

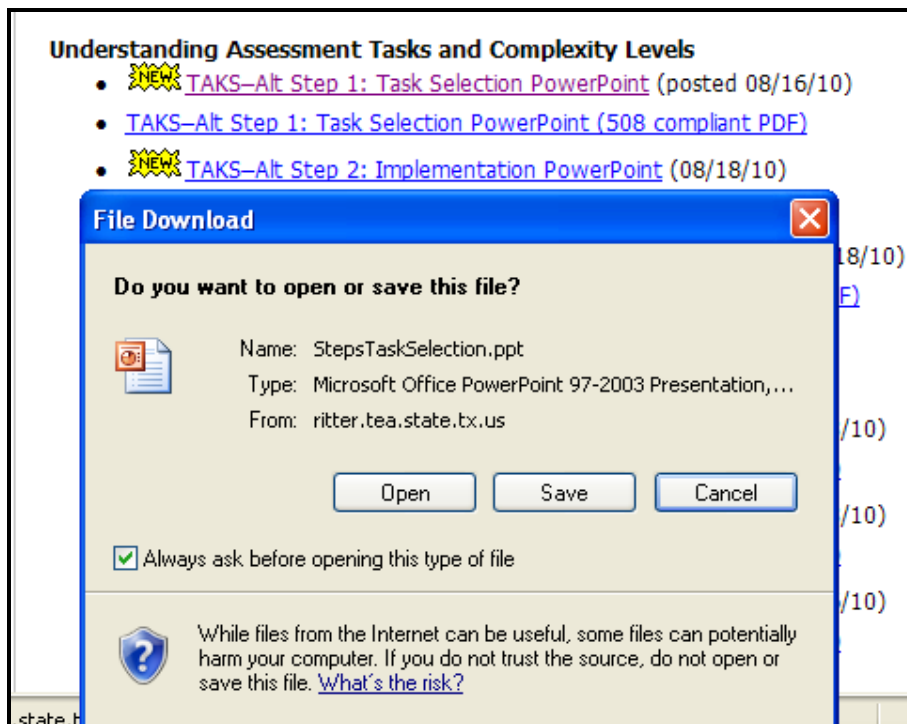
How to Access/Save/Print PowerPoint Resources

This document provides step-by-step instructions on how to view, save, and print PowerPoint presentations posted to the TAKS–Alt Resources page. The instructions and screen shots represent what transpires with Office 2007 but reflect the basic steps used with most Microsoft products.

If you experience any difficulty accessing, saving, or printing PowerPoints posted to the TAKS–Alt Resources page, please do not hesitate to contact a member of the TAKS–Alt team for assistance. We can be reached at (512)463-9536.

How to Access a PowerPoint Posted to a Website

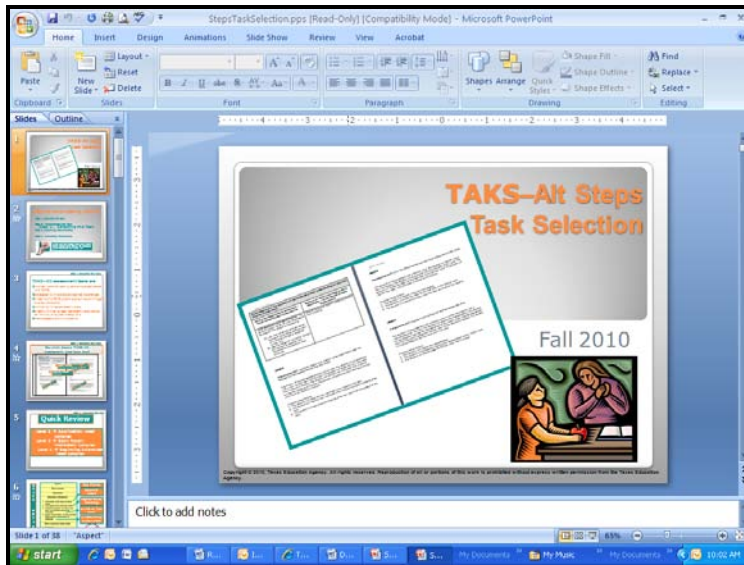
Click on the name of the PowerPoint. A *File Download* dialogue box will display.



