



Deaths from smoking

Step-by-step guide to using the PowerPoint presentations

1. Download from the CD, or the website, the PowerPoint presentation that you wish to present and open it.
2. Choose 'Slide Show' either from the 'View' menu on the toolbar or by pressing F5.
3. Each presentation is animated so that the presenter can control the pace at which information is provided to the audience. By clicking the mouse or pressing Enter/Return or Page Down (PgDn) on the keyboard or the appropriate button on the remote control for the projector, you can scroll through the presentation.
4. Work through the whole presentation a few times so that you become familiar with how the animation works – both forwards and backwards using Page Down (Pg Dn) and Page Up (Pg Up).
5. Press 'Esc' to return to 'Normal' view.
6. Each presentation has instructions and a suggested script. To access this from 'Normal' view, choose 'Notes Page' from the View menu on the toolbar.
7. The words provided in the suggested script have been chosen very carefully to describe accurately the information on each slide. However, the script can be adapted to suit the style of the presenter.
8. The text appears in **bold** in the script if it is also on the slide. It is usually helpful for the presenter to read or paraphrase the words on the slide as they appear rather than wait for the audience to read them.
9. The suggested additional script is in regular text.
10. Words that should be stressed by the presenter are underlined.
11. Further explanation of particular points is in *italics*, if needed.
12. **[CLICK]** indicates that the presenter should move on to the next point by using the mouse (see point 3 above). For slides with animated graphics, text in square brackets [] indicates what animation will take place on each click.
13. On text slides, the first bullet point generally appears at the same time as the title. Subsequent bullet points appear with each click.
14. To print the script, choose 'Notes Pages' in the drop-down 'Print what:' section of the Print menu.