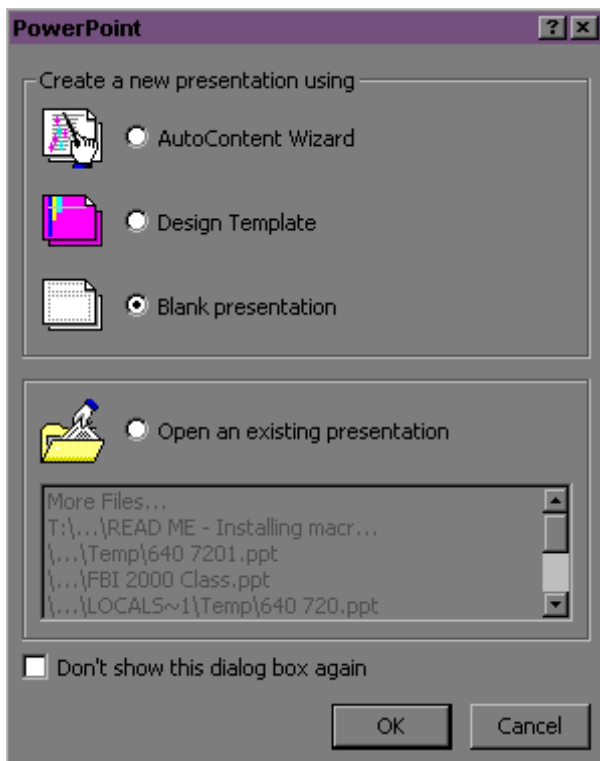


Adding and Using the Ocean Systems PowerPoint Macros

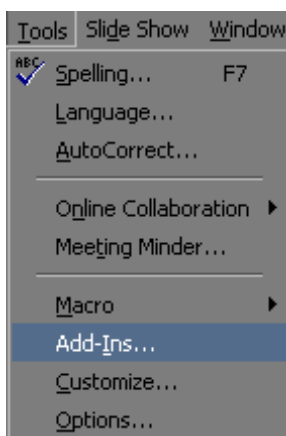
Thank you for downloading the Ocean Systems PowerPoint Macros. These macros, used in conjunction with the photo album add in for PowerPoint, will greatly speed up your creation of PowerPoint presentations for courtroom purposes.

Installing the PowerPoint Macros

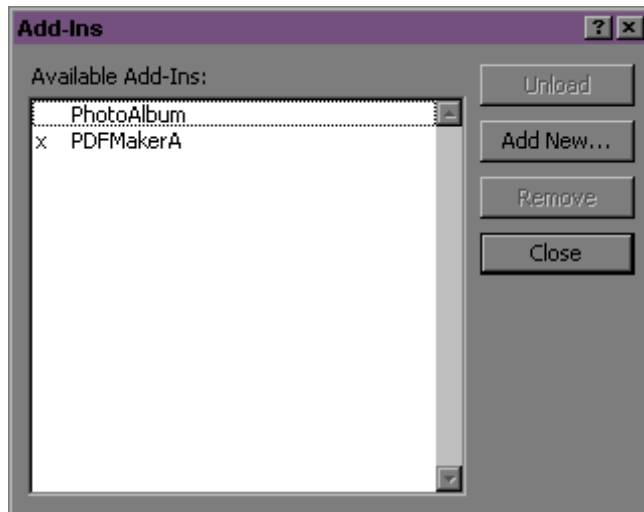
Step 1. Launch PowerPoint and create a blank presentation



