

Dolphin Imaging and PowerPoint

Dolphin Imaging, Aquarium and Microsoft's PowerPoint presentation software produce slide shows that can incorporate text, graphics, video, animations and more. PowerPoint presentations can be made into photo albums, complete with music or narrations, to distribute on CDs or DVDs.

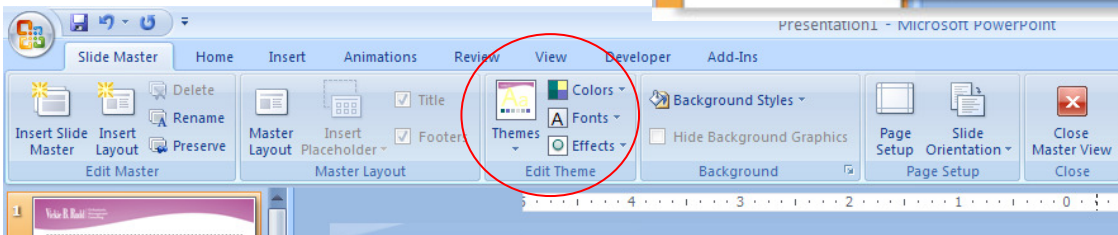
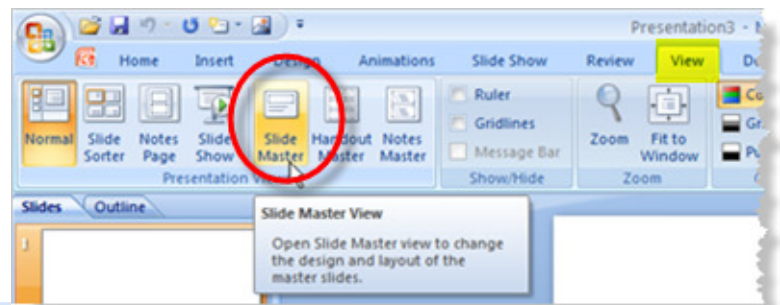
Be wisely creative with color choices, graphics, and background design. Keep the slides consistent by using a similar style from slide-to-slide. The old saying "a picture is worth a thousand words," is the essence of effective PowerPoint presentations. We see presentations, we do not read them.

Six Steps to a PowerPoint Presentation

1. Start PowerPoint and choose a Blank Presentation

2. Choose slide theme

Use the **slide master** before you start entering text to establish the chosen fonts on the slides. Also use slide master to make global changes. This avoids having to change each slide individually.
View | Slide Master



Apply a theme and a background to the master slide.

3. Enter the title and any additional text

Type the title directly onto the slide in the place holder, and type the body of the text in the text place holder. There can be one or more place holders per slide. There is also an area at the bottom of the slide for notes to be added. If you like, you can view your notes as a full page in order to add more content to this area. There are place holders for the body of the text, and there are various levels of indent, where the text gets progressively smaller as the indent increases. Most slide layouts have 5 levels of indent. Use the indent formatting button, or drag the indent to the desired position.



Text rules:

- Every bullet is followed by a capital letter
- Each bullet has eight words or less
- Keep font style simple
- Be consistent. Stick to two or, at most, three fonts for the whole presentation.
- Choose a different font for the headlines and the **bullet points**. This makes text slides a little bit more interesting. **Bold** the text whenever possible so that it is easily readable at the back of the room.
- Don't use anything smaller than an 18 point font – and preferably a 24 point as the minimum size. Not only will this larger sized font fill up your slide so there is not so much empty space, it will also limit your text. *Note* - Not all font sizes are the same. A 24 point font might be fine in Arial, but will be smaller in Times New Roman.
- No complete sentences
- No periods, question marks, or exclamation points
- No ALL CAPS. All caps are perceived as SHOUTING, and the words are more difficult to read.

4. Add Dolphin images, cephalometric tracings, Aquarium 3D movie clips, graphics, clip art, scanned images, Internet images, tables and charts to the message of a slide.

Inserting an image from Dolphin Imaging

The “drag and drop” or “copy and paste” techniques are the easiest for pictures and radiographs. Use the right-click option in Dolphin Imaging to copy the entire layout (if desired) or a cephalometric tracing into your PowerPoint slide.

Dolphin Image Control

You can use the Dolphin Image Control to insert patient pictures into Microsoft Word documents, PowerPoint presentations, and Excel spreadsheets.