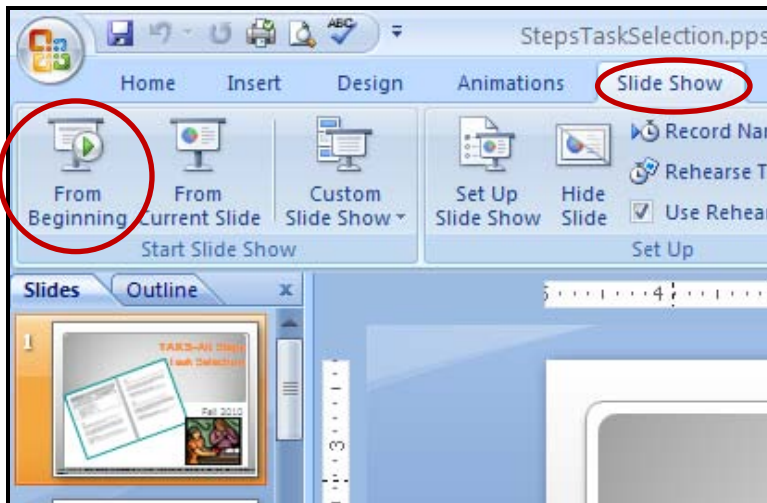
Click the **Open** button to view the PowerPoint or click the **Save** button to download and save the PowerPoint to your computer. Directions for viewing and saving follow.

How to View a PowerPoint Posted to a Website

Click on the name of the PowerPoint. A *File Download* dialogue box will display. Click the **Open** button. This opens the PowerPoint in the development view.



To switch to presentation mode for larger, single slide viewing, click *Slide Show* from the menu displayed horizontally across the top of the screen. Viewing options will display below the *Slide Show* tab. Click *From Beginning*.



The PowerPoint will display in the presentation (viewing) mode. Click or scroll to advance through the slides.

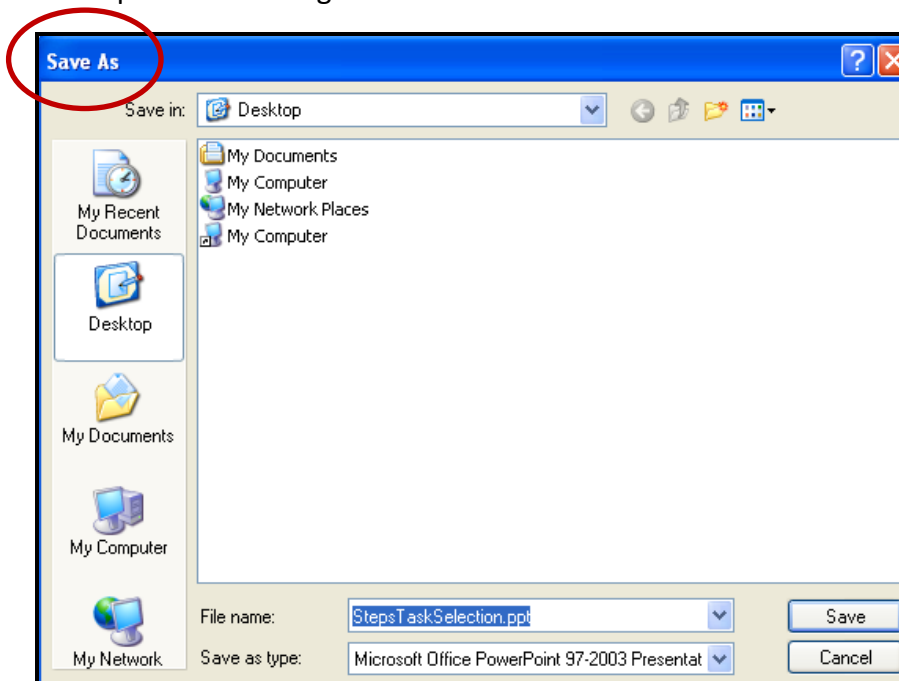
Move your cursor to the lower left-hand corner of the screen for additional navigational options or to exit the PowerPoint. A left-pointing arrow, red pen, tablet, and right-pointing arrow will appear and become accessible as you roll over each. Click the desired option.