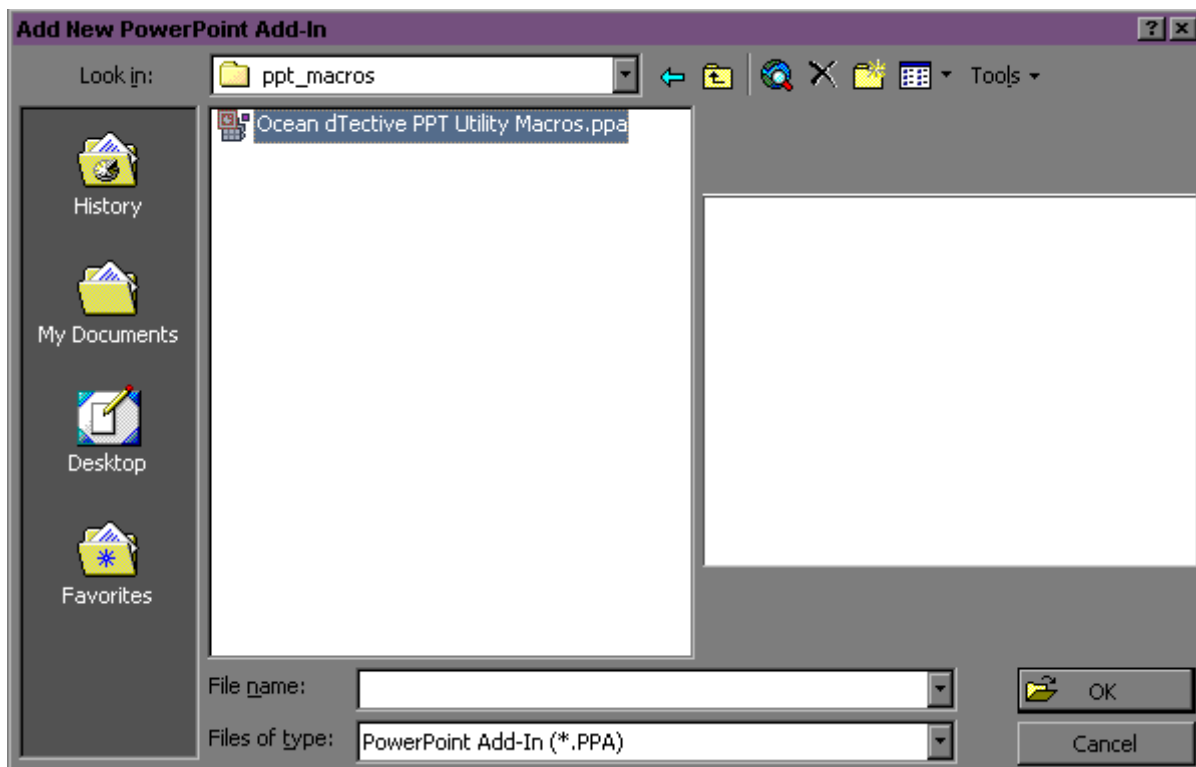
Step 2. Select "Add-ins" from the Tools menu



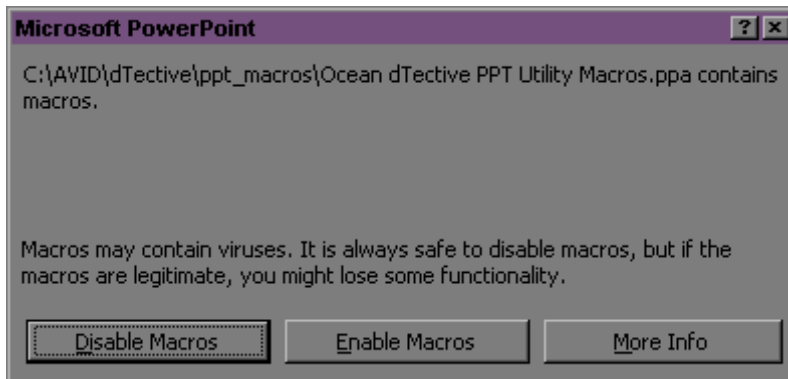
Step 3. Select “Add New...”



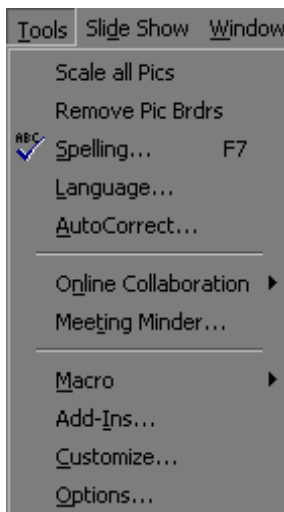
Step 4. Browse to the directory where you saved the “Ocean dTective PPT Utility Macros.ppa” file, then select “ok”.



