

understanding birth

P o w e r P o i n t ® C l a s s

User Guide



InJoy
Birth & Parenting
EDUCATION

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■ Introduction

Congratulations on purchasing *Understanding Birth: PowerPoint Class*. Not only is PowerPoint a powerful and flexible teaching tool, it's also very user-friendly. For your convenience, we've included two presentations on this disc: the "Complete" presentation for full-length classes and an "Express" presentation that can be used for time-crunched teaching situations. There are also several helpful PDFs you can print.

This guide will help get you started!

First, we'll make sure you are using the right operating system and your computer is properly equipped to run this presentation. Then, using step-by-step instructions, we'll show you how to view and move through your presentation with ease. Finally, if you have purchased a password to customize*, we'll give you some tips on how to personalize your presentation. The PowerPoint images included in this guide are from PowerPoint 2007. If you are using PowerPoint 2003, the general commands are the same, but you will notice that your menu bar looks slightly different.

Customize Your Presentation to Fit Your Teaching Needs

*Purchasing a password to customize allows you to tailor the content of the presentation to fit your teaching needs. **We recommend that you read this guide thoroughly before customizing your presentation.**

Call 1-800-326-2082 x2 to purchase a password.

■ System Requirements

Our PowerPoint products are **NOT** recommended for use with Mac operating systems.

Hardware:

- Computer with a DVD-ROM drive
- If you will be copying the presentation to your desktop after purchasing, you will need approximately 1 GB of free space for the "Complete" presentation and .5 GB of free space for the "Express" presentation
- Video and audio cards (included in most computers)
- Speakers
- Color projector, projection screen, computer monitor, or color TV (a converter is needed to view on a TV)
- A printer and printer connection are needed for printing handouts

Software:

- Microsoft Windows 2000 with Service Pack 3 (SP3), Windows XP, Windows Vista, or Windows 7 operating system (or later)
- Windows Media Player 10 (or later)
- **For Customization:** You must have PowerPoint 2003 (or later), which is standard with most versions of Microsoft Office. If you do not have PowerPoint, visit msoffice.com to purchase.

■ Opening and Viewing the Presentation

Option 1 – Using the Automatic Start-Up Menu:

1. Insert the disc into your computer's DVD-ROM drive. The drive might have the DVD-ROM logo on the outside (*Figure A*) and is the one that also plays DVD movies. *NOTE: This disc will **not** play in a regular DVD player. You must use your computer's DVD-ROM drive.*
2. The disc will automatically load an easy-to-use menu. (If the menu does not load automatically, go to **My Computer**, right click on the DVD drive, and select **Open**. Open the **Auto Run** folder and double click on **Autorun.exe**.) To play the Complete Presentation, simply click the text (*Figure B*). It will automatically load the presentation into the *PowerPoint Viewer*. Please allow a minute or more for the presentation to load and start. To play the Express Presentation, click that text.
3. From this menu, you can also select printouts of each presentation or this PowerPoint User's Guide. These will open as PDF documents that you can review and print (see p. 4).



Figure A: This logo may be imprinted on your computer's DVD drive



Figure B: Click the presentation you'd like to view from this start-up menu

Option 2 – Using the PowerPoint Application:

1. Open the PowerPoint application from your desktop (the PowerPoint application is included with most versions of Microsoft Office or can be ordered from www.msoffice.com).
2. Insert the DVD into your DVD drive.
3. Open the presentation by going to the **File** menu, clicking **Open**, and selecting your DVD drive at the **Look in** prompt. Double click on the "Complete Presentation" or the "Express Presentation" folder. From there, double click on the **.ppt** file when prompted. You will need to select the **Read-Only** option.
4. Press F5 on your keyboard to play the presentation from the beginning, or click on the slide show icon (*Figure C*) to play from the current slide. This icon is located in the lower left corner of the screen in PowerPoint 2003 and in the lower right corner in PowerPoint 2007.



Figure C: Click on slide show icon to view the slide show

■ Copying the Presentation to Your Desktop

Once you purchase the presentation, you can copy it onto your computer's desktop or a removable storage device (e.g. a flash drive) and play it from there. This usually helps performance, especially when playing video clips.

How to move the presentation:

1. Insert the DVD-ROM into your DVD-ROM drive.
2. Open **My Computer** from the **Start** menu.
3. To copy all of the contents of the disc, including both PowerPoint presentations, the start-up menu, and the PDFs, right click on your DVD drive and select **Copy**.
4. To copy just one of the PowerPoint presentations, right click on your DVD drive and select **Open** or **Explore**. A list of three folders should appear. Right click on the presentation folder you desire (either Complete or Express) and select **Copy** (*Figure D*). *Note: You must copy the entire presentation folder; if you do not, you will lose the video and audio clips!*
5. Go to where you would like to store the folder(s), such as your desktop.
6. Right click again and select **Paste**. It may take several minutes to copy.

