

# Chapter

# 1

## Customize PowerPoint Options to Suit Your Needs

---

You can get more done and you can get it done faster with PowerPoint when you customize its options to suit your needs. The tasks in this chapter are geared toward making the PowerPoint user interface work for you by helping you to place the tools you need where you need them.

If you have ever wondered how to open presentations with the Outline tab showing or with the Notes Page hidden, find out how here. It only takes a few minutes to configure PowerPoint to open presentations in the view in which you are most comfortable.

If you are tired of browsing to file folders many levels deep to find or save files, you can save time by adding a shortcut to the Favorites links. You can customize the Quick Access

Toolbar to place the commands and features that you use most where they work best for you.

You can adjust various settings that streamline the way you use PowerPoint. For example, you can toggle the Mini toolbar and the Live Preview settings on and off, configure PowerPoint's ScreenTips, modify the PowerPoint color scheme, and change your user name. To ensure accurate spelling, you can also customize the spell checker as well as PowerPoint's AutoCorrect settings.

PowerPoint also offers a number of options that control slide shows, editing, printing, and AutoFormat, and you learn about those options in this chapter.

# Top 100

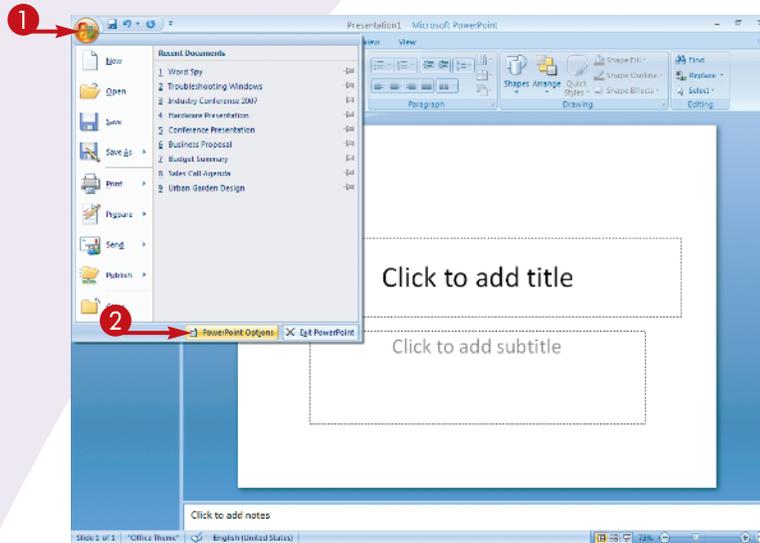
<b># 1</b>	Change the Default View of Your Presentation . . . . .	4	
<b># 2</b>	Add a Shortcut to the Favorite Links. . . . .	6	
<b># 3</b>	Customize the Quick Access Toolbar for Easier Command Access . . . . .	8	
<b># 4</b>	Customize PowerPoint's Most Popular Options . . . . .	10	
<b># 5</b>	Customize How PowerPoint Saves Your Presentations . .	12	
<b># 6</b>	Modify the Display and Slide Show Options. . . . .	14	
<b># 7</b>	Change the Editing Settings . . . . .	16	
<b># 8</b>	Work with the Print Options . . . . .	18	
<b># 9</b>	Change the AutoFormat Settings . . . . .	20	

# CHANGE THE DEFAULT VIEW

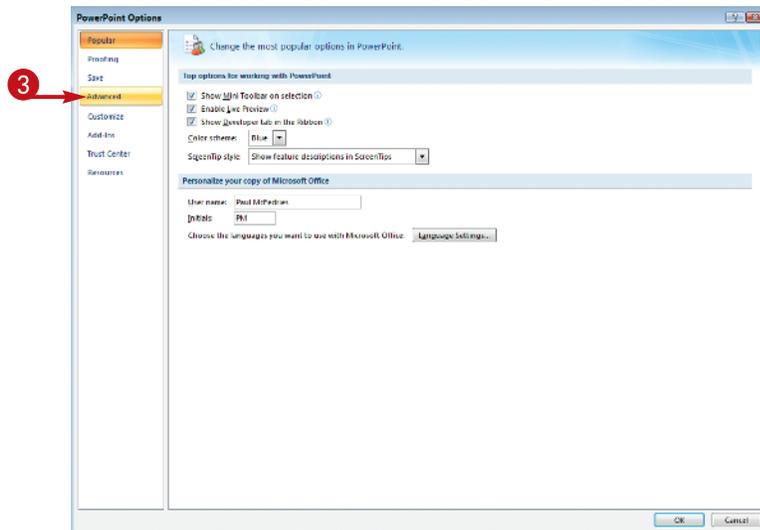
## of your presentation

You can view presentations in the format in which you are most comfortable when you change the default view in which presentations appear. For example, you may find that you routinely switch from the Slide tab to the Outline tab to see the organization of your presentation at a glance. On the other hand, you may find that you rarely use Notes, so you often turn off the Notes Page in order to concentrate on arranging your slides. If you routinely change the way you view

presentations in PowerPoint, you can save time by specifying the default view you would like PowerPoint to use instead of making manual changes to the view each time you open a presentation. When you change the default view, PowerPoint displays only the parts of the screen that you want to see, such as the Outline or Slide tab, the Notes Page, or any combination of these options. After you specify the view you would like to use, you can see it take effect the next time you open a presentation.

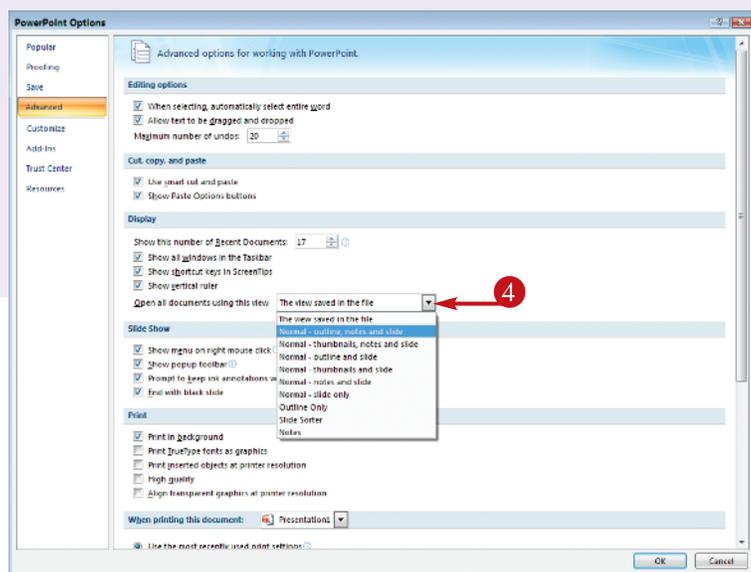


- 1 Click the Office button.
- 2 Click PowerPoint Options.

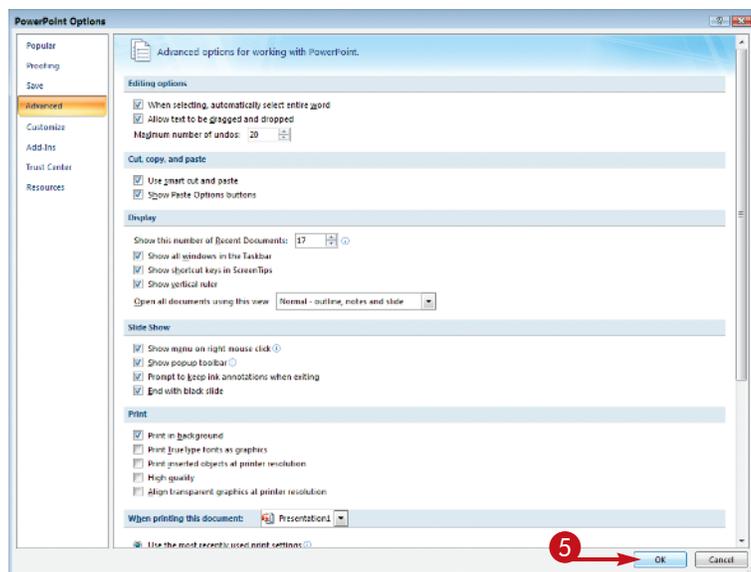


The PowerPoint Options dialog box opens.

- 3 Click Advanced.



- 4 Click here and then select the view you want to use as the default.



- 5 Click OK.

The Options dialog box closes, and the next time a presentation is opened, the view is changed.

## TIPS

### Did You Know?

You can always change a presentation's view after you open it. For example, to view or remove the Notes Page, click View, and then click Notes Page.

### Try This!

If you spend a lot of time reviewing presentations, you may want to set the default view to open presentations to the Slide Sorter. To do this, perform Steps 1 to 4 above and then click the Slide Sorter option from the drop-down menu.

