: Choose File -> Print. Choose Save As PDF and then choose Adobe PDF Files from the Format pop-up menu.

5. If you use **video in your portfolio**, it needs to be viewable on a Mac and a Windows computer. In iMovie, you will share the video as an .avi file. If you share the video as a QuickTime movie, (.mov), the video will not work on a Windows computer from within PowerPoint. In iMovie select Share > Export Using QuickTime. At the Export prompt, click on the drop down arrow and select **Movie to AVI**. Be sure that you test it on Windows computer after it is inserted into your PowerPoint file.

9/ 2009; 01/2010; 8/2010;1/2011; 9/11; 1/12