



Understanding



Breastfeeding

PowerPoint® Class

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User Guide

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■ Introduction

InJoy's *Understanding Breastfeeding PowerPoint Class* curriculum provides comprehensive, evidence-based education about breastfeeding in the first six weeks and beyond, helping you deliver consistent information.

Featuring high-quality video clips, 3D latch animation, evidence-based content, and helpful educator notes, this fully customizable *Understanding Breastfeeding PowerPoint Class* allows you to have total teaching flexibility while covering the latest guidelines from the American Academy of Pediatrics (AAP), the International Lactation Consultant Association (ILCA), and other trusted organizations.

Presentation Overview

Chapters include:

- 1. Understanding How Breastfeeding Works** — importance of breastfeeding, how your body makes milk, how your milk changes, special situations
- 2. Understanding Latching On & Positioning** — getting off to the best start, skin-to-skin contact, breastfeeding positioning, effective latch, avoid pacifiers
- 3. Understanding When to Feed Your Baby** — hunger signs, feeding guidelines, sleepy eaters
- 4. Understanding Getting Enough Milk** — signs of getting enough milk, minimum number of diapers, weight gain, warning signs
- 5. Understanding Breast Care** — breast fullness, hand expression, engorgement, nipple care, nipple types, warning signs
- 6. Understanding Breastfeeding Lifestyle** — AAP exclusive breastfeeding recommendation, partner support, substances to avoid, returning to work, expressing and storing milk, getting help

Let's get started!

- Step 1** Make sure your computer has the proper system requirements to view and customize this presentation
- Step 2** See our Quick Start Guide to quickly show the presentation
- Step 3** Learn how to customize this presentation
- Step 4** Get basic instructions on starting the presentation, moving through the slides, and showing the video clips

Note: The PowerPoint images included in this guide are from PowerPoint 2013 unless otherwise indicated. If you are using PowerPoint 2007 or 2010, the general commands are the same, but you'll notice that your menu bar looks slightly different.

Step 1

■ PC System Requirements

Hardware:

- Computer with an optical (DVD) drive
- If you copy the presentation onto your computer, you'll need approximately 1 GB of free space on your computer
- Projector, computer monitor, or TV to view the presentation (refer to your computer manual or your IT department for any extra adaptors that may be required for connecting to TVs or projectors)
- A printer is needed for printing handouts

Software:

- Microsoft Windows XP with Service Pack 3 (SP3), Windows Vista, or Windows 7 operating system (or later)
- To customize, you'll need Microsoft Office **PowerPoint 2007** (or later). If you do not have PowerPoint 2007 (or later), visit <https://products.office.com/en-us/home> to purchase
- To view the presentation without PowerPoint software, we recommend downloading the Microsoft PowerPoint Viewer (2010) found at <https://www.microsoft.com/en-us/download/details.aspx?id=13>

■ Mac System Requirements

- We do not support running the video clip version of this presentation on a Mac. See FAQs on p. 7 for more information.

Step 2

■ Quick Start Guide

Here's how to quickly show this presentation directly from the disc:

1. Insert the disc into your computer's disc drive.
2. If you are connected to the internet, the disc will automatically load an easy-to-use **Quick Start Guide** (Figure A). If you don't have internet access, go to Step 5.
3. To open and view the presentation with PowerPoint 2007 or later, click on [click here](#) on Step 1 on the **Quick Start Guide** screen and then **Open** when prompted.
4. If you don't have PowerPoint 2007 or later installed, click [clicking here](#) on Step 2 on the **Quick Start Guide** screen to download a free and safe version of PowerPoint Viewer.
5. If the **Quick Start Guide** does not load automatically, click on the Windows **Start** menu and then **My Computer** (Figure B). Right click on the DVD drive and select **Open** (Figure C). Double click on the file labeled **Start Here** (Figure D). If you don't have internet access, double click on the .pptx file.

Note: If you are not customizing the presentation, you're ready to go! Go to page 5 in this guide for more information on showing the presentation and playing video clips.

QUICK START GUIDE

1. If you have PowerPoint 2007 or later, [click here](#) to open the presentation.
2. If you don't have PowerPoint 2007 or later, download and install a PowerPoint Viewer by [clicking here](#).
3. For step-by-step instructions, including how to customize your presentation, download our PowerPoint User Guide from our website by [clicking here](#).