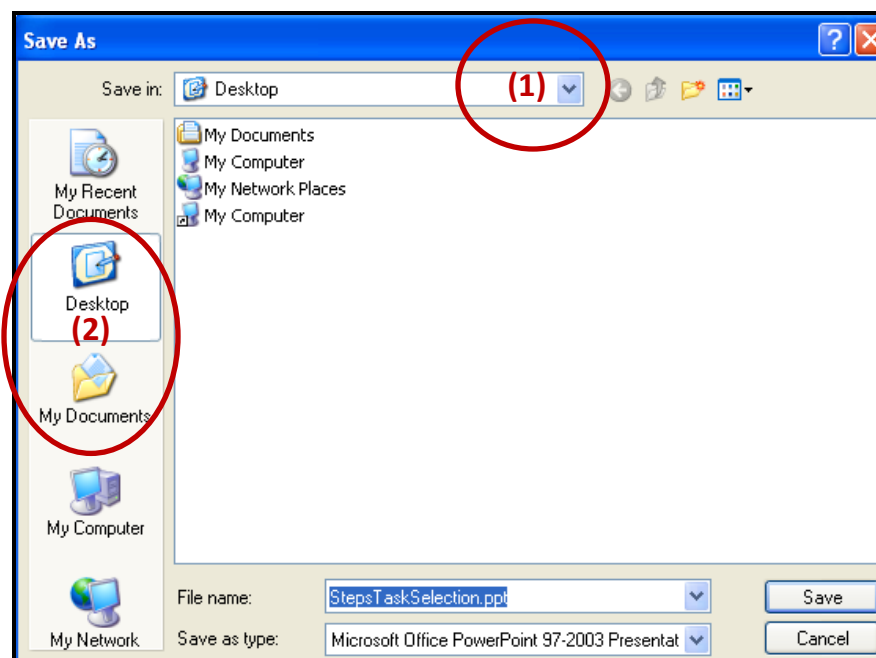
How to Save a PowerPoint Presentation to Your Own Files or Desktop

Click on the name of the PowerPoint. A *File Download* dialogue box will display.

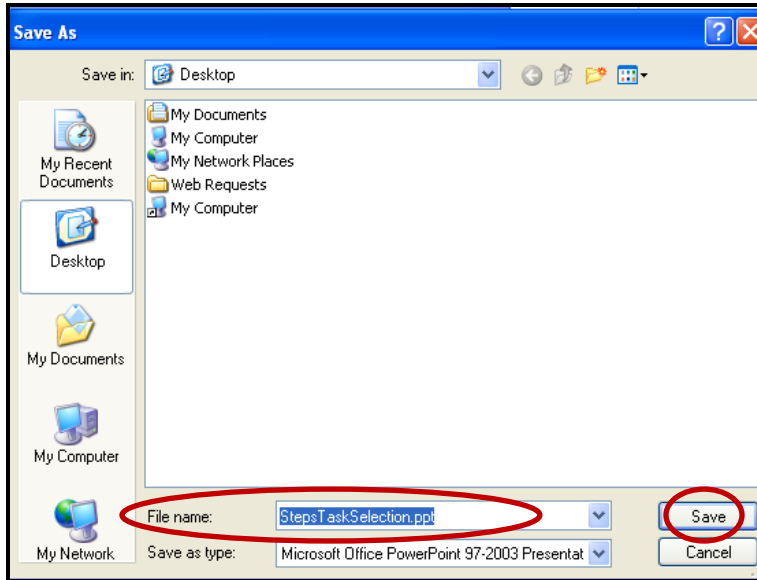
From the *File Download* dialogue box, click the **Save** button. This opens the *Save As* dialogue box with options for saving.



