

Chair Massage Presentation Kit

Working with Files on Your CD

To display or print PDF files, you need Adobe Acrobat Reader, version 7 or later. If you do not have this software, you can download it for free at:

<http://www.adobe.com/products/acrobat/readstep2.html>

SCRIPTS

You have each script in two formats:

PDF files. Nicely formatted scripts that can be printed, but not edited.

There is space for you to make hand-written notes in the margin if you wish to use these as they are.

RTF (Rich Text Format) files that can be opened in most word processors and used to create your own versions of the scripts.

HANDOUTS

Ready-to-print handouts to distribute to participants or leave on a display table for casual perusal in these formats:

PDF files that can be printed as-is. You have the option of adding your contact information at the bottom. *See below for instructions.*

Rich Text Format files that can be opened in most word processors and used to create your own handouts.

The small black and white graphics used in the handouts in GIF format that you can use if you are creating your own handouts.

Adding your contact information to your PDF files:

Open handout in Acrobat Reader and choose the Select tool (handprint) on the top menu.

Erase sample text at the bottom of the handout and replace it with your own.

Print your handout.

You must enter your information each time you print (a limitation of the free Acrobat Reader software). We recommend you save your contact information in a word processor file, from which you can copy and paste each time you print.

As a side benefit, in many (but not all) word processors, your formatting (typeface, bold, italic, center/left alignment) will also be carried over when you copy and paste.

Important! If you do not want your contact information at the bottom, erase the sample contact information before printing.

SAMPLE FLYERS

Your CD contains pdf files with sample flyers to use for ideas when making your own. We have included the graphic backgrounds for these flyers in gif or jpg format. If you have a page layout program such as InDesign, Quark or Microsoft Publisher, you can use these backgrounds to create your own flyers.

VISUAL AIDS

Your CD contains visual aids for each script in several formats. We know that many of our customers live in the “High-Touch,” not the “High-Tech” world. If you count yourself among the first group, our printable PDF files should provide effective and trouble-free visual aids. Most presentation venues can supply overhead projectors needed for transparencies, and most people can scare up a photographic slide projector if needed.

For the more computer-savvy, we offer ready-to-go PowerPoint slide shows that can be shown as-is or edited in Microsoft PowerPoint. We also include stand-alone graphics used in the visuals that you can place in a page layout program to create your own visuals.

PRINTABLE PDF files

These can be printed “as-is” to paper, transparencies (to be shown on an overhead projector), or photographic slides (to show using a slide projector). A full-service copy center can produce any of these from the files on your CD. You can also create transparencies yourself by printing from your computer onto blank transparencies, available at most office supply stores.

PDF files showing 4 visuals to a page

These can be printed and used to make notes on, or given out as presentation handouts.

Background graphics

These are the graphic backgrounds used in the visuals, without the text. If you have a page layout program such as InDesign, Quark or Microsoft Publisher, you can use these to create your own visuals.

*NOTE: These graphics are under restricted license. We have licensed our images from other companies and our own license prohibits resale of the graphics separate from the product that uses them. On the plus side, you get access to gorgeous photographs for your presentations that would be very expensive to license on your own. The downside is that these companies depend on protected use of their images and they do pursue unlicensed users. Bottom line: these graphics can only be used in their current format as part of your *Chair Massage* presentations.*

For information on licensing these and other photographs directly from the producers, visit fotosearch.com.

PowerPoint slide shows

Each of the scripts has its own PowerPoint slide show. *To use these slide shows, you must be a knowledgeable PowerPoint user.* PowerPoint is a complicated program with many options and capabilities. In addition, the physical set-up for making a PowerPoint presentation requires special equipment. Because of the wide range of equipment and varying needs of each person, *we are unable to provide PowerPoint support.*

We provide links to a few sites that may be helpful in making use of PowerPoint at:

<http://www.naturaltouchmarketing.com/PRESENTATION-KITS/Kit-Tech-Help.php>

On that page, we also provide a downloadable sample PowerPoint presentation that you can experiment with to see if this format will work for you.

To View Slides Only

To view these PowerPoint slide shows on your computer you need Microsoft PowerPoint or a PowerPoint viewer. You may have one already available on your computer (check with the computer wizard in your life.) There are some free PowerPoint viewers available which you can find online.

To Edit the Slide Shows

You must have Microsoft PowerPoint. You can edit text and add your own special effects (such as transitions between slides) or add your own graphics. Please note, these files with their full-sized graphics are large. **If you**

are using very old hardware or do not have enough memory, you may experience difficulty viewing and/or editing the presentations.

NOTE FOR THOSE WHO UNDERSTAND THESE THINGS: The files are in editable .pps format which means the presentation should open directly into slide show view, not editing view. If you wish to edit a slide show, either change the extension from .pps to .ppt, or open the .pps file in edit mode.

To use these slide shows in your public presentations

You need either a large monitor, TV set, or projection equipment and the ability to connect it to your computer. Video equipment shops often rent appropriate equipment, and some presentation venues may be able to help you out. The links on our website (see above) may be of help.

Your best bet is to already be an expert, or have a friend who is.