Step 5. Enable Macros - Make sure you push the “Enable Macros” button



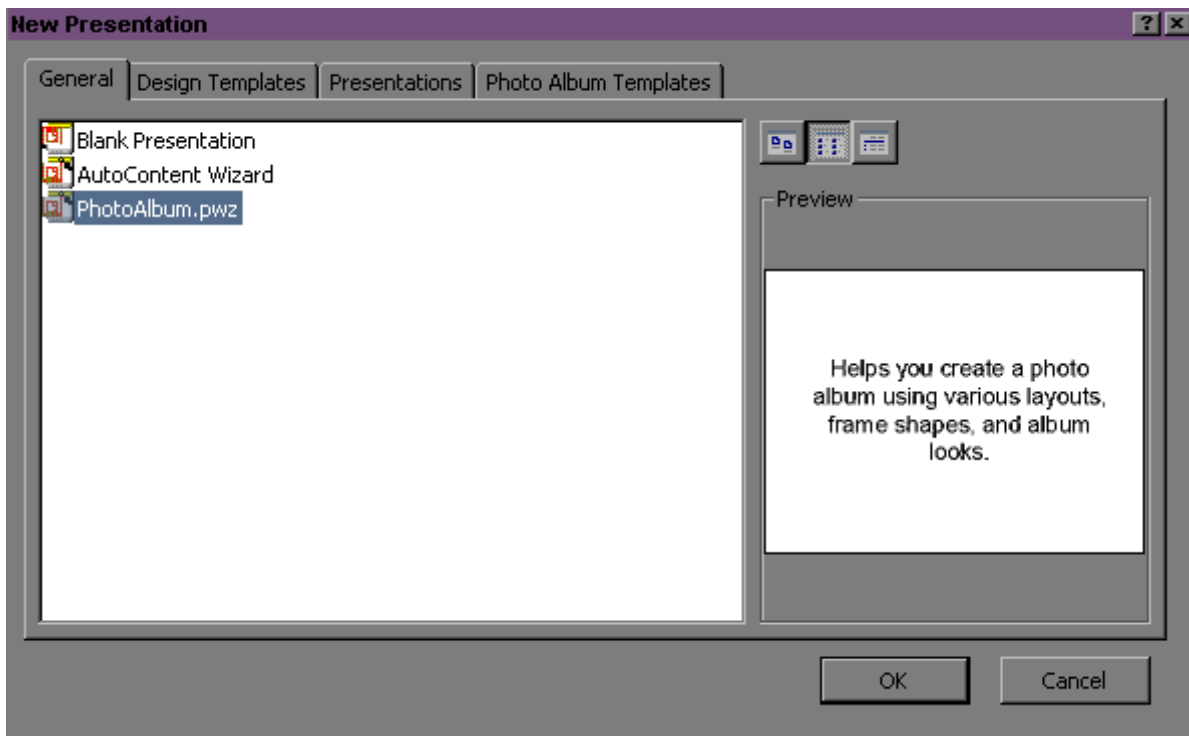
Step 6. Close the add-Ins window and confirm that the add-ins have been loaded by selecting the Tools menu. You should see two new buttons that have been added, named “Scale all Pics” and “Remove Pic Brdrs”. Installation is complete.



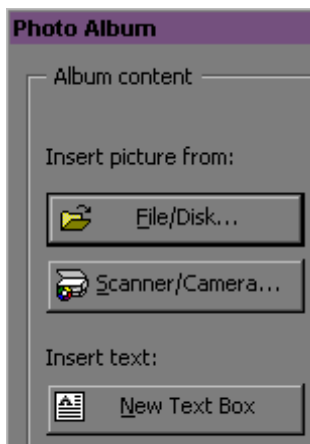
Using the PowerPoint Macros

The PowerPoint macros are designed to be used in conjunction with the Photo Album add-in available from Microsoft. This add-in is available on PowerPoint 2002 and higher, and is available as a download from office.microsoft.com. You can also visit www.detectivesystem.com/upgrade.htm for a direct link to the file.