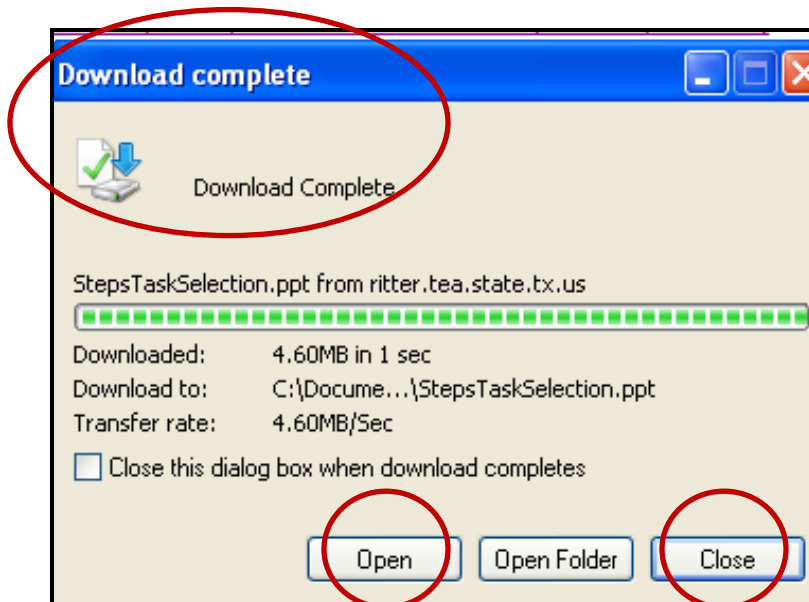
Choose where you would like to save the PowerPoint by using either **(1)** the dropdown box by clicking the down arrow or **(2)** clicking one of the options presented vertically down the left side of the dialogue box. Most often you will want to save in My Documents or to your Desktop.



Next, you will need to name the file. The name given by the author of the PowerPoint will display in the *File Name* window. To keep the same name, click the **Save** button. To rename the file, use the *Backspace* key on your keyboard. The original file name will disappear. Type a new name for the file and then click the **Save** button.



When the PowerPoint has finished saving, a *Download Complete* dialogue box will display. From this box you can choose to open or close the PowerPoint file by clicking the button of your choice.



If you close, you can proceed to the location you chose to save the file (*My Documents* or *Desktop*) and open it from that location.

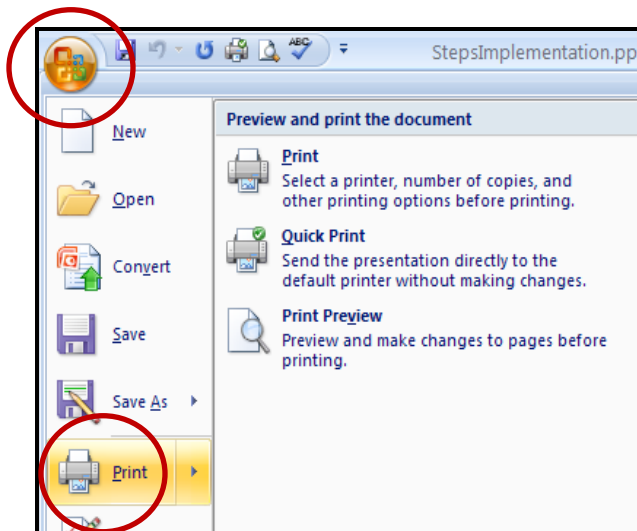
How to Print a PowerPoint Presentation from a Website

Printing a PowerPoint or slides from a PowerPoint might not always accomplish what you want. If the PowerPoint presentation has animation, text boxes and images will often be overlaid and not allow you a full view of everything on the slide. The 508 compliant files that accompany each PowerPoint may be your best choice for printing, as much of the overlaying has been removed. If you wish to print one or two slides from a PowerPoint and need assistance with removing overlaid material, please call a member of the TAKS-Alt team and we will gladly assist you.

