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Animate photos in PowerPoint for dynamic effects

By Annette Marquis and Gini Courter



Question: I was making changes to a Word document— nothing fancy. With the new Windows software if you make a change and save it, it starts asking if I want to merge changes. That would show as tracked changes. I checked “no and don’t ask me again” but not

sure that is enough or if I need to change a setting.

Answer: It’s actually Microsoft Office 2003 and not Windows that is responsible for this behavior. When you save Office 2003 documents, they are each assigned a hidden random number. This number is used by Office to relate copies of the document. For example, when you send a document that you’ve created to someone else and they return it, Office “recognizes” the document as being related to its original based on the random number it assigns to the document. When you attempt to resave it, Office prompts you to merge changes. Selecting “No” and “Don’t ask me again” severs them from the original so they are no longer related. You did exactly the right thing if you didn’t want to merge changes and don’t need to do anything more. If you would prefer to turn off this functionality, you can do that on the Security tab of the Options dialog box (Tools > Options). Clear the Store Random Number To Improve Merge

Accuracy checkbox. If you clear this, you will not be prompted again on any documents. We haven’t recommended this but we also don’t think it’s a bad idea. It depends on how frequently it happens and how frequently you say “No.” Some companies turn off this feature for security reasons (notice the option is on the Security tab). According to Microsoft, “Although these numbers are hidden, they could potentially be used to demonstrate that two documents are related.”

Question: I attended your PowerPoint without bullets presentation in DC. Can you tell me what technique you used to do the repeating postage stamp of Lincoln in your demo?

Answer: For those of you who weren’t able to be at our workshop in Washington, you need a little background. The “repeating postage stamp of Lincoln” refers to a slide we showed where 54 identical images faded onto the slide one by one. Those images, except a column on the left and the right, then faded away to reveal a larger version of the same image. You can use any photograph for this really cool effect. Just follow the steps below:

- For the first slide: Insert a photo on a blank slide.
- Double-click the photo to open the properties and then, resize the photo to 1.51” h x 1.29” w. With a different photo, the width might be slightly higher or lower— be sure to keep “Maintain Aspect Ratio” checked and let PowerPoint set the width.
- Copy the photo multiple times— in this case, we made 53 copies.
- Position the copies in columns and rows on the slide. Again, in this case, we placed 9 across and 6 down.
- Select all the photos and add cus-

tom animation, specifically, an Entrance Effect: **Faded Zoom** that starts **After Previous** with **Very Slow** speed.

- For the second slide: Insert the larger version of the photograph (7.5" h x 5.01" w).
- Copy all 54 of the postage stamp images from the previous slide and paste them on top of the larger photo.
- Select all the small photos except one or two of the extreme left and right columns.
- Add custom animation: An Exit effect: **Fade, Fast, After Previous**.
- When the first slide moves to the second, the postage-stamp photos fade away to reveal the larger image. If you have trouble lining up the small pictures, here are a couple

things you can do:

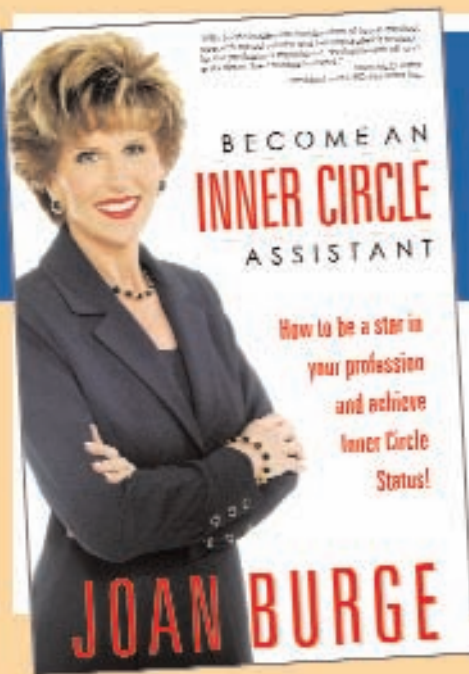
- Turn on the grid so you have guides to help you position the pictures on the slide. Click View > Grid and Guides, and then select the "Display Grid on Screen" checkbox. Make sure "Snap Objects to Grid" is also selected.
- Secondly, make sure you are making copies of a correctly sized image and position them using the grid. If you are still having a problem lining up the pictures, select a row or a column of pictures and from the Drawing toolbar, click Draw > Align or Distribute and chose the alignment you want.

If you'd like to see a live example of this effect, visit our website: www.triadconsulting.com and click Electronic Office Suite on the Writing tab.

Annette Marquis and Gini Courter write the Electronic Office Suite column, which appears in alternating issues of *OfficePro*. They also are the authors of *Mastering Microsoft Office 2000*, *Mastering Microsoft Outlook 2000*, and *Microsoft User Specialist Study Guide*, published by Sybex Inc. They own TRIAD Consulting LLC, a software training and consulting firm based in Michigan (www.triadconsulting.com).

Got a Question for Electronic Office Suite?

Reach authors Courter and Marquis via e-mail at questions@triadconsulting.com. Answers guaranteed only for questions chosen for publication.



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Joan Burge is North America’s foremost administrative expert, trainer, consultant and motivational speaker. She is the founder and CEO of Office Dynamics, Ltd., a national leader in the development and presentation of sophisticated professional development programs and information for administrative office professionals. Since 1990, Joan has equipped thousands of administrative office professionals to move beyond task work to higher-level functions to meet the ever-changing demands of today’s workplace.

Prior to launching Office Dynamics, Ltd., Joan worked as an administrative professional for 20 years in 12 different companies in 5 states. During that time, she applied her skills in small offices and magnificent Fortune 500 companies. Having worked in some of the best and worst environments to be found anywhere, she mastered not only thriving in the field but had been an *Inner Circle Assistant* to company CEOs

BECOME AN INNER CIRCLE ASSISTANT is loaded with practical, step by step guidance on how to achieve the standards Joan sets for the “next-generation” executive assistant. It is a book of strategy and workplace philosophy that will help administrative professionals become top performers in work and in their careers.

There is a detailed roadmap to success, including descriptions of 12 competency areas designed to make the executive assistant a key player on the management team. There is a robust description of the advantages to the assistant and to the enterprise of membership in the *Inner Circle*. And typical of Joan, there is emphasis on the sheer fun you derive from your work when you’ve earned and are recognized for your *Inner Circle* status.

The people who support company movers and shakers have the opportunity to move into an *Inner Circle* and this book, **BECOME AN INNER CIRCLE ASSISTANT**, outlines the steps to get there as well as thrive in the position.