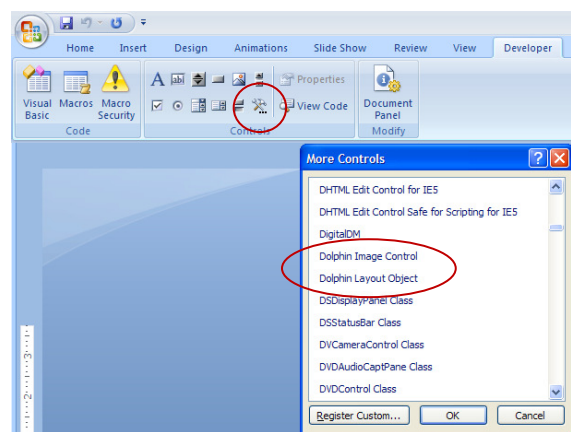
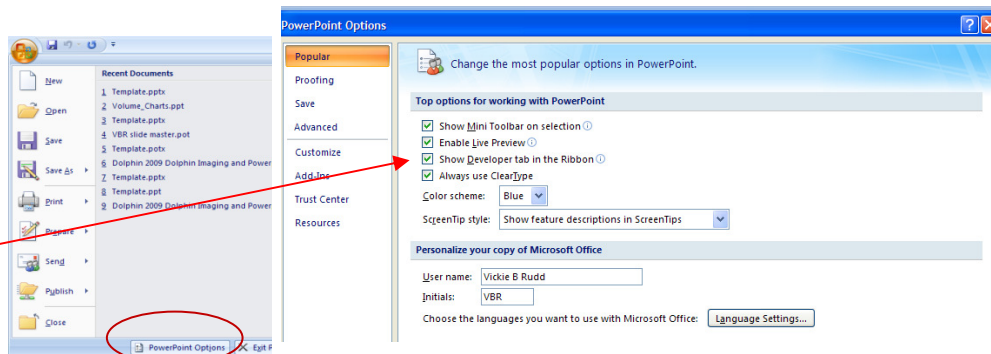
Turn on the Developer toolbar

Go to the Office button in the top-left of PowerPoint, click PowerPoint Options.

From the list on the left select Popular. Check "Show Developer tab in the Ribbon" and click OK.

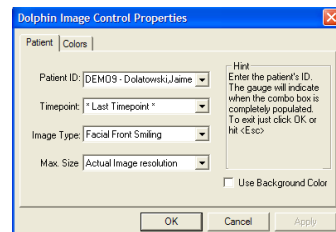
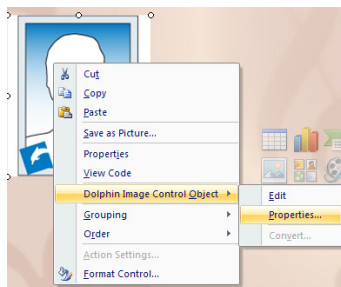
Now you get a Developer tab in Word, Excel and PowerPoint

(regardless of which application you use to turn on the setting).



On this tab you will find the More Controls button.

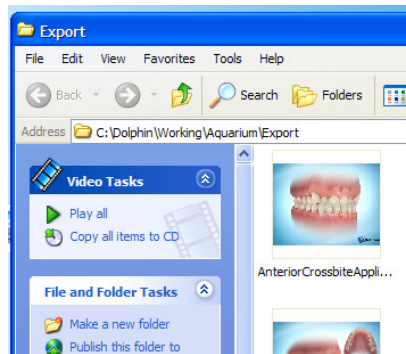
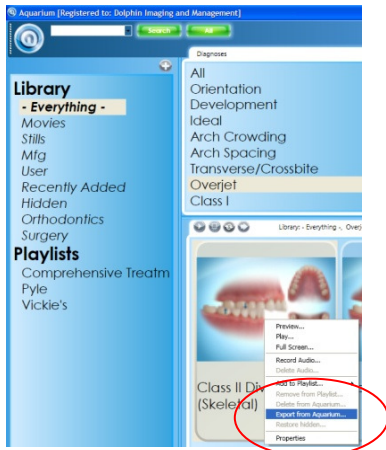
You can choose Dolphin Image Control or Dolphin Layout Object from the list. In PowerPoint, after you pick from the list, you must click on the slide in the location where you want the control in order for it to show up.



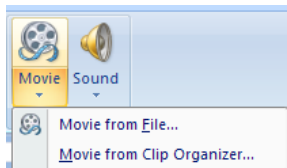
Dolphin Imaging and PowerPoint 2

Export a 3D movie clip from Aquarium

Right click on the movie clip to be added to the presentation and export from Aquarium. The files are being saved in the *Dolphin/Working/Aquarium/Export* folder. You can view the exported clips in Aquarium by clicking on the button in the upper left and choosing View | Exported Content Folder.

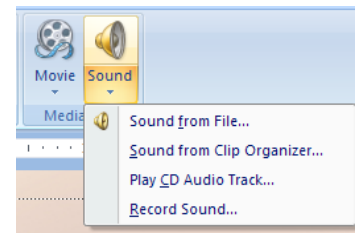


Insert movie video or sound



Insert movies from a File (like a video from the *Dolphin/Working/Aquarium/Export* folder) or Clip Organizer. You can have the movie start automatically, or when the icon is clicked. Place your movie on a plain background or on the usual slide.