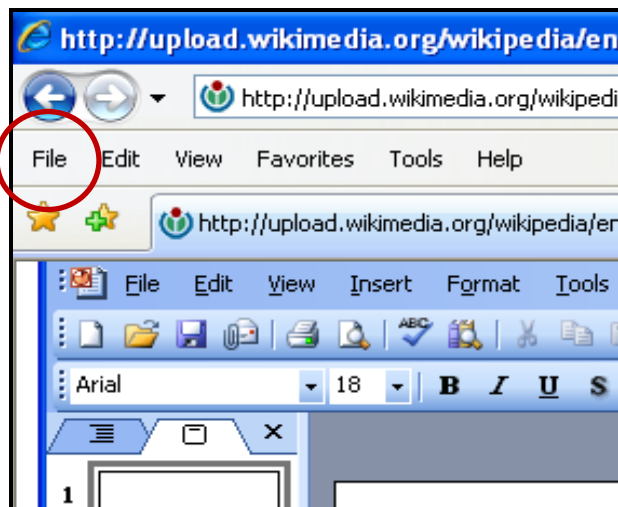
You may print PowerPoint presentations or 508 documents by following the steps below:

Click on the name of the PowerPoint. A *File Download* dialogue box will display. Click the *Open* button. This opens the PowerPoint in the development view.

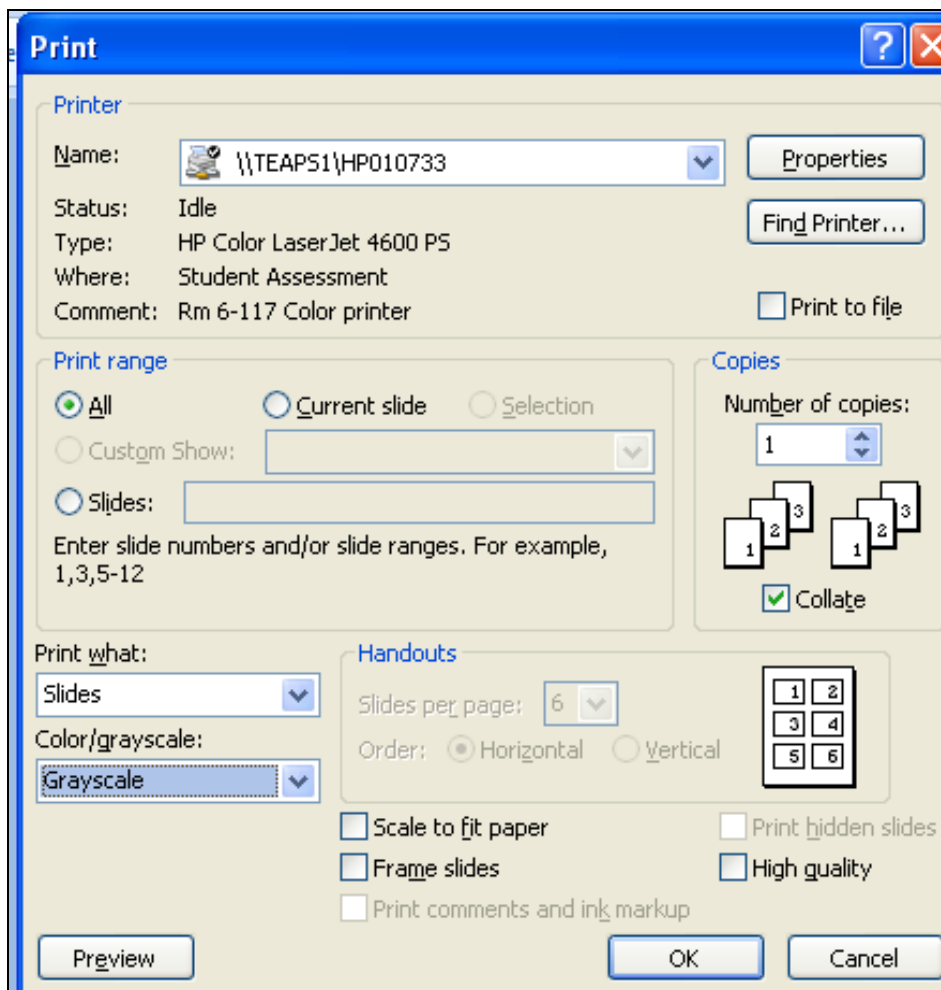
Click the *Microsoft Office* button  and select *Print (Office 2007)*



or click *File* and select *Print* (earlier Microsoft versions).