### Customize It!

You can open presentations in the view in which the file was saved. To do this, perform Steps 1 to 4 above, and then use the drop-down list to click the option named The view saved in the file.

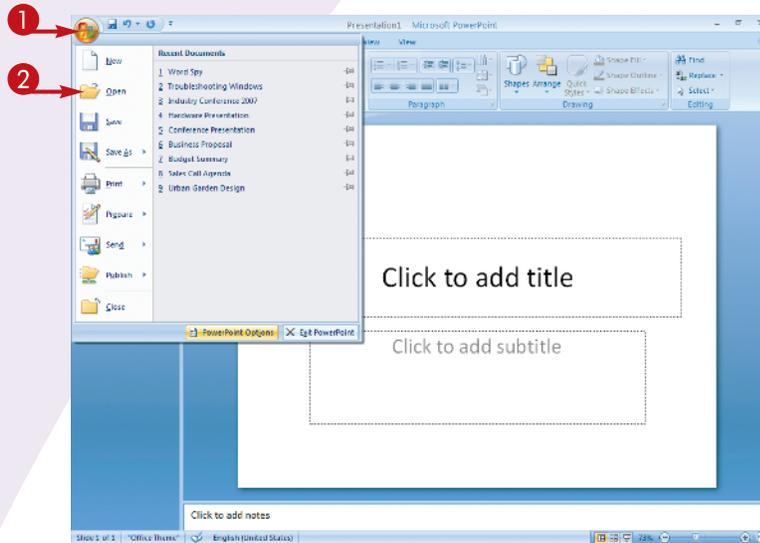
# ADD A SHORTCUT

## to the Favorite Links

You can save time and access files quickly by adding a shortcut for commonly used folders to the Windows Vista Favorite Links list. The Favorite Links list appears on the Open and Save As dialog boxes and is most commonly used to access your Desktop, Documents, Computer, and Public folders.

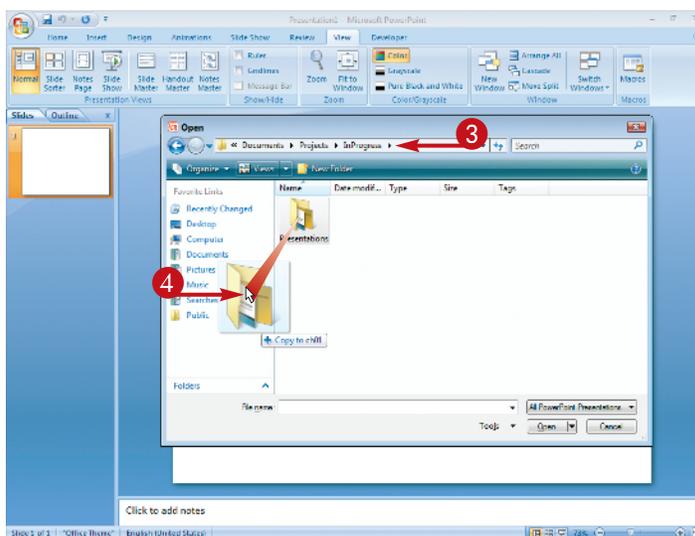
Adding a shortcut to the Favorite Links list adds an icon to the list that represents a file folder, network location, or even a Web site. When you want to open

a file from that location, you can simply click the shortcut to see the list of files that are available. Similarly, when you save a file, you can click the shortcut to save files directly to that location. You can also continue to browse folders even after you click the shortcut; shortcuts in the Favorite Links list are often used to quickly get to a hard drive or network drive and then locate the specific folder you want to use thereafter.



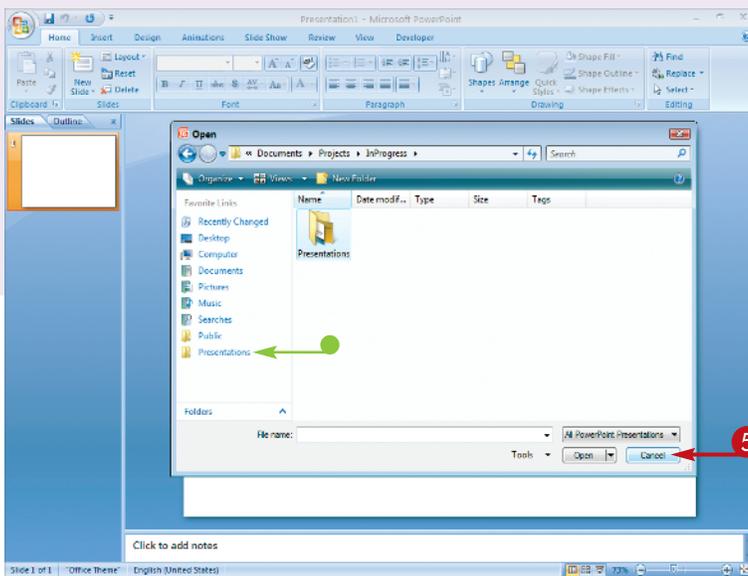
### ADD THE SHORTCUT

- 1 Click the Office button.
- 2 Click Open.



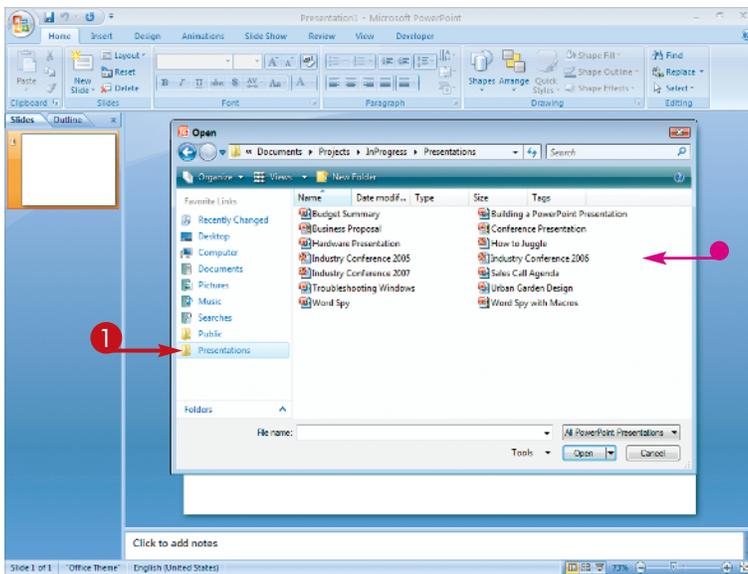
The Open dialog box appears.

- 3 Open the folder that contains the subfolder you want to add as a shortcut.
- 4 Click and drag the folder and drop it inside the Favorite Links list.



- The shortcut appears in the Favorite Links list.
- 5 Click Cancel.

#2



### USE THE SHORTCUT

- 1 In the Open or Save As dialog box, click the shortcut icon in the Favorite Links list.
- The folder opens.

## TIPS

### Did You Know?

Because all of the Microsoft Office 2007 programs use the Windows Vista Open and Save As dialog boxes, a shortcut you add to the Favorite Links list in PowerPoint is also accessible in other programs like Microsoft Word and Microsoft Excel.

### Try This!

To create network shortcuts, display the Open or Save As dialog box, click Folders, click Network, and then double-click a computer to see its shared folders. You can then click and drag a shared folder to the Favorite Links list.

### Cross-Platform

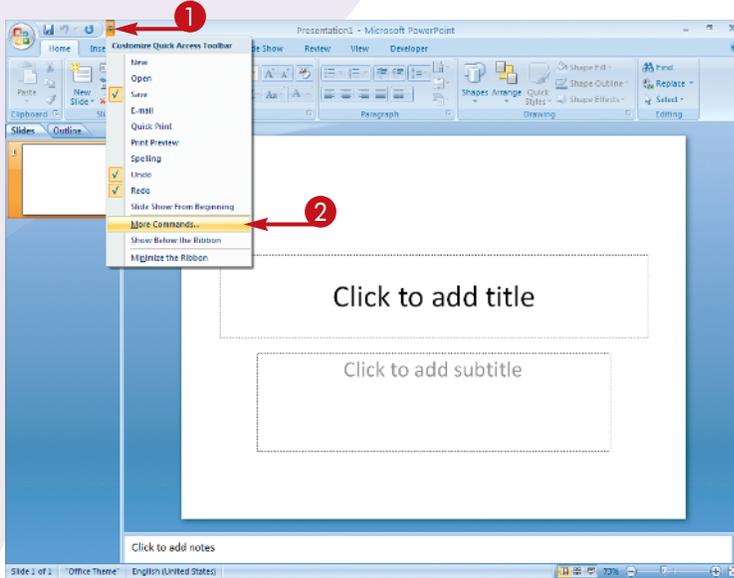
In Windows XP, add shortcuts to the My Places Bar, instead. In the Open or Save As dialog box, open the folder, click Tools, and then click Add to "My Places." The shortcut appears in the My Places Bar on the left side of the dialog box.

