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Welcome to Zonta, a New Member Orientation Presentation PowerPoint Guide

This *Welcome to Zonta, a New Member Orientation Presentation* is meant to be adapted for your specific club, area or district purposes. The presentation can be easily changed, by adding text and photos or by changing the order of the slides. To accommodate a wide range of technological capacities, the *Welcome to Zonta* PowerPoint presentation is available as a complete file for one single download, and also as five separate sections, for those with limited capacity to download large files.

Saving the Presentation

- Save to your Desktop or a folder for Zonta related materials on your PC (if you have trouble downloading the file try saving the file to your desktop or folder before opening the file.)
- Save to a CD or diskette
- The file size is 3.19 MB so most E-Mail formats will accept this if you need to E-mail the presentation (keep file size in mind if you add photos to the presentation – it is helpful to compress photos before adding them – this will reduce the entire file size).

Navigating the Presentation

- **Normal/Slideshow view:** You will want to have the presentation in Normal view while you are editing. Select View from the toolbar and then Normal. When giving the presentation, you will want to select Slideshow from the View menu.
- **How to advance:** In Normal view, you can advance by clicking and scrolling with your mouse or by using your arrow keys (same process to move backwards). In Slideshow View, you can also click or use your arrow keys.
- **Using animation:** Some slides with several bullet points have animation on them that requires you to click or use your arrow key to advance to the next bullet point. This is to help in your presentation so that you can click to bring up each bullet point as you talk about it.
- **Adding animation:** Choose Slideshow from your toolbar and select Animation Schemes.
- You will have to select the slides or the particular text on the slide that you want to use animation for. You also have the option to apply to all slides, but this option is not recommended for this presentation.
- **Use escape to exit:** In Slideshow View, you can exit in the middle of the presentation by using the Escape button on the keyboard.

Making Changes

- ***Adding slides:*** Place the cursor where you want to put the new slide. From your toolbar options select Insert and then New Slide.
- ***Deleting Slides:*** Select the slide you want to delete and use the delete button on your keyboard. (Remember you can always use Edit, Undo if you delete something by mistake.)
- ***Adding text on an existing slide:*** Click on the slide and a text box will appear with a cursor. If a text box does not appear, use your toolbar to select Insert and then Text box; place your cursor inside to begin typing.
- ***Adding photos:*** From your toolbar select Insert then Picture (you may need to resize or compress the photo before inserting it).
- ***Compressing photos:*** In Microsoft Office Picture Manager, you can format photos in several ways including compressing them. On your toolbar select Picture and then Compress Pictures. On the right hand menu, choose to compress the photo for documents and be sure to save your changes. (Note that in the Picture menu, you have other photo formatting options as well.)
- ***Changing the order of slides:*** Select the slide you want to move and drag it while holding down your mouse.

Printing Handouts

- On the Print Menu, under Print what: you can select from these options: *slides*, *handouts* (recommended for audience to take notes), *notes pages* (recommended for the presenter so he/she can refer to the notes/script), and *outline view*.
- Once you have selected Handouts, you should select how many slides you want per page (three is recommended to allow for note taking).

If you have questions about the use of this ***Welcome to Zonta, a New Member Orientation PowerPoint Presentation***, contact:

- Your Club Webmaster or Public Relations Chairman or Membership Chairman
- Your District Webmaster, Public Relations Chairman or Membership Chairman
- Zonta Headquarters at webmaster@zonta.org