A *Print* dialogue box will display. Depending on your printer, your print dialogue box may not look the same as what is shown here but should provide the same options. You may need to access the *Properties* button to access the options you need.



In the *Print* dialogue box, under *Print range* (1), do one of the following:

- To print all slides, click *All*.
- To print the slide that is currently displayed, click *Current slide*.
- To print specific slides numbers, click *Slides*, and then enter the slide numbers or ranges in the adjoining box.

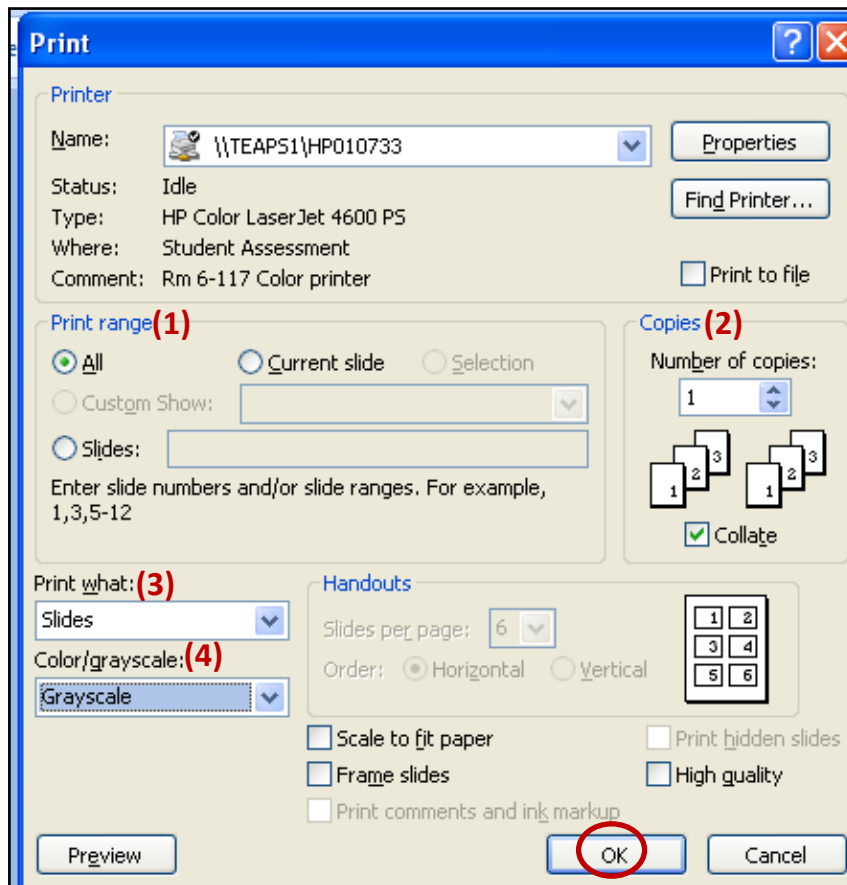
Under *Copies* (2), enter the number of copies that you want.

Under *Print What* (3), select *Slides*. *

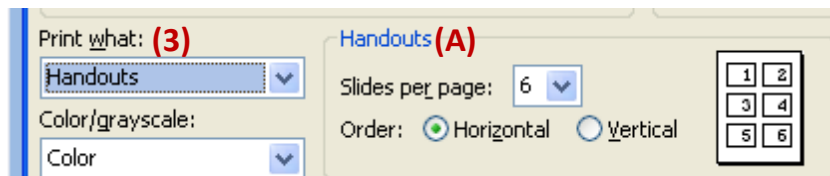
Under *Color/Grayscale* (4), click one of the following:

- *Color* -- If you print to a color printer, this option prints in color.
- *Color (On Black and White Printer)* -- If you print to a black-and-white printer, this option prints in grayscale.
- *Grayscale* -- This option prints images that contain variations of gray tones between black and white. Background fills are printed as white, so that the text will be more legible. (This is our recommendation).

Click the *OK* button.



*To print several slides per page, select *Handouts* (rather than *Slides*) from the dropdown box under *Print What*. This will activate and display the *Handouts* section (A).



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