# Customize the Quick Access toolbar for EASIER COMMAND ACCESS

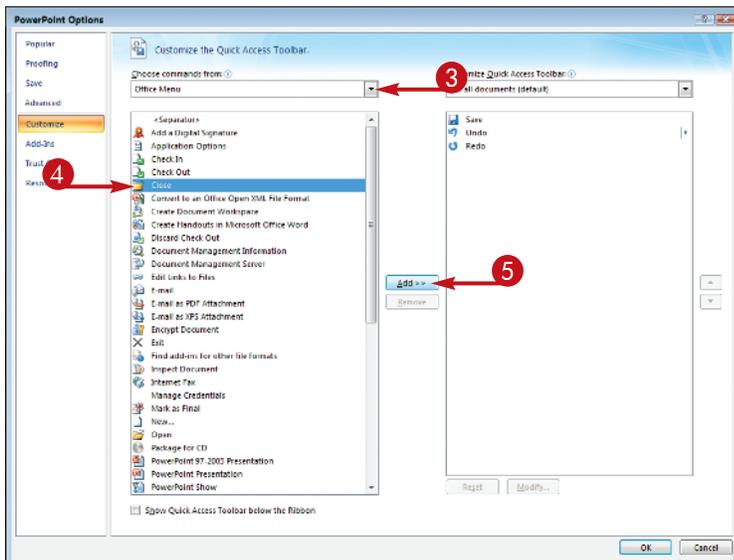
You can make your life easier and more efficient and you can get the most of the Quick Access toolbar by populating it with the commands that you use most often. The Quick Access toolbar appears to the right of the Office button in the upper left corner of PowerPoint. By default, this toolbar offers buttons for the three most frequently used commands: Save, Undo, and Repeat. If there are commands on the Ribbon that you use frequently, you can access them

even easier by placing them on the Quick Access toolbar. You can add any PowerPoint command to the Quick Access toolbar.

Note that you are not restricted to just a few commands. If you place the Quick Access toolbar below the Ribbon, you can use the full width of the window, plus you get a More Controls button at the end of the toolbar that enables you to display another whole row of commands.

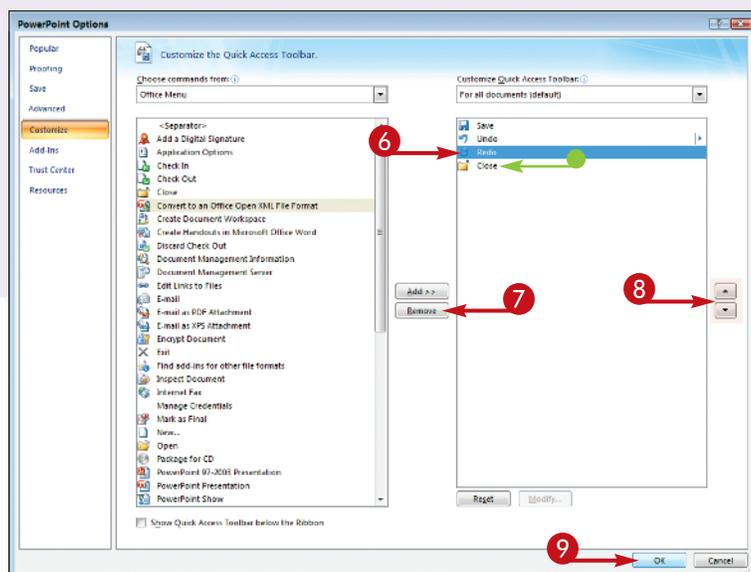


- 1 Click the Customize Quick Access Toolbar button.
- 2 Click More Commands.



The PowerPoint Options dialog box appears, with the Customization page displayed.

- 3 Click here and select a category that holds the command button to add to the toolbar.
- 4 Click the command to add.
- 5 Click Add.



- The command appears on the list of commands currently available on the Quick Access toolbar.

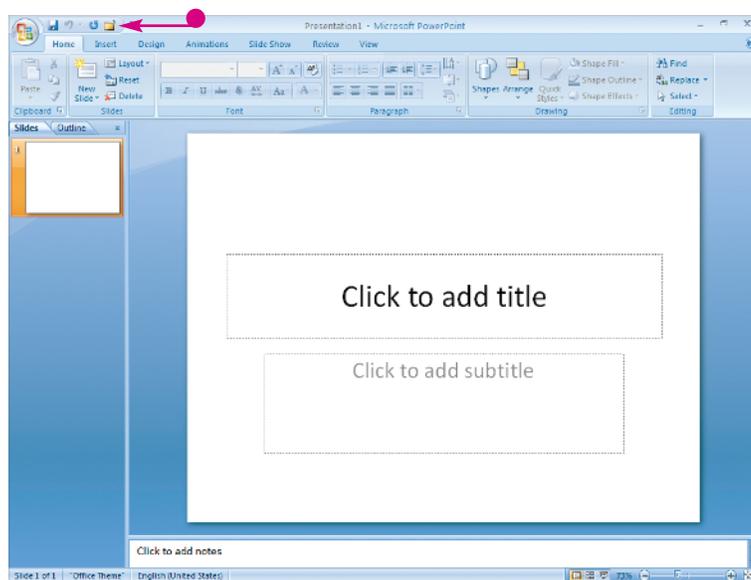
- 6 Click a command to delete, move up, or move down in the list of commands currently on the toolbar.

- 7 Click Remove to remove it from the toolbar.

- 8 Click the Move Up or Move Down button to change a command's position.

- 9 Click OK.

- The PowerPoint Options dialog box closes, and the Quick Access toolbar shows its new command arrangement.



## TIPS

**Try This!**

To move the Quick Access toolbar below the Ribbon, click the Customize Quick Access Toolbar button and then click Show Below the Ribbon. PowerPoint moves the toolbar under the Ribbon, which gives you more room to add commands.

**More Options!**

There is an easier way to add some commands to the Quick Access toolbar. Either pull down the Office menu or display the Ribbon tab that contains the command you want to add. Right-click the command and then click Add to Quick Access Toolbar.

**Remove It!**

To revert the Quick Access toolbar to its default state, click the Customize Quick Access Toolbar button, and then click More Commands. Click the Reset button and then click Yes in the Reset Customizations dialog box that appears. Click OK to return to PowerPoint.

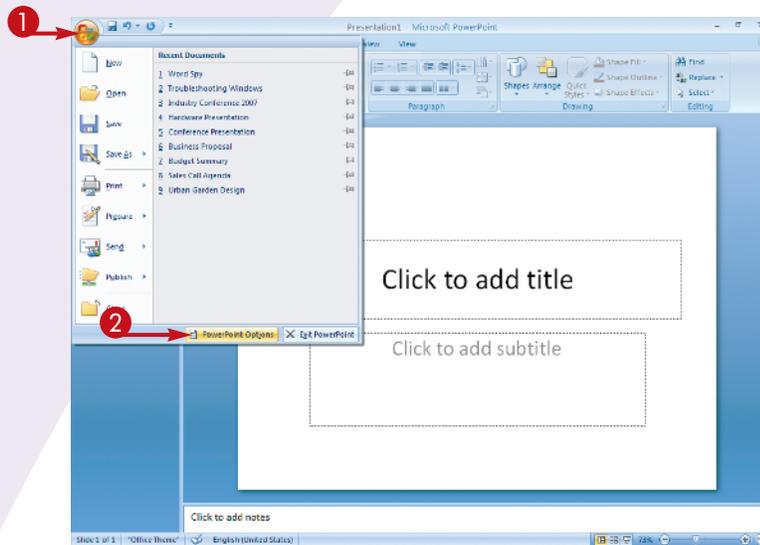
# Customize PowerPoint's MOST POPULAR OPTIONS

PowerPoint maintains a collection of what it calls “popular options” for working with the program. You can improve a number of key aspects of PowerPoint by customizing these popular options to suit the way you prefer to work.

Some of these options are common to working with a variety of features. For example, the Mini toolbar appears when you select any text in PowerPoint, and it includes buttons for common text tasks, such as Bold and Font. Similarly, the ScreenTips appear when

you hover the mouse pointer over any Ribbon object, and the Live Preview feature shows you a preview of how an option affects the slide. The popular options enable you to toggle each of these features on and off.