Figure A



Figure B

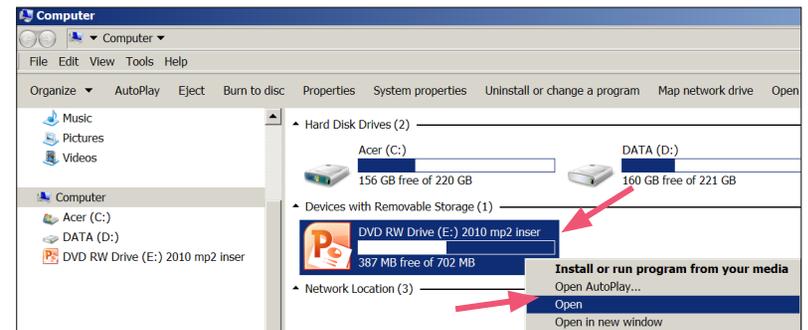


Figure C



Figure D

Step 3

■ Customizing Your Presentation

You don't have to be a PowerPoint pro, but it's helpful to have some PowerPoint experience before customizing your presentation. To start, the presentation must be saved onto your computer before you can customize.

Saving the presentation onto your computer:

1. After inserting the disc into your disc drive, click on **My Computer** from the **Start** menu. (see *Figure B* in previous section)
2. Go to the DVD drive, right click, and select **Copy**. (*Figure E*)
3. Go to where you would like to store the folder, such as your desktop. Right click again and select **Paste**.
4. It may take several minutes to copy. Do not hit **Escape** or **Cancel**.

Customization instructions:

1. Open the folder that contains the presentation you just saved on your computer, and double click on the .pptx file to open the presentation.
2. To edit text, click on the **View** tab on the menu bar. Then, select **Normal** (*Figure F*). Edit text on slides as needed.
3. To add your logo to the title slide, go to the title slide, click **Insert** on the menu bar and choose **Picture** (*Figure G*). **Browse** to locate a picture of your logo on your computer and double click to insert it onto the slide. You can then move it into your desired location and resize as needed.
4. Want to change the order of slides? It's easiest to move slides around in the **Slide Sorter** view. Click on the **View** tab on the menu bar. Then, select **Slide Sorter** (*Figure H*). Select the slide you'd like to move by clicking on it and dragging it to another section of the presentation. *Note: It is not recommended that you cut and paste video clips alone, since doing so may remove the video trigger. Video clips will move with the slide.*
5. 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.