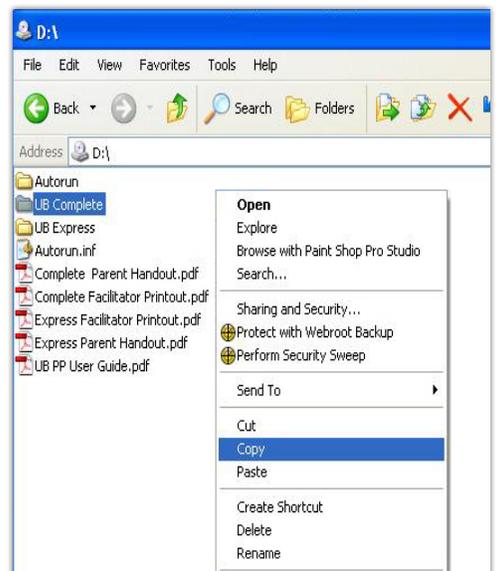


Figure D: Right click to copy the presentation folder

Note: If you have moved the presentation to your desktop and are using the PowerPoint Viewer to play the presentation, double click on **PPTVIEW.EXE** contained in the presentation folder. It will then prompt you to open the presentation. Double click on the **.ppt** file to play the presentation.

PowerPoint Teaching Tips

- Review the facilitator notes for each slide. If you open the presentation in the PowerPoint application, the notes appear below the slide in “Normal View” (Figure E). If you don’t have the PowerPoint application or would like a handy printout, you can access the notes from the PDF included on the disc (from the main start-up menu, select *Facilitator Printout*).
- Prior to using the presentation in class, practice presenting the slides and determine how long it takes for you to show the presentation. Become familiar with how the various slides build and how the video clips play.
- Before your class arrives, make sure the projector, screen, and speakers are set up appropriately. Test by playing a video clip, and adjust your projector if it’s too dark or light. Adjust your speakers accordingly if the audio is too loud or soft.
- Use a handheld wireless mouse during class to advance the presentation. This allows you to move around, which will be more engaging for your class than standing in one place.
- As you present the slides, avoid solely reading the text verbatim. Instead, paraphrase and add your own insights to personalize your presentation.
- To keep your class’s interest, break up the PowerPoint presentation with interactive group exercises and games.

Navigating the Presentation

- To jump between chapters, use the Presentation Menu, which appears at the beginning of the presentation and after each chapter (Figure F). Simply click on your desired chapter. If you select the wrong chapter by accident, right click and select “Last Slide Viewed” to quickly return to the Presentation Menu.
- For your convenience, all of the follow-along exercises are grouped together and can be accessed by clicking the “Exercises” tab on the Presentation Menu.
- Slides can be advanced in several ways: by simply clicking the mouse; by clicking on the forward arrow in the lower left-hand corner of the screen (appears if show is being played from the PowerPoint application); and by pressing the SPACE BAR, PAGE DOWN, RIGHT ARROW, or ENTER.
- You can move backwards through the presentation by pressing PAGE UP or clicking on the left arrow in the lower left-hand corner of the screen.
- To skip around in the slide show, right click and choose **Go to Slide** (Figure G), and then select the slide you’d like to skip to from the pop-up menu. This may be helpful during review periods if someone asks about a previous topic.
- To end the presentation, press ESCAPE or right-click and choose **End Show**.