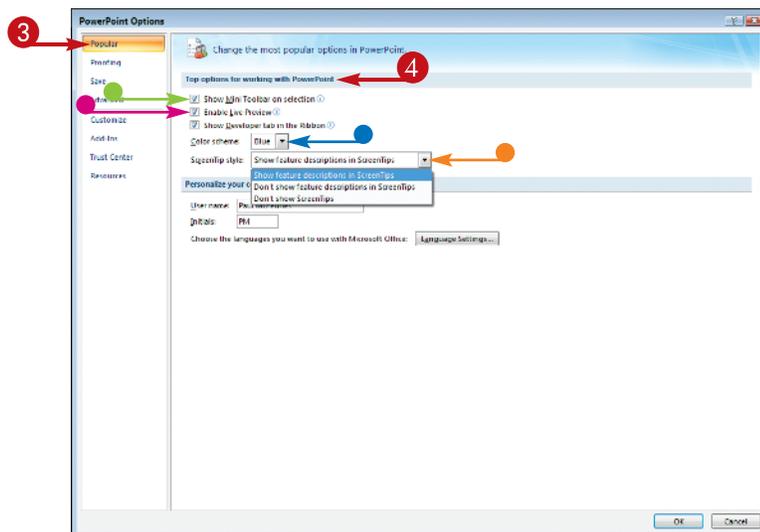
PowerPoint’s popular options also include the program color scheme, your user name and initials, and the languages you want to use with PowerPoint. You can change these common options in the PowerPoint Options dialog box.



1 Click the Office button.

2 Click PowerPoint Options.

The PowerPoint Options dialog box appears.



3 Click Popular.

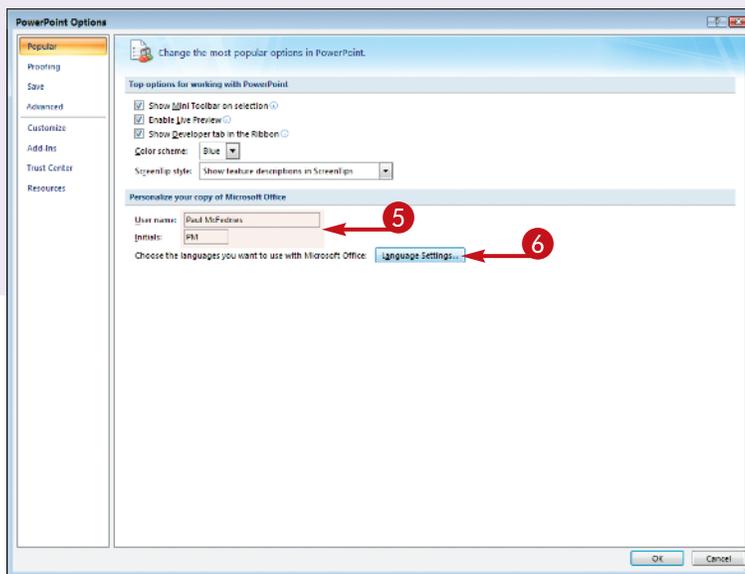
4 Make your choices in the Top options for working with PowerPoint section.

● Click the Show Mini Toolbar on selection check box to toggle the Mini toolbar.

● Click the Enable Live Preview check box to enable or disable Live Preview.

● You can click here and select the program color scheme.

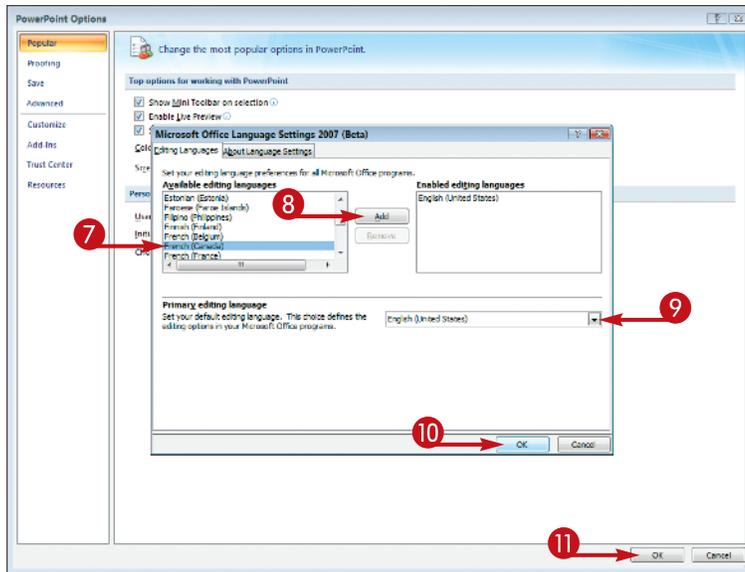
● You can click here and select a style of ScreenTip to display.



- 5 Type changes in the User name and Initials text boxes as desired.

When you create a file, PowerPoint uses the User name entry to identify you as the file's author.

- 6 Click Language Settings.



- 7 Click an editing language.

- 8 Click Add.

PowerPoint adds the language to the list of enabled editing languages.

- 9 Click here and select a primary editing language if the language shown is different from the language you use most.

- 10 Click OK.

The Microsoft Office Language Settings dialog box closes.

- 11 Click OK.

PowerPoint applies your new settings.

## TIPS

### More Options!

If you activate the Show Developer Tab check box, PowerPoint adds a Developer tab to the Ribbon. That tab offers choices for writing PowerPoint macros. If you later learn macro programming skills, you can use the tools on the Developer tab to not only create macros, but also to apply those macros to controls such as buttons and list boxes that you add to slides.

### Did You Know?

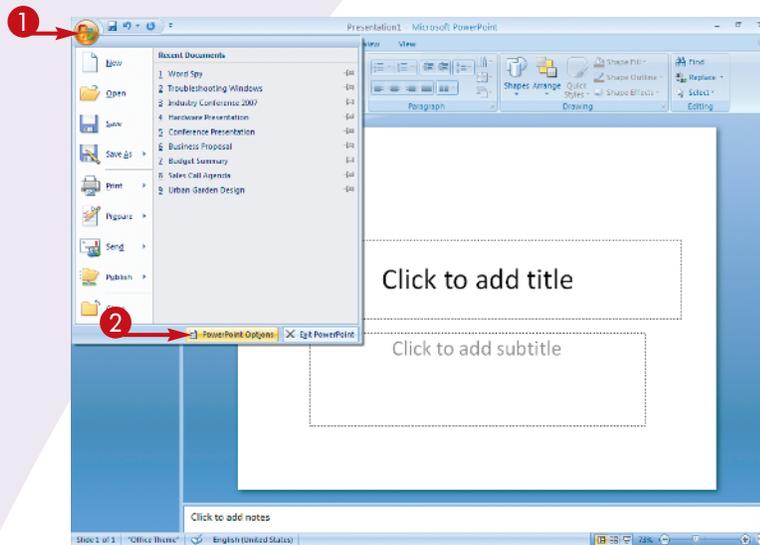
PowerPoint takes the User name setting and applies it to the Author property for each new presentation you create. However, you can change the Author property at any time: Click Office, click Prepare, and then click Properties. In the Document Information Panel that appears, edit the Author text box as required. When you are done, click the Document Information Panel's Close button.

# Customize how PowerPoint SAVES YOUR PRESENTATIONS

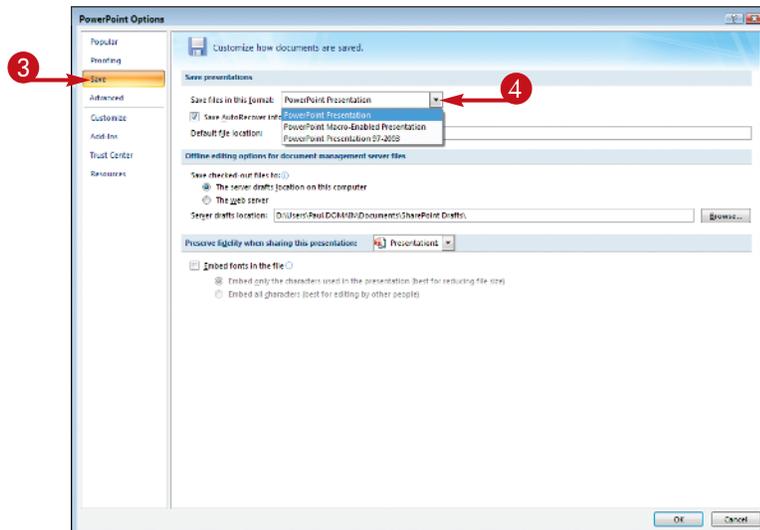
You can safeguard your work and make presentation files easier to share with other people by customizing PowerPoint's save options. For example, PowerPoint saves presentations in the PowerPoint 2007 file format. If you often share your presentations with a colleague who uses an older PowerPoint version, you can set the PowerPoint Presentation 97–2003 file format as the default. Similarly, you can also change the default location where PowerPoint saves your files. For example, you might want to save your presentations to a folder shared on your network,

which enables other people to access, view, and collaborate on the presentations.

To help ensure that you do not lose work, PowerPoint automatically saves AutoRecover information every 10 minutes. If PowerPoint or Windows crashes, PowerPoint uses the AutoRecover data to restore changes you made since you last saved the file. Unfortunately, this interval may still mean that you lose work if you are a fast worker. To reduce the chance that you lose work, you can reduce the AutoRecover interval to make your work even safer.



