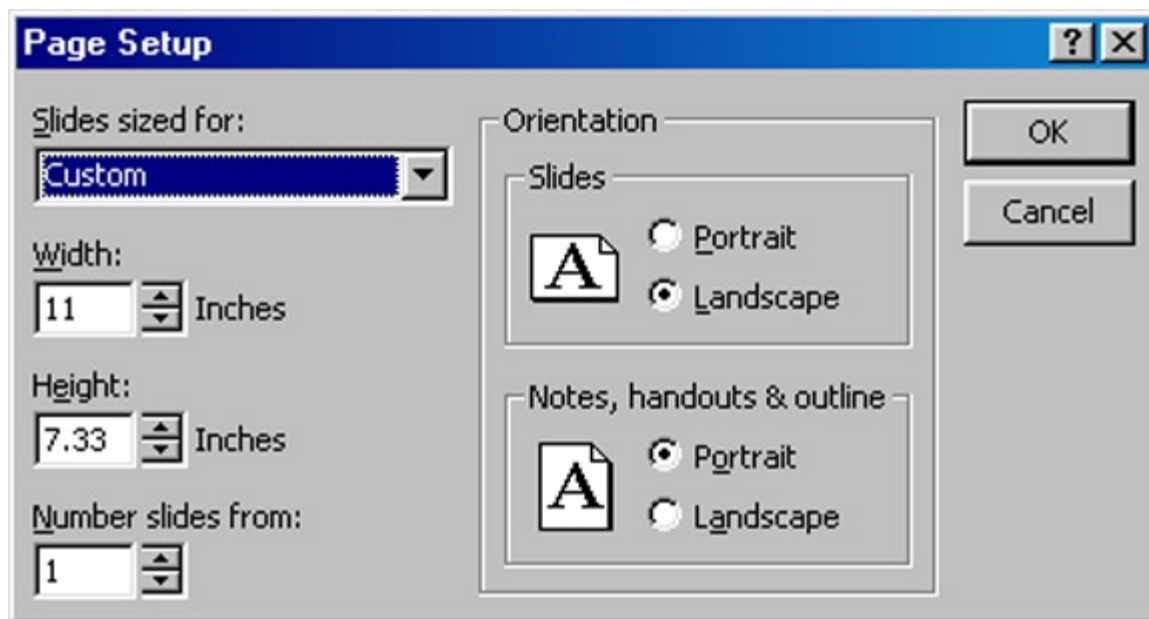


Microsoft PowerPoint is an excellent presentation program. Following the directions below will ensure your presentation will image to 35mm slides correctly.

After opening a new presentation, select **File**, then **Page Setup** (or **Slide Setup**, depending on the version you are using) to display the screen below. Click on the **Width** setting and change it to **11** inches, tab to the **Height** setting and set it to **7.33** inches as shown below. Click on the **OK** button to accept the changes. This size will fill a 35mm film frame. For a portrait slide, you can reverse the height and width.



When creating your slide images, remember not to crowd the edges too closely. While the image on the screen represents the full 35mm film chip, *the slide mount will cover about 5% of the finished image*. To be safe, allow about a 1/2 inch border around the edges of the slide. Click on **View**, then **Ruler** to place rulers on the top and left edges of your screen as a handy guide. When you are ready to image your slides, save the presentation and copy it to a disk or to our server via the network.