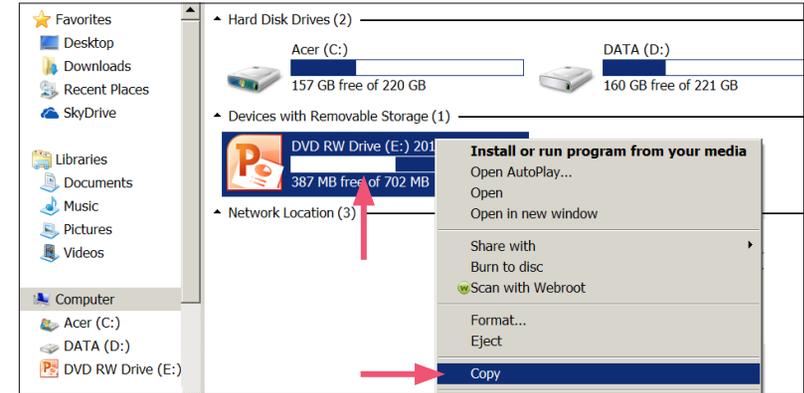


Figure E



Figure F



Figure G

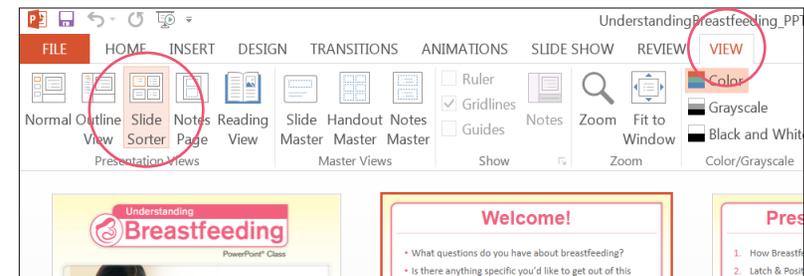


Figure H

Step 4

Showing & Navigating the Presentation

- Once you have opened your presentation with your version of PowerPoint 2007 or later, press F5 on your keyboard to play the presentation from the beginning, or click on the slide show icon (*Figure I*) to play from the current slide.
- Slides can be advanced by:
 - » Clicking the mouse
 - » Clicking on the forward arrow in the lower left-hand corner of the screen
 - » Pressing the SPACE BAR, PAGE DOWN, RIGHT ARROW, or ENTER
- You can move backwards by pressing PAGE UP or clicking on the left arrow in the lower left-hand corner of the screen
- To end the presentation, press ESCAPE or right-click and choose **End Show**

Playing Video Clips

The  icon on a slide (*Figure J*) lets you know that there is a video clip associated with that slide. The clip name is also listed on the slide for your reference. The length of the clips is stated in the facilitator notes (see p. 6)

To play video clips:

- Simply click on the  icon once.
- To pause the video, roll your mouse over the video to bring up the video player controls. Click on the pause icon. Click the play arrow to resume.
- To stop the video and return to the slide, press ESCAPE while the video is playing.
- After the video clip is finished, the video window will disappear and you will be returned to the current slide.
- On some slides you will be directed to play a video clip by clicking on individual photos (*Figure K*). Some of these clips will play full screen, and some will play within the slide.



Figure I

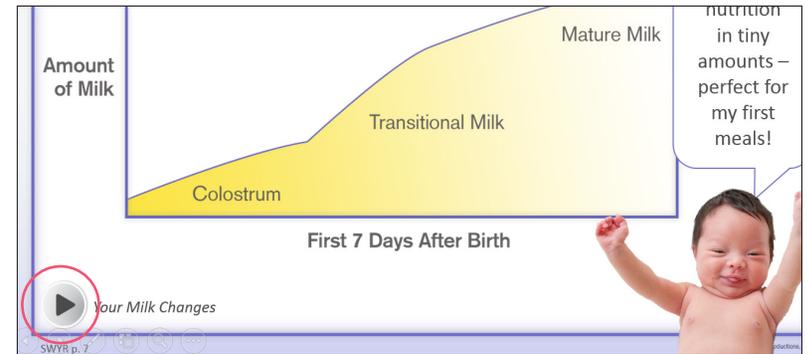


Figure J



Figure K

■ Printing the Presentation

It may be helpful to have a printout of the presentation for quick reference as you teach or to hand out to your class. To print:

If you have PowerPoint 2013 or 2010:

1. Click on the **File** menu and choose **Print**.
2. Go to **Settings** and click on **Full Page Slides**. (Figure L)
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.

If you have PowerPoint 2007:

1. 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** (Figure M)
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)** provides lines for taking notes.

■ 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 N)
- If you also use *Understanding Breastfeeding See What You Read Parent Guides*, we've included page numbers in the facilitator notes and on the slides (bottom left corner) so that you and your students can reference the information in the booklet.
- 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 working properly. Test by playing a video clip, and adjust your projector and speakers.
- Use a handheld wireless mouse or PowerPoint presenter remote during class to advance through the presentation. This allows you to move around, which is more engaging for your class than standing in one place.