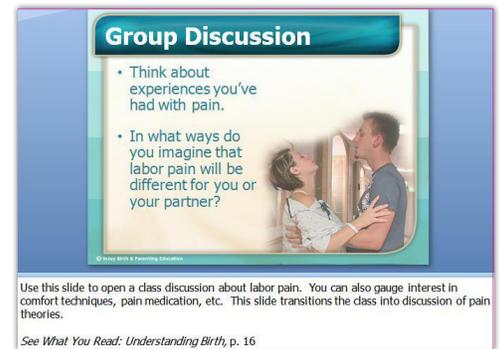


Figure E: Helpful facilitator notes are included under each slide

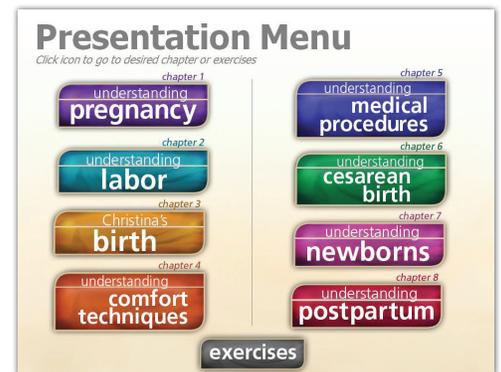


Figure F: The Presentation Menu allows you to jump between chapters easily

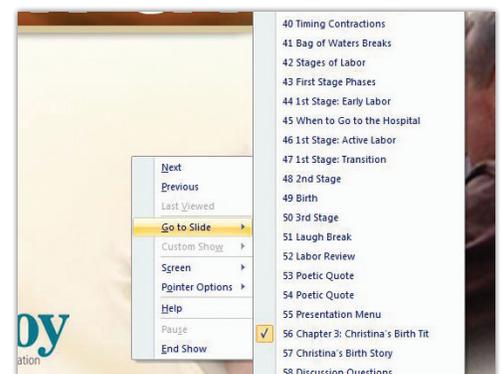


Figure G: Use the Go to Slide feature to navigate within the presentation

■ Playing Video Clips

The Play Video icon on a slide (Figure H) lets you know that there is a video clip associated with that slide. The clip name and length are also listed on the slide for your reference.

To play video clips:

- Simply click on the Play Video icon once.
- After the video clip is finished, the video window will disappear and you will be returned to the current slide.
- To pause the video, click on the InJoy watermark in the lower right corner. The icon should look like a hand, not an arrow (Figure I). Click again to resume play.
- To stop the video clip and return to the current slide, press ESCAPE while the video is playing.

Note: On some slides it will be indicated to play a video clip by clicking on smaller Play Video icon (Figure J). These clips will not play full screen; they will play within the slide. Click the same icon to pause the video.

■ Printing

It may be helpful to have a printout of the presentation handy for quick reference as you teach or to print class handouts. There are two ways to print.

Using PowerPoint:

1. If you have PowerPoint 2003, click on the **File** menu and choose **Print Preview**. (If you have PowerPoint 2007, click on the **Office** button in the upper left corner, go to **Print**, and choose **Print Preview**).
2. Click on **Print What** (Figure K).
3. Select what you want to print from the drop-down menu. You can choose from slides, handouts, notes, and outline view. The **Handouts (3 Slides Per Page)** option provides lines for taking notes.

*Tip: If you're printing from a black and white printer and want all of the background elements to show up, choose **Options**, then **Color/Grayscale**, and then **Color (on Black and White Printer)** (Figure L).*

Using the Start-Up Menu:

The disc also includes PDFs of the presentations that you can access from the automatic start-up menu and print. They contain “thumbnail” images of each of the slides.

1. Choose *Facilitator Printout* to print a version for you that has the prepared facilitator notes next to the thumbnail image.
2. Choose *Parent Handout* to print a version that has note-taking lines for students next to each thumbnail, since your students might enjoy following along and making notes.



Figure H: Play Video icon



Figure I: To pause full-screen videos, click when hand icon is present



Figure J: Click the small Play Video icon to play and pause videos that appear on the slide

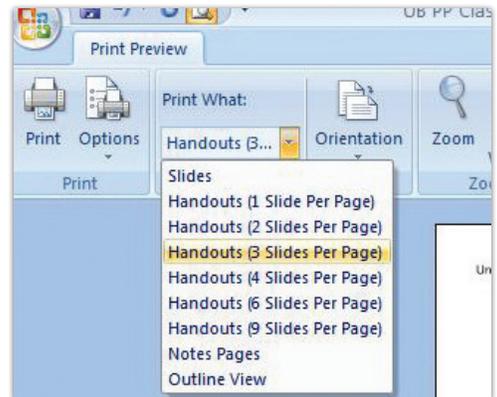


Figure K: Selecting the type of handouts to print from the **Print Preview** menu



Figure L: From the **Options** menu choose **Color/Grayscale** to print from a black and white printer

■ Customizing

Customization Guidelines:

Upon purchasing customization rights, you'll receive a unique password that opens up the program's editing features. You can then customize the presentation by deleting or adding content and rearranging slides. You can even add your organization's logo (Figure M). The following guidelines will help you understand what the password to customize allows you to do.