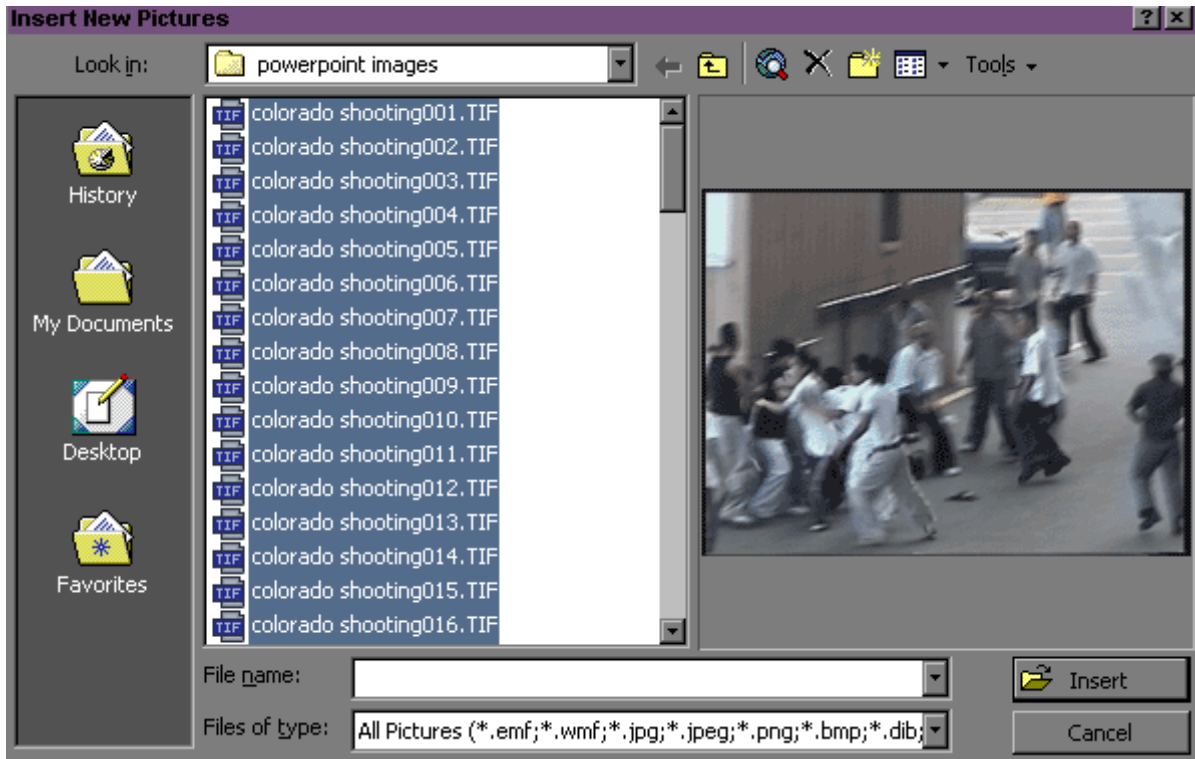
Step 1: You need to create a new photo album using the Photo Album add-in. This is typically done using a series of files that have been sequentially exported from Avid. To make a new photo album, (PowerPoint 2000 and lower users) Select "New" from the File menu and Double click PhotoAlbum.pwz. For PowerPoint 2002 and higher, you will find the PhotoAlbum wizard in the Insert>Picture>photoalbum menu.



Step 2: Select the images you will use in your presentation. Click the "File/disk" button to select the images you will be using.