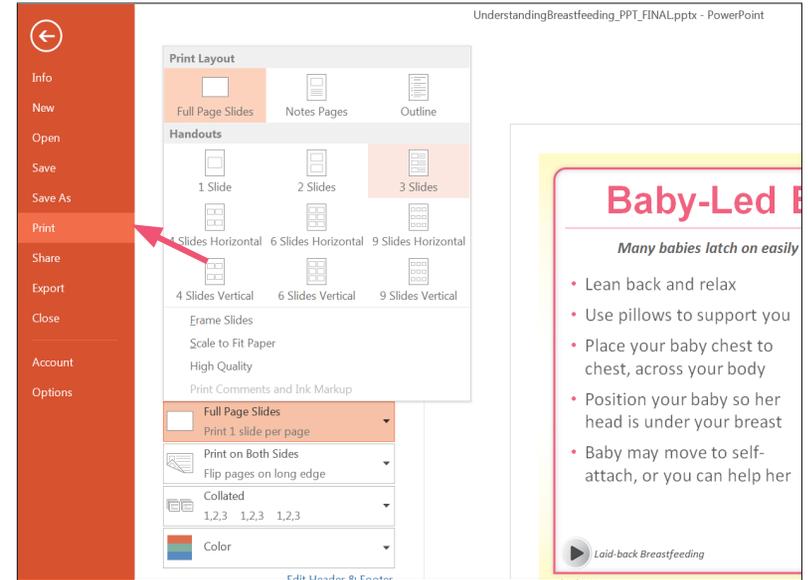


Figure L

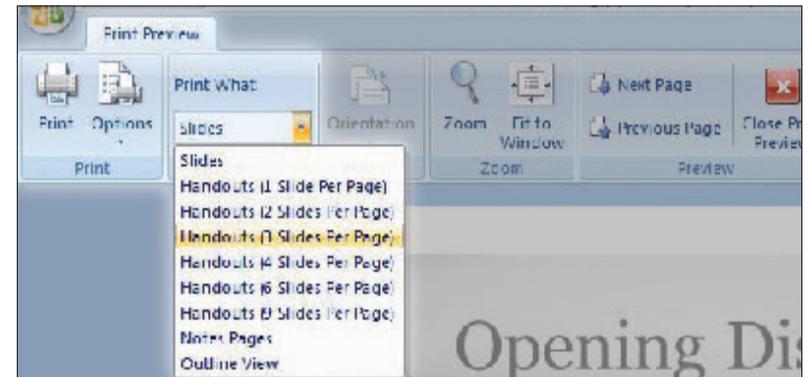


Figure M

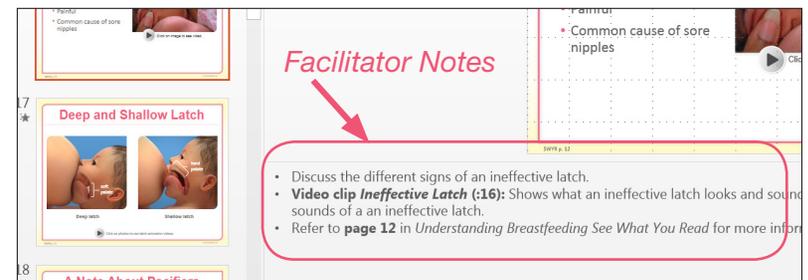


Figure N

- As you present the slides, avoid reading the text verbatim. Instead, paraphrase and add your own insights to personalize your presentation.
- To keep your student's interest, break up the PowerPoint presentation with interactive group exercises and games.
- Share our free Parent Handouts with your students. See below for download instructions.

■ Parent Handouts

Go to <http://injoyvideos.com/understanding-breastfeeding-powerpoint-class.html> to download and print free Parent Handouts:

- Daily Breastfeeding Log
- How to Hand Express
- Parent Quiz

■ FAQs

1. Q: Why can't I view the presentation or play videos on my computer?

A: If you don't have PowerPoint 2007 or later, you need to download the recommended Microsoft PowerPoint Viewer (2010).

Go to <https://www.microsoft.com/en-us/download/details.aspx?id=13> to download.

2. Q: I'm using a Mac. Will the presentation open in Keynote?

A: No, this PowerPoint will not run in Keynote.

3. Q: Is there a way to play video clips on my Mac?

A: If you have Microsoft Office 2011 or later, you can download Flip4Mac to view video clips. Go to <http://www.telestream.net/flip4mac/download.htm> for more information.

■ Still Need Help?

Our goal is to help you as much as we can. However, our Customer Care Team is not trained to answer advanced customization or technical questions beyond what is included in this guide. For more help, we recommend visiting <https://support.office.com/en-us> for free online PowerPoint training courses. For computer or other technical questions, consult with your facility's IT department or system administrator. If you still need help, contact InJoy's Customer Care Team at **800.326.2082**.