With a password to customize, you CAN:

- Alter the order of the pages or remove any pages in the program, with the exception of the title and copyright pages
- Modify text on existing pages in the same language as the original presentation
- Add new pages to the presentation in the same language using the same background and feel
- Insert non-copyrighted, royalty-free clip art, photos, music, or video
- Insert images or media that you or your organization personally created
- Insert the logo of your institution, without removing the InJoy logo or watermark
- Remove audio and video clips and images within existing pages

With a password to customize, you CANNOT:

- Remove the InJoy logo or copyright information from any slides, videos, or images
- Remove the title page at the beginning of each presentation, or remove or modify the copyright page at the end
- Forge or hide headers or otherwise manipulate identifiers in order to disguise the origin of any content of the presentation
- Add any images, audio files, or video clips that are copyrighted by another publisher or producer without first obtaining permission from InJoy and the copyright holder
- Make a translation of the original presentation
- Use all or part of the presentation in another presentation (including presentation elements, such as video clips, music, slide backgrounds, images, and photos)
- Modify the included videos and audio
- Distribute copies of the customized program outside of your facility or load your presentation onto a server or LMS that can be accessed from different locations (unless you obtain a Digital Delivery License from InJoy and pay any necessary licensing fees)
- Sell, rent, lease, or license the customized presentation
- Copyright the customized presentation

Refer to the **Terms and Conditions** printed on the product packaging for more licensing information. The password to customize does not change the limitations of use stated therein. Once you request your password, programs on PowerPoint are **non-returnable**.

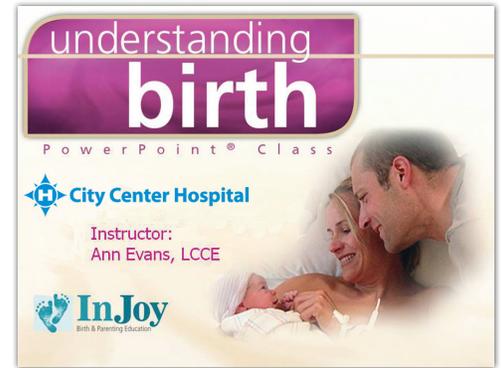


Figure M: The password to customize allows you to add your logo

Customization Instructions:

It's helpful to be an experienced PowerPoint user before customizing your presentation.

- First, copy the presentation to your computer (see p. 2).
- To customize, you must reopen the presentation from your PowerPoint application. Open the folder that contains the presentation you just saved, and double click on the **.ppt** file. Enter the password when prompted (Figure N). *Note: Be sure to open the presentation from your Desktop or similar location, not from the disc itself.*
- Changing text on slides is just like word processing. You can do this in **Normal View**.
- It's easiest to reorder slides in the **Slide Sorter** view (Figure O). Video and audio clips will automatically move with their associated slide.
- Click **Save** as needed and before closing the presentation. Or, click **Save As** and enter a new name for your presentation if you wish to have both the original presentation and your customized one available in the same folder.
- To add your logo to the title slide, go to **Insert** on the menu bar and choose **Picture** (Figure P). You will need to browse to locate your logo on your computer. Once you locate it, double click to insert it. You can then move it into your desired location on the slide by clicking it and holding the mouse down as you move it. You can also use the outer handles to resize it as needed.
- If you move a slide from a different part of the presentation and the slide background becomes inconsistent, right click on the new slide and choose **Layout**. You will be able to choose the appropriate chapter color and layout from the selection that appears (Figure Q).

It is not recommended that you cut and paste video clips, since doing so may remove the associated trigger of the Play Video icon. If you add any other audio or video (as allowed within the Customization Guidelines on p. 5), you will need to place the media files inside the presentation folder.

*Note: You will be asked to enter the password each time you open your presentation, unless you remove it. In PowerPoint 2003: Click on **Tools > Options > Security**. Modify or delete the password and save. In PowerPoint 2007: Go to **Save As**, click the **Tools** box at the bottom, and select **General Options**. Remove the **Password to Modify**. Click **OK** and **Save** your presentation.*

Saving Your Customized Presentation to a Removable Drive or Server:

Once you've customized the presentation, you can save it to a flash drive or server. *Note: The presentation will not fit on a CD.*

1. Open **My Computer** from the **Start** menu.
2. Right click on the folder that contains your customized presentation and select **Copy**. *Note: You must copy the entire presentation folder; if you do not, you will lose the video and audio clips!*
3. Go to your Flash/Removable Storage drive or server.
4. Right click again and select **Paste**.
5. It may take several minutes to copy.

Note: It's a good idea to keep the custom copy stored on your computer (don't delete it!). This way, you can easily make future changes on your computer and then resave it onto your flash drive.

