

Presentation 0160

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You must log in to view this page properly.

Instructions

Two simple steps to display your presentation(s), upload and embed.

Uploading

- 1. Drag and drop the presentation(s) into the upload area below to upload and attach them to this page.
- 2. We recommend saving PowerPoint presentations as PDF files.
- 3. Once uploaded, the files are listed below. You may click on the small arrow to the left of a document to change its properties or delete it.

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Embed

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- 1. Click on in the upper right corner of the page to open the editor.
- 2. Put the cursor into the Excerpt box. (The Excerpt box will appear once you edit the page.)
- 3. You need to select the appropriate macro to embed the presentation.
 - a. For PDF files (file name extension pdf) type {pdf and select **PFD** from the drop-down menu to open the macro. Select the desired file under "Filename" and click "Save" to insert the macro in the Excerpt box.
 - b. For PowerPoint files (file name extension ppt or pptx) type {pp and select **Office Powerpoint** from the drop-down menu to open the macro. Select the desired file under "Filename" and click "Save" to insert the macro in the Excerpt box.
 - c. For Word files (file name extension doc or docx) type {doc and select **Office Word** to open the macro. Select the desired file under "Filename" and click "Save" to insert the macro in the Excerpt box.
- 4. You may add several files, one after another.
- 5. Click on in the lower right corner of the editor to save your changes.

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| For PDF write {pdf | For PowerPoint write {pp | For Word write {doc |
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File Modified

No files shared here yet.