

What's on Your Presentation Kit CD

First order of business: we strongly suggest you make a backup copy of your CD in case your dog mistakes it for a frisbee. Either copy it to your computer's hard drive and/or copy the CD to another one.

Next, your CD contains a number of files in PDF format. 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>

1. Presentation Scripts

Your CD contains each script in two formats.

PDF FILES

Formatted scripts that can be printed, but not edited. There is space for you to make hand-written notes in the margin. Your CD also contains a pdf file with the kit's introductory material.

RTF (RICH TEXT FORMAT) FILES

Text documents with some formatting that can be opened in most word processors. You can use these as the basis for creating your own versions of the scripts.

2. Presentation Handouts

Your CD includes presentation handouts in two formats.

NOTE: Your scripts note when to pass out handouts. Not all scripts have pre-prepared handouts.

PDF FILES

These are nicely formatted to be printed as is without editing. You have the option of adding your contact information at the bottom.

To add your contact information to your PDF files:

- Open handout in Acrobat Reader.
- 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.

NOTE: 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 information at the bottom, erase the sample contact information before printing.

RTF FILES

These can be opened in most word processors and used to create your own handouts.

SMALL GRAPHICS FROM HANDOUTS

The small black and white graphics used in the pdf versions of handouts. If your word processing or layout software supports graphics, you can include these if you are creating your own handouts.

3. Sample Flyers

Your CD contains three pdf files with sample flyers *to use for ideas*.

We have also included the graphic backgrounds for all three flyers. If you have a page layout program such as InDesign, Quark or Microsoft Publisher, you can use these backgrounds to create your own flyers.

4. Visual Aids

Your CD contains visual aids for each script in several formats.

We know that many, 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 slide projector if needed.

For the more computer-savvy, we offer stand-alone graphics that you can use in a page layout program to create your own visuals, as well as PowerPoint slide shows that can be edited in Microsoft PowerPoint.

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). You can take these files on a CD to a copy center such as Kinko’s. 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

The graphics used in visuals, minus 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 *Relax and Revive!* presentations.*

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

POWERPOINT SLIDE SHOWS

Each of the scripts, except for the closing script, 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, etc. 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 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.