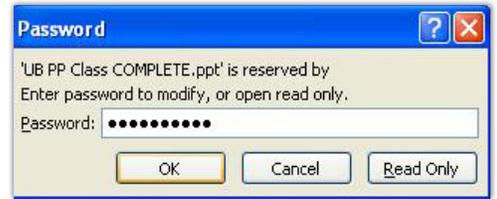


Figure N: Enter the password at this prompt

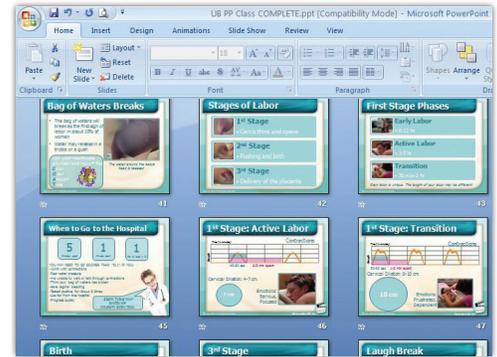


Figure O: Slide Sorter view

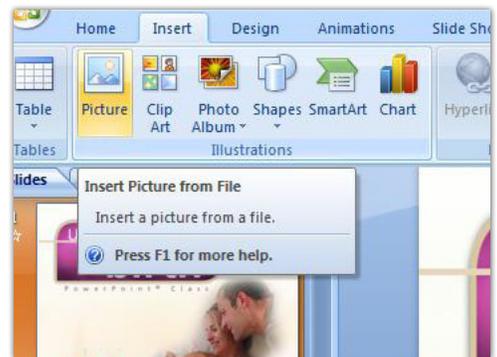


Figure P: Add your logo to the title slide

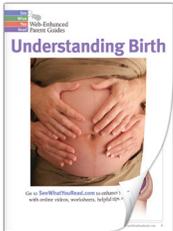


Figure Q: Choose the appropriate layout from the various backgrounds

Customization Support:

If you are having trouble making your customized version, visit msoffice.com for free PowerPoint online training courses. InJoy's Customer Care Team is not equipped to answer your customization questions beyond what is stated within this guide.

Complete Your Curriculum With InJoy's See What You Read Web-Enhanced Parent Guides



Create a unified class curriculum by providing *See What You Read: Understanding Birth* printed guides to all of the expectant mothers in your class. These colorful, easy-to-use guides are the perfect companions to *Understanding Birth: PowerPoint Class* because they reinforce and expand on the information covered in the presentation (Figure R). The content of the guide follows the PowerPoint presentation perfectly, and the corresponding page numbers included with each slide's Facilitator Notes make it easy

for you to direct parents to the appropriate section during class. Together, these two products provide a very professional presentation, and the multi-media approach allows you to more successfully teach people of all learning styles.

Each booklet also gives students exclusive access to our easy-to-use, award-winning website, SeeWhatYouRead.com, where they can reinforce their learning by watching any of the dozens of video clips from the PowerPoint presentation in the comfort of their own home. Educators and parents can also download and print handy PDF worksheets like a contraction timing chart, fetal movement count chart, birth plan, and more.

Order your free review copy of *See What You Read: Understanding Birth* by calling 1-800-326-2082 x2, or see it online at InJoyVideos.com/SWYR

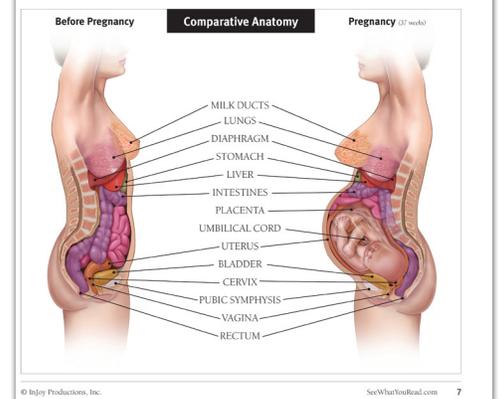
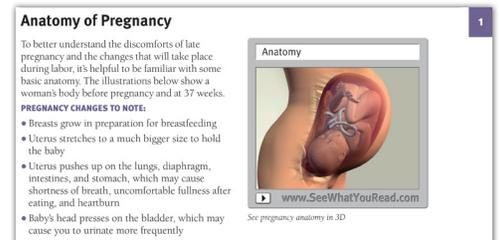


Figure R: The anatomy slide from the PowerPoint presentation is pictured on top. Below, you can see how the corresponding page in the parent guide reinforces your teaching.