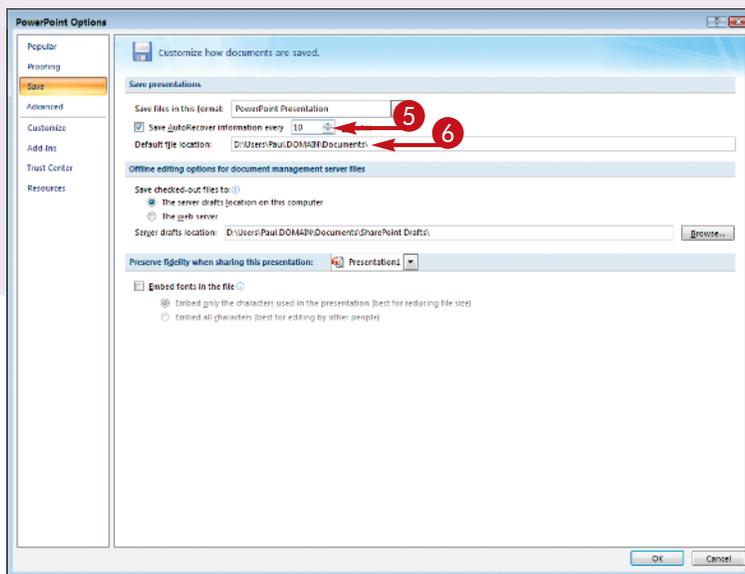
- 1 Click the Office button.
- 2 Click PowerPoint Options.



The PowerPoint Options dialog box appears.

- 3 Click Save.
- 4 Click here and select a file format.

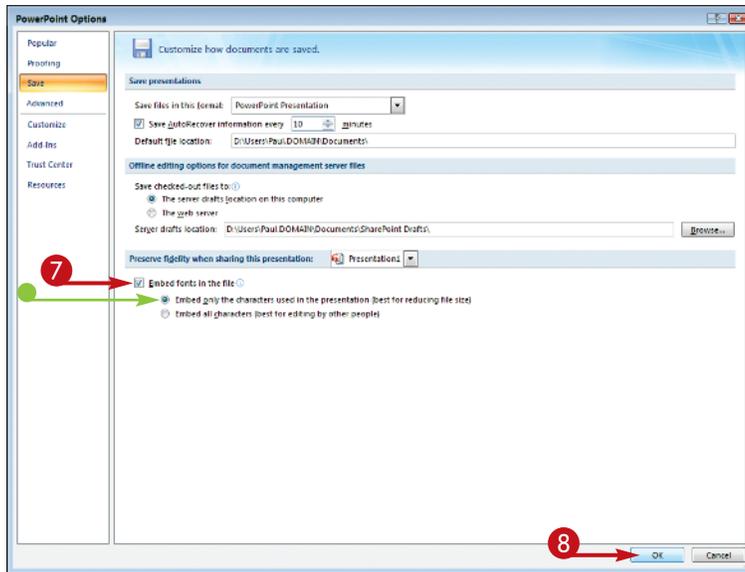
When you later save a new file, PowerPoint will by default use the specified format unless you choose another format in the Save As dialog box.



- 5 If desired, use the text box or the spin box buttons to change the number of minutes between saving AutoRecover information.

*Note:* Clicking the Save AutoRecover information check box to clear it turns off auto saving.

- 6 If you want to save presentation files to a particular folder that's different than PowerPoint's default, edit the Default file location text box entry.



- 7 Click Embed fonts in the file.

PowerPoint now saves fonts in the presentation file so that the presentation appears the same when viewed on a system lacking the fonts used in the presentation.

- You can further specify whether to embed all characters or only those in use.
- 8 Click OK.

The dialog box closes and PowerPoint applies the new save settings.

## TIPS

**Did You Know?**

Fonts install with the Windows operating system and programs like Microsoft Office. Fonts such as Book Antiqua or Garamond are not available to every computer. If you use a particular font in a presentation and do not embed it, PowerPoint will replace it with a base font, which may throw off the presentation design.

**Caution!**

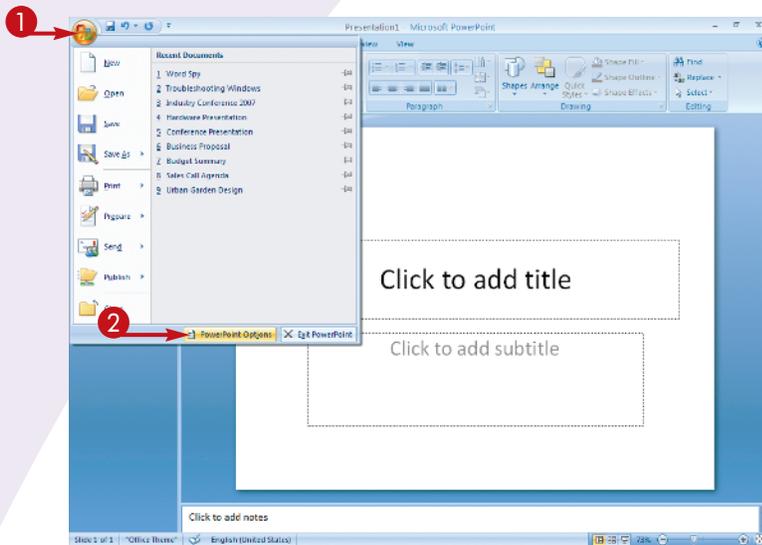
If you only work with small presentations, you can set a short AutoRecover interval, such as 1 or 2 minutes. However, if you often work with large presentations, PowerPoint can take a while to save such files. This means that a short AutoRecover interval will only slow you down. In this case, an interval around 5 minutes is often a good compromise between speed and safety.

# Modify the DISPLAY AND SLIDE SHOW OPTIONS

You can use PowerPoint's display options to customize the display of elements in the PowerPoint window. For example, PowerPoint enables you to specify the number of documents that appear on the Office menu's Recent Documents list. The default number of documents is 17, but you can display up to 50 documents. (If your screen is not big enough to display the number of documents that you specify, PowerPoint just displays as many as it can.) You can also specify whether PowerPoint displays taskbar buttons for each open presentation, includes shortcut

keys in the ScreenTips, and displays the vertical ruler.

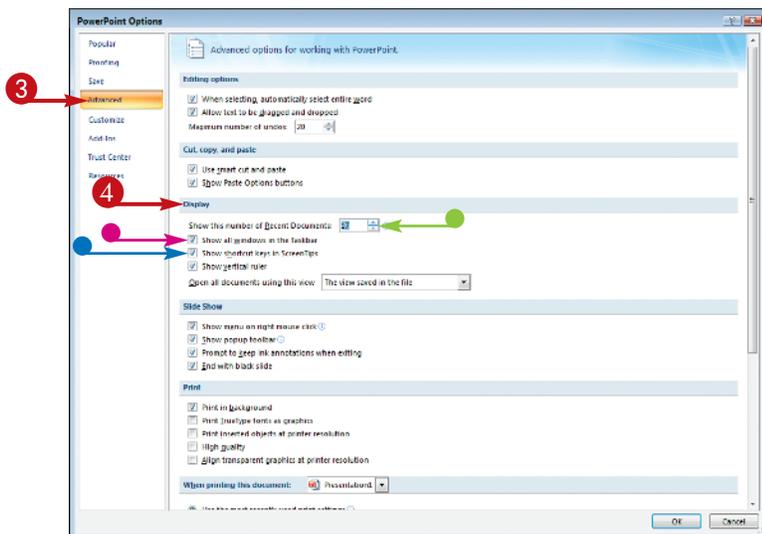
You can also use PowerPoint's slide show options to customize the defaults for running slide shows. For example, you can control whether a menu appears when you right-click the screen during the slide show, whether the toolbar appears during slide show playback, whether PowerPoint prompts you to keep ink annotations at the end of the show, and whether PowerPoint ends slide shows with a black slide.



1 Click the Office button.

2 Click PowerPoint Options.

The PowerPoint Options dialog box appears.