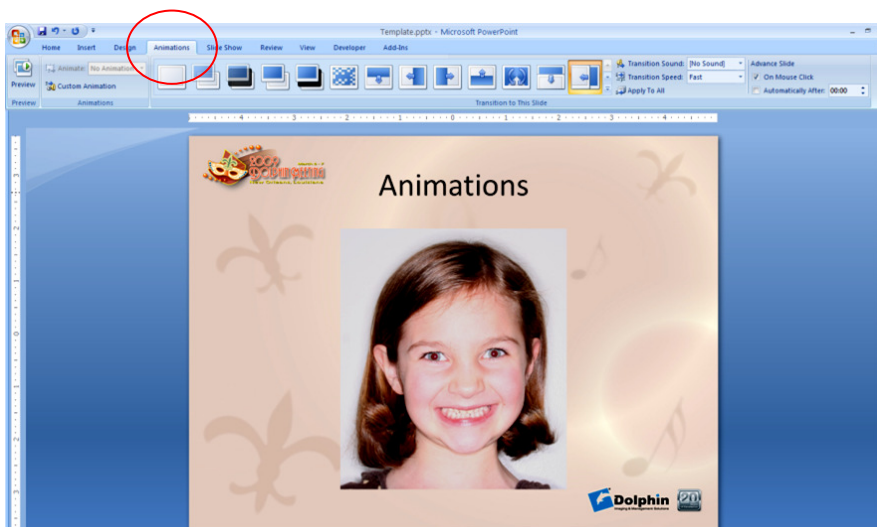
Insert sound from a File, Clip Organizer, or a CD. Set how you want the sound to play (loop or starting and ending tracks). If you are playing from a CD you will need to have the CD in the player on your computer when you do the presentation. Set the duration of the playing time under Sound Tools | Options | Sound Options.



5. Insert new slides and repeat Steps 2-4 for each slide

6. Add transitions, special effects, and animations

- Use one transition for all slides
- Use up to three different effects on bulleted text



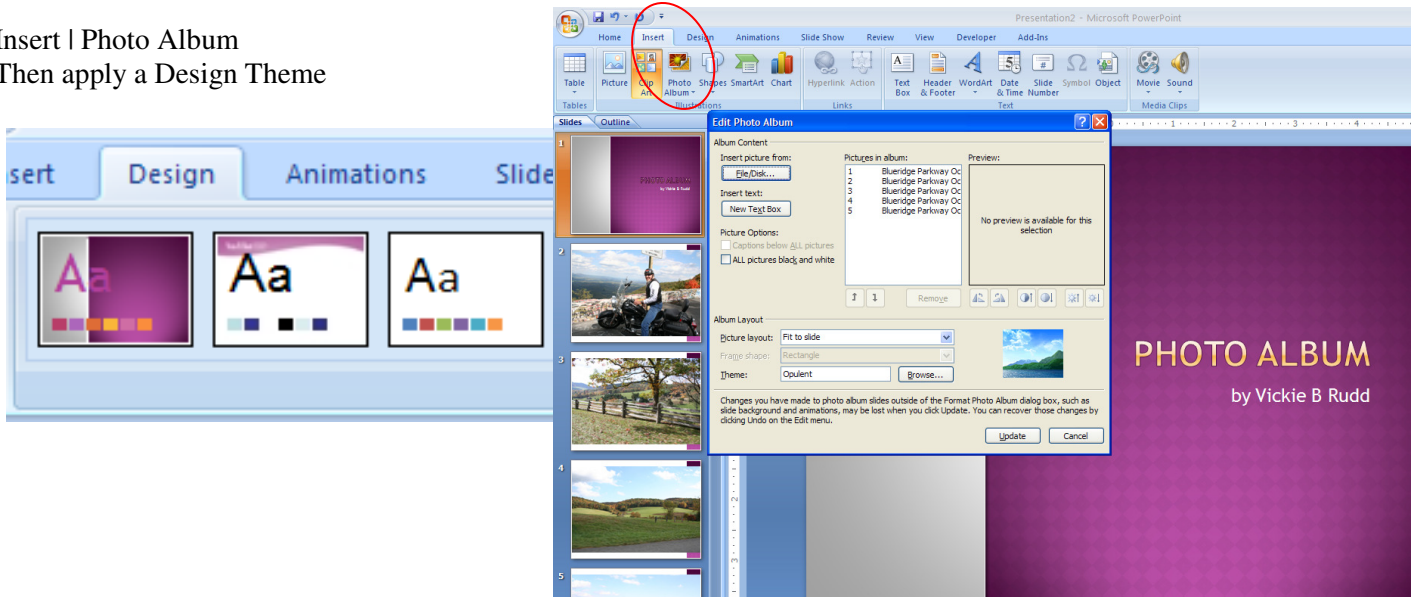
Use the “dim text” feature for bullet points. This places the emphasis on the current issue and brings it to the forefront while you are making your point.



Photo Album

This is a great way to create a quick and easy CD or DVD for the patient. You can have preset images in a photo album that can be modified quickly during the patient process.

Insert | Photo Album
Then apply a Design Theme



Copying the Presentation

Click the Office button to access the drop-down window. Then go to Publish and Package for CD. This will copy the presentation and media links to a folder that can be burned to a CD. Have fun!