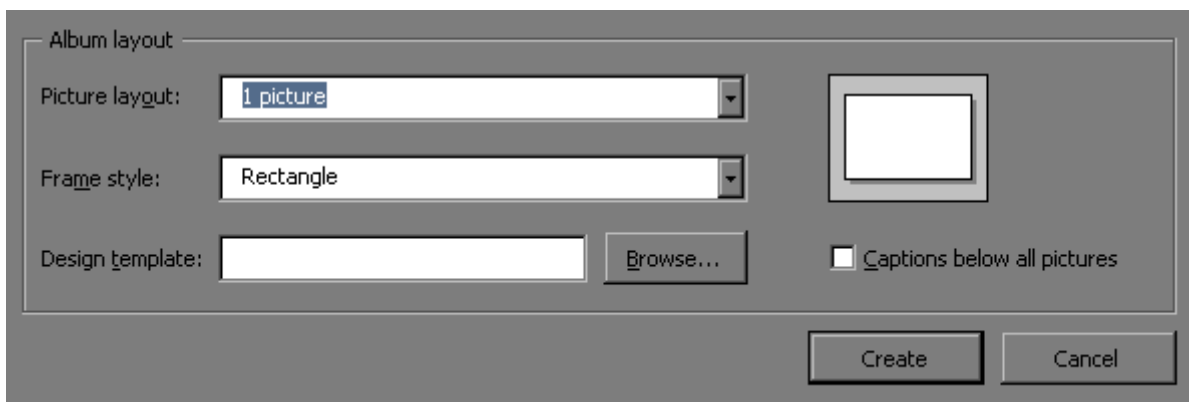


Step 3. Select the pictures you will be using. Browse to any directory that contains pictures you will be using in your presentation. Use the shift key to highlight multiple images. You can add as many images as you like from any directory you like. Click the “insert” button to add the images to your slide show.



Step 4. Select “1 Picture” from the “album layout” options. This will add one picture per slide in your presentation.

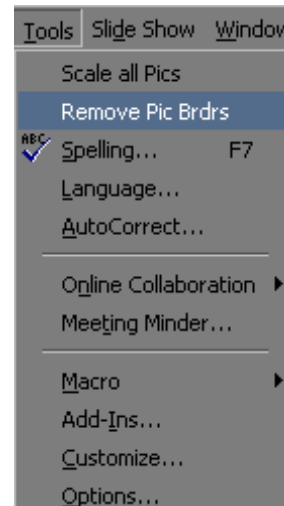
Step 5. Press the “Create” button to create your presentation



Step 6. You will notice that there is now a border on all of the images. You can now quickly remove the border from all of the images with a single menu command. Select "remove pic brdrs" from the Tools menu to remove the border from all the images.

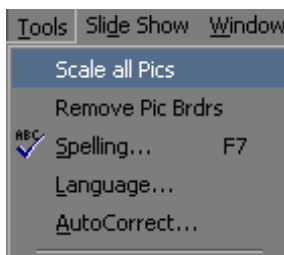


An example of the borders created with the photo album add-in

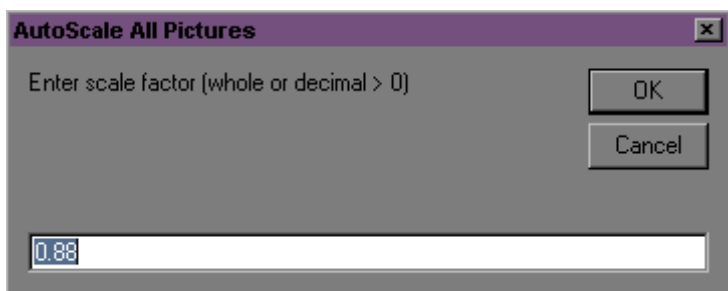


The same image with borders removed. The macro will remove borders from all images in the presentation

Step 7. You now may want to resize all the images in the presentation to a smaller size to allow annotations. Select Scale all Pics from the Tools menu.



You can now scale all the pictures in your presentation to a uniform size. When you click the Scale all Pics command, a new window pops up asking you what size. The default is .88. This number is based on a size ratio, where 1.0 is full size. .5 would be half size.



With the AutoScale macro, all of the images in the presentation are immediately resized, allowing room for annotations.