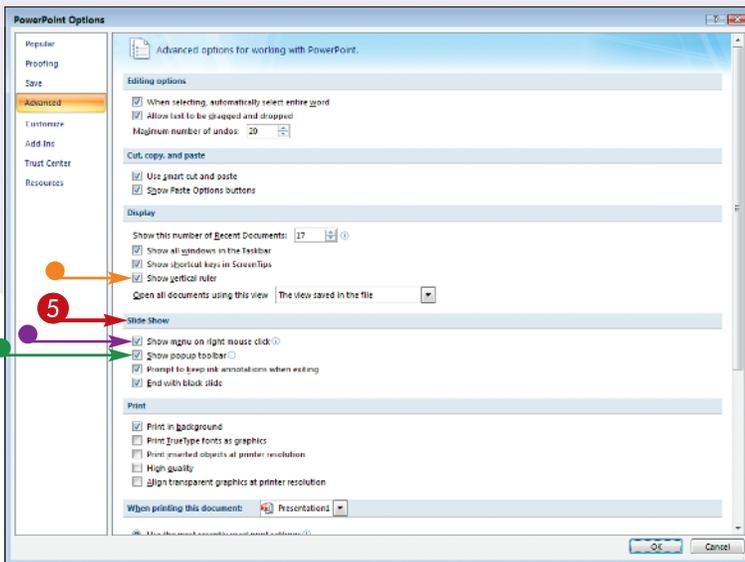
3 Click Advanced.

4 Use the Display section to specify your desired choices affecting how PowerPoint displays presentations.

- You can use the text box or click the spin box buttons to change the number of files displayed in the Recent Documents list.

- You can click the Show all windows in the Taskbar check box to toggle presentation taskbar buttons on and off.

- You can click the Show shortcut keys in ScreenTips check box to toggle ScreenTip shortcut keys on and off.



- You can click the Show vertical ruler check box to toggle the vertical ruler on and off.

- Use the Slide Show section to make your desired choices affecting slide shows.

- You can click the Show menu on right mouse click check box to toggle the right-click menu on and off.

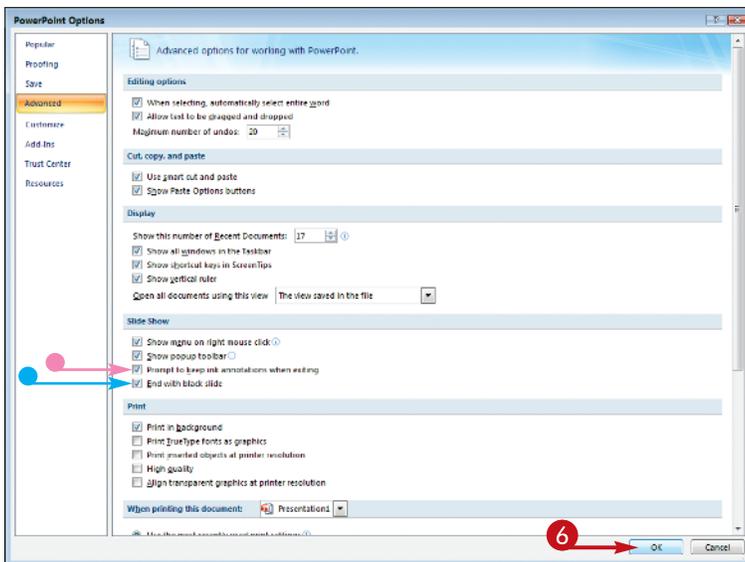
- You can click the Show popup toolbar check box to toggle the navigation toolbar on and off.

- You can click the Prompt to keep ink annotations when exiting check box to toggle the ink prompt on and off.

- You can click the End with black slide check box to toggle the ending black slide on and off.

- Click OK.

The dialog box closes and PowerPoint applies the new settings.



## TIPS

### Caution!

If you deactivate the Prompt to keep ink annotations when exiting check box, PowerPoint does not give you any way to save your annotations. The only way to save annotations is via the dialog box that appears at the end of the slide show to prompt you to save them. With that check box deselected in the PowerPoint Options dialog box, you can no longer save annotations.

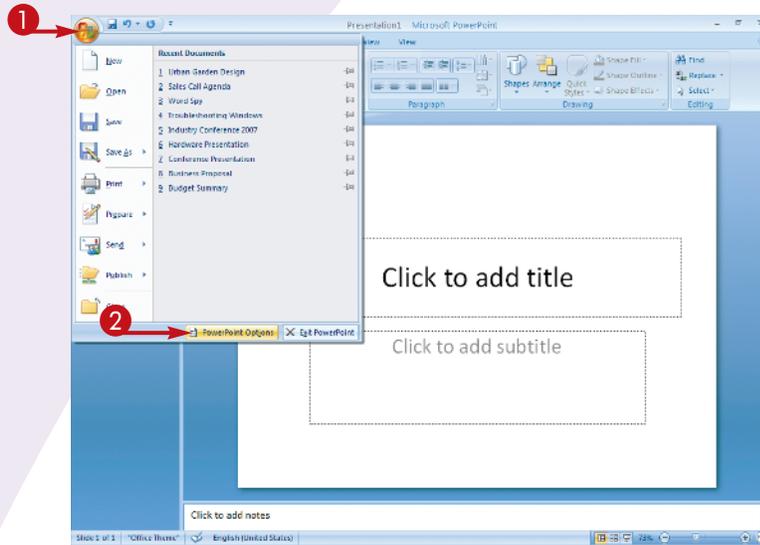
### Did You Know?

You see only the vertical ruler when you enable PowerPoint's Ruler option. To activate this feature, click View and then click the Ruler check box. (You can also right-click the current slide or slide background and then click Ruler.) PowerPoint displays the Ruler. If you deactivated the Show vertical ruler check box, PowerPoint displays only the horizontal ruler.

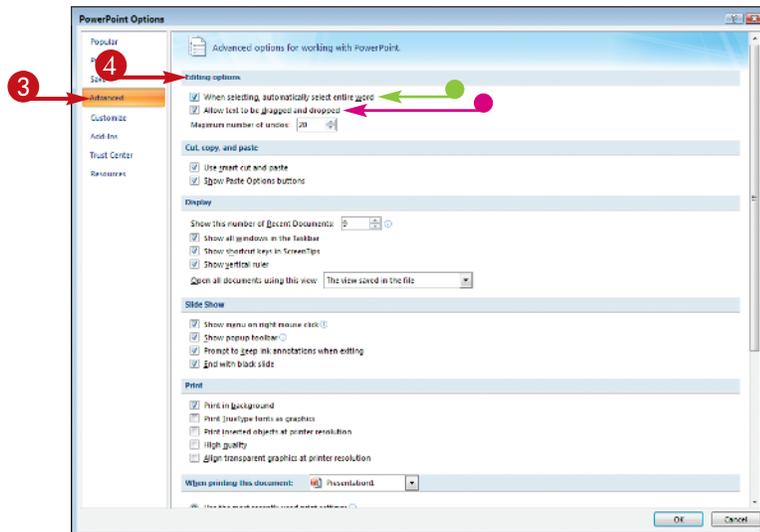
# Change the EDITING SETTINGS

You can customize PowerPoint's editing options to suit the way you work. For example, when you quickly drag your mouse across text to select it, PowerPoint automatically selects each word as you reach it. You can turn off this feature if you more often select only partial words. You can also turn off PowerPoint's feature that enables you to drag and drop text.

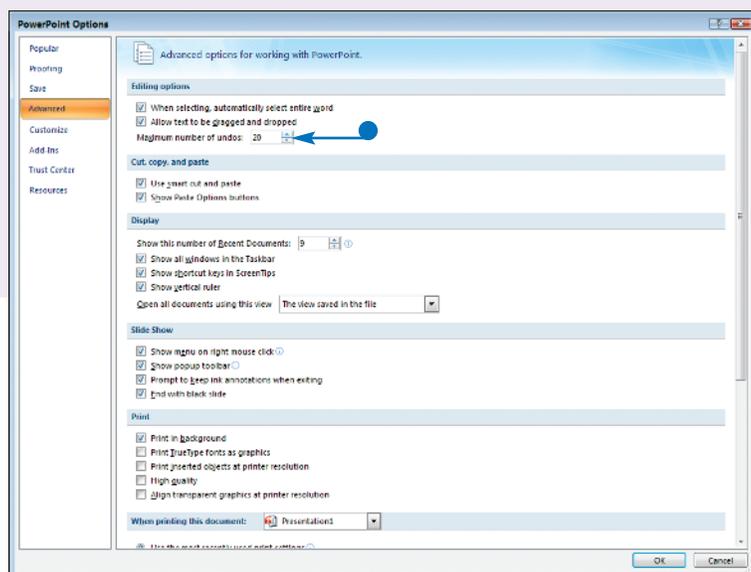
If you often use the Undo feature, you can customize the number of operations that you can undo. The default is 20, but you can go as high as 150. PowerPoint also enables you to turn off the smart cut and paste feature, which automatically adds spaces when you paste text. Finally, you also can control the use of more recent features such as the Paste Options button, which appears when you paste a cut or copied object. Click it to see commands for working with the pasted selection.



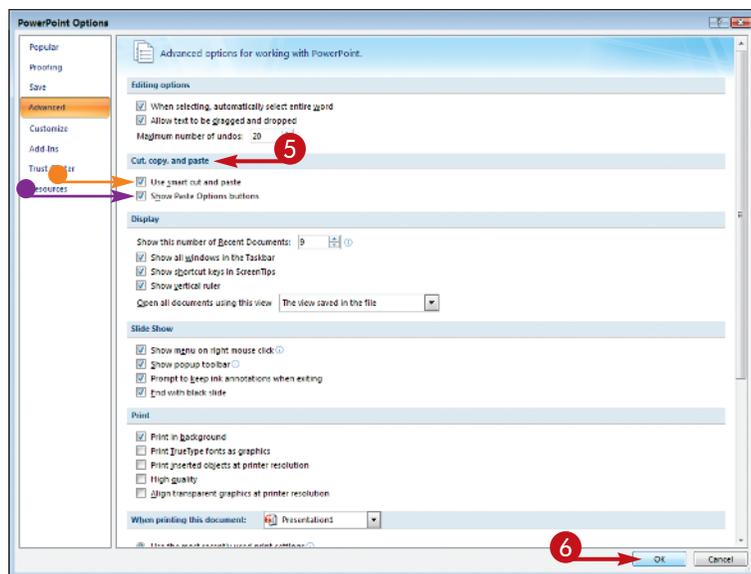
- 1 Click the Office button.
- 2 Click PowerPoint Options.



- The PowerPoint Options dialog box appears.
- 3 Click Advanced.
  - 4 Make the choices you prefer in the Editing options section.
- You can click this check box to enable or disable the automatic selection of an entire word.
  - You can click this check box to enable or disable text drag-and-drop.



- You can use the Maximum number of undos text box or spin box buttons to change the number of operations that you can undo.



- Select Cut, copy, and paste options.
  - You can click to enable or disable smart cut and paste.
  - You can click this check box to enable or disable the Paste Options buttons.
- Click OK.
 

The dialog box closes, and PowerPoint applies the changes.

## TIPS

**Did You Know?**

The Paste Options button appears below a pasted object. It offers formatting options such as retaining the original source formatting. Smart cut and paste helps to eliminate errors that can happen when you paste text or an object. Sometimes, if no spacing was selected around the cut or copied selection, it bumps up against other text when pasted. Smart cut and paste inserts missing space when pasted to eliminate that problem.

**Caution!**

Be careful with the Maximum number of undos setting. When you set this number quite high – say, over 100 – PowerPoint usually requires lots of system memory to store so many undo operations. If you feel that PowerPoint's performance is slow, consider lowering the number of undos.

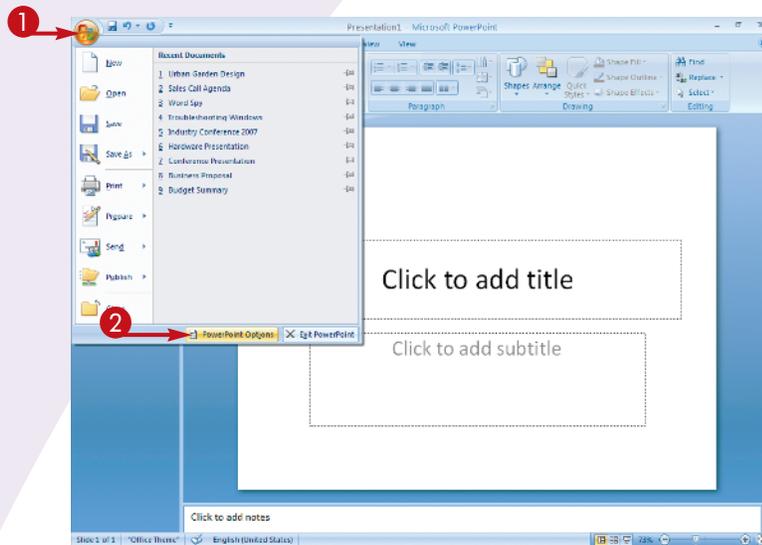
# Work with the PRINT OPTIONS

Most presentations exist only as electronic files. You create, work on, and save the presentation on your computer, and you may transfer the presentation file to a notebook computer for the presentation itself. The days of projecting overhead transparencies using acetate sheets may not be completely over, but thanks to PowerPoint their days are numbered.

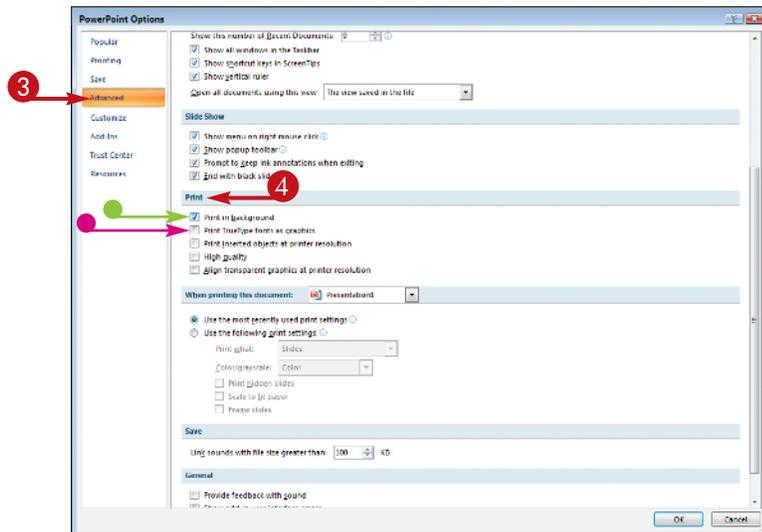
When you do need hardcopy, however, you can customize presentation printing by modifying the print options. For example, you can configure PowerPoint to print in the background so that you can keep on working while the print job runs. You

can also print TrueType fonts as graphics, which speeds up printing if your printer supports this feature. Also, you can print inserted graphics at the printer's resolution, which improves the look of slide images.

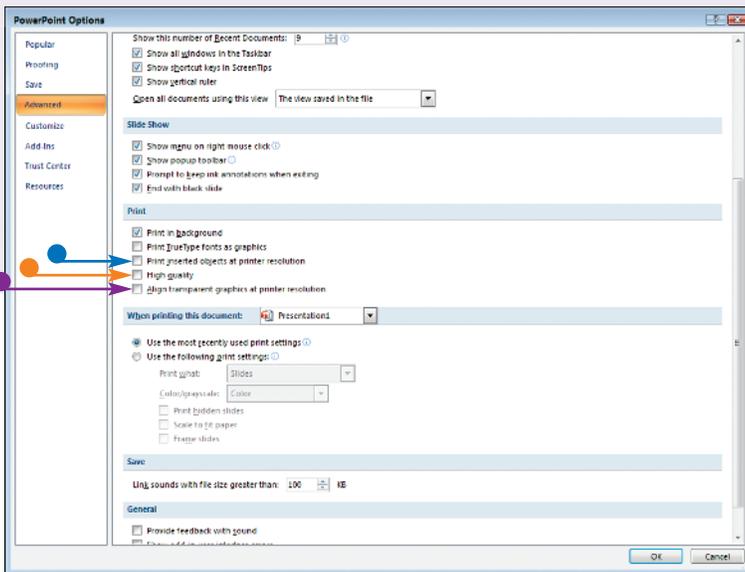
You also can specify that a particular presentation always be printed with a particular printer and settings. These settings include what you want printed, whether you use color, grayscale, or black and white, and whether you print hidden slides, scale slides to fit the paper, and frame the slides.



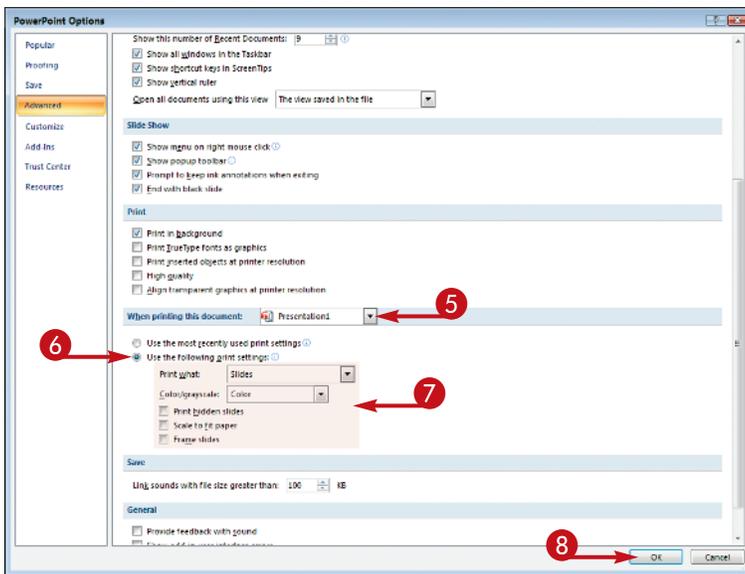
- 1 Click the Office button.
- 2 Click PowerPoint Options.



- The PowerPoint Options dialog box appears.
- 3 Click Advanced.
  - 4 Make the choices you prefer in the Print section.
- You can click this check box to enable or disable background printing.
  - You can click this check box to enable or disable printing TrueType fonts as graphics.



- You can click this check box to enable or disable printing inserted objects at printer resolution.
- You can click this check box to enable or disable maximum print quality.
- You can click this check box to enable or disable the alignment of transparent content with other slide content.



- 5 Use the When printing this document list to click an open presentation file for which you want to set particular print settings.
- 6 Click Use the following print settings option ( changes to ).
- The rest of the choices become available.
- 7 Click the desired settings for printing the selected presentation ( changes to ).
- 8 Click OK.
- The dialog box closes and PowerPoint applies the new settings.

## TIPS

## Try This!

If you find that your presentations print slowly, you can try a couple of things. Enabling the Print in background option can slow down your computer, so you can try turning that feature off by clicking it to clear its check box. Also, inserting graphic files with a low resolution but having Print inserted objects at printer resolution checked would actually slow down the printer because it would require increasing the graphics' resolutions.

## Did You Know?

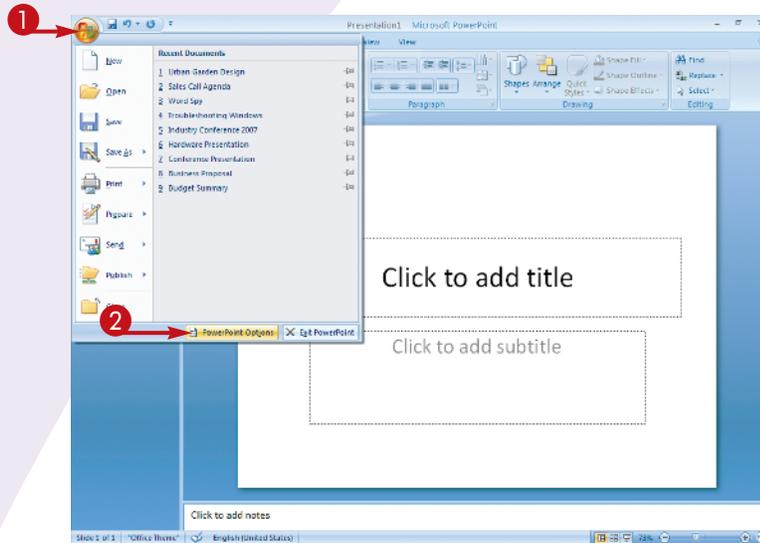
If you use a background color, pattern, texture, or image, the background appears to come to an abrupt halt at the edges of each slide, which can make slides look artificial. You can overcome this problem by activating the Frame slides check box. PowerPoint then *frames* the slides, which puts a thin border around the edges of each slide. This helps to “contain” the background, which makes your printouts more attractive.

# Change the AUTOFORMAT SETTINGS

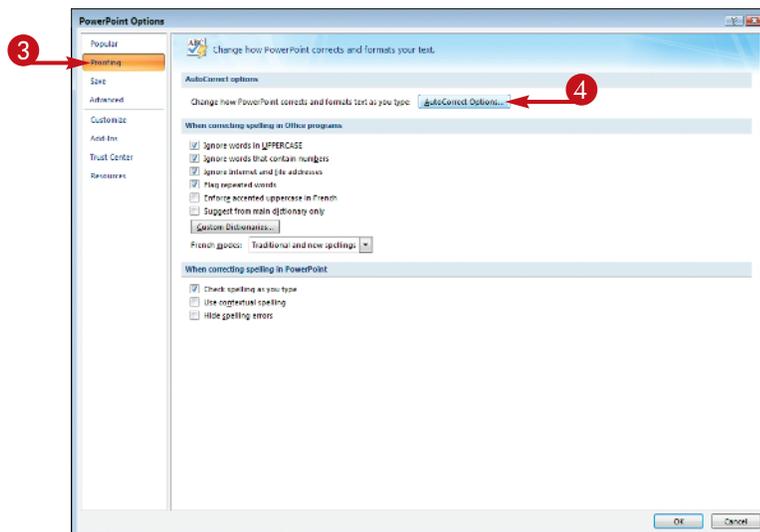
You can customize PowerPoint's AutoFormat As You Type settings for increased efficiency as well as to suit the way you work. The AutoFormat feature works much like AutoCorrect, except that it corrects text formatting rather than text spelling. For example, AutoFormat automatically replaces regular quotes with smart quotes; fractions written as separate characters (such as 1/2) with fraction symbols (such as ½); ordinals (such as 1st) with superscripts (such as 1<sup>st</sup>); two hyphens (--) with an em dash (—); smiley faces and arrows (such as :-)

and ==>) with equivalent symbols (such as ☺ and ➔); and Internet and network addresses with hyperlinks to those locations.

AutoFormat also applies formatting automatically. For example, AutoFormat automatically converts lists of items to bulleted or numbered lists. AutoFormat also automatically fits title text and body text to their placeholders. You can turn these formatting changes off and back on as needed.

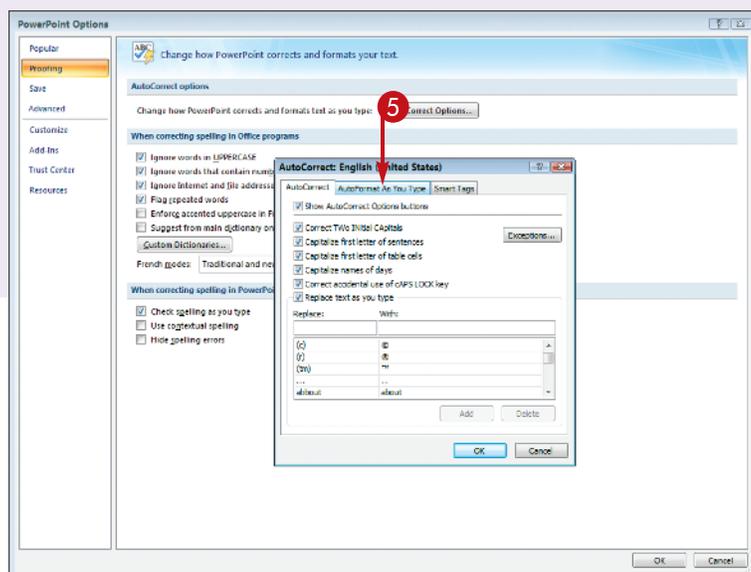


- 1 Click the Office button.
- 2 Click PowerPoint Options.



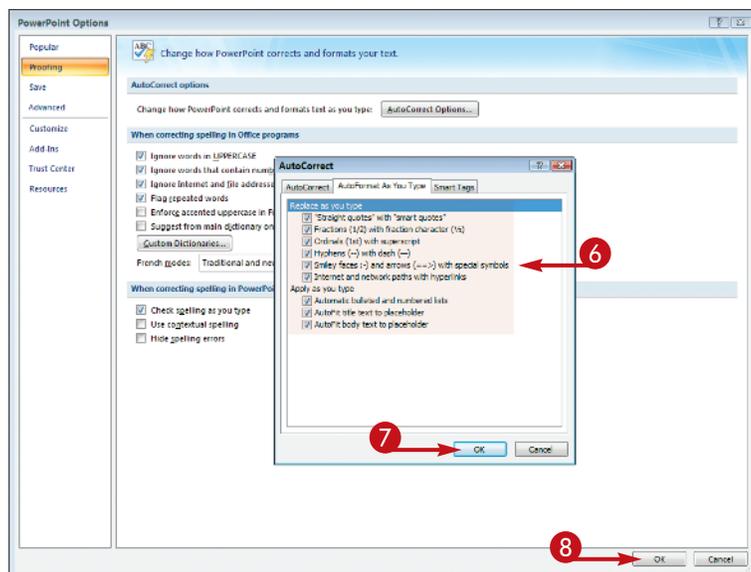
The PowerPoint Options dialog box appears.

- 3 Click Proofing.
- 4 Click the AutoCorrect Options button.



The AutoCorrect dialog box appears.

- 5 Click the AutoFormat As You Type tab.



- 6 Click any formatting choice — uncheck it to disable it or recheck it to enable it.

- 7 Click OK.

The AutoCorrect dialog box closes.

- 8 Click OK.

The PowerPoint Options dialog box closes, applying the new settings.

## TIPS

### Try This!

It does not make sense to turn off the AutoFormat As You Type options and then turn them back on when you need them. A better strategy is to leave these options activated. If PowerPoint then applies an AutoFormat that you do not want to use, press Ctrl+Z to restore the text.

### More Options!

Smart tags identify certain types of text with an underline. When you position the mouse pointer over the text, such as a date, the smart tag appears, and you can click it to see a list of actions associated with the text, such as scheduling a meeting. In the Smart Tags tab, click the Label text with smart tags check box to activate this feature.