

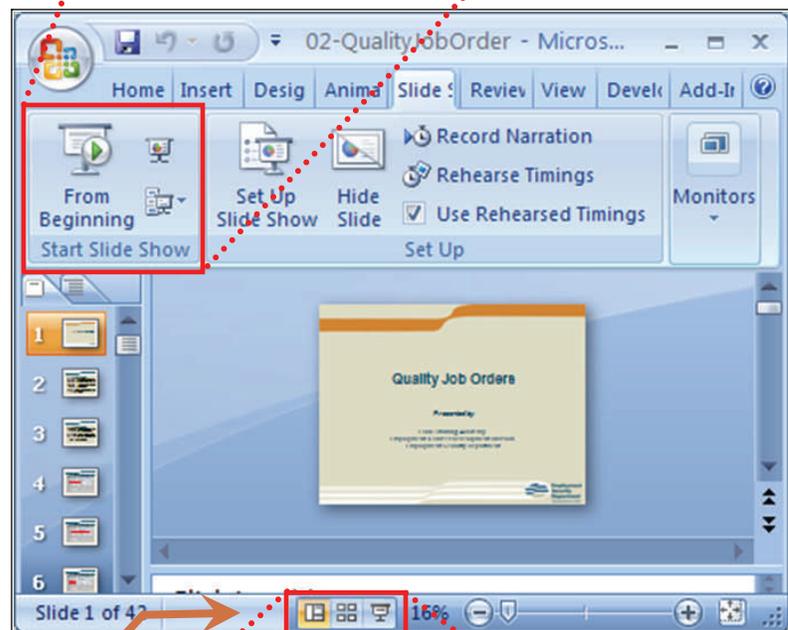
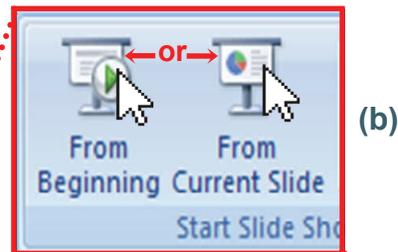
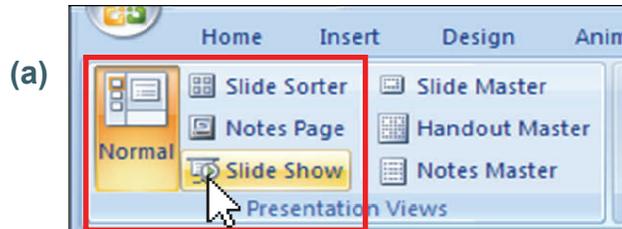
## Editing PowerPoint in Small Mode

This guide will show you a convenient way to check a completed PowerPoint presentation for appearance and accuracy, and to quickly highlight any mistakes found so you can go back and make needed corrections. This is done by viewing a PPT presentation in “Small Mode”, while still retaining normal editing functions in a Normal viewing screen. You will also learn how to use various editing markers in Small Mode.

1.) Small Mode viewing allows me to move quickly through a PPT presentation, on a smaller scale, seeing slides just as they appear in a full slide show presentation. This provides a powerful editing tool, in at least two ways:

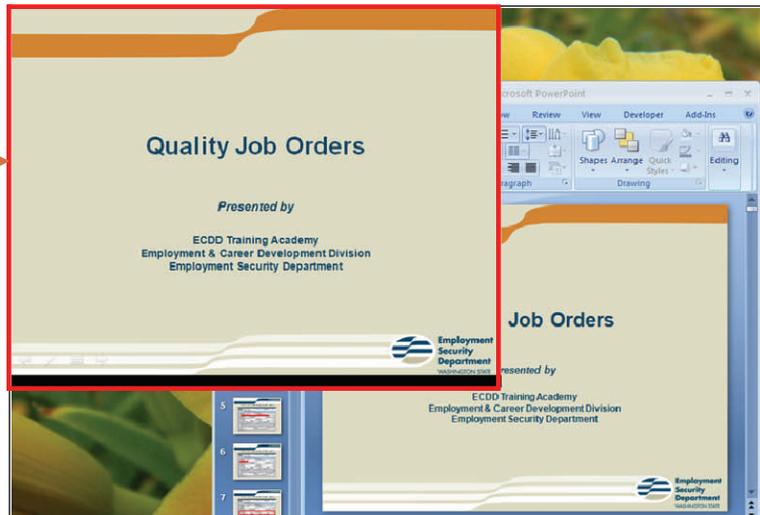
- I can use a variety of virtual “pens” — ball point, felt-tip and highlighter — to make notations on my slides; and
- I can toggle back and forth from the Small Mode projection screen to Normal view to make those corrections, then view changes in the Small Mode screen immediately.

2.) I initiate Small Mode viewing by holding down the Control key (“Ctrl”) while left-clicking on any Slide Show icon (see illustration at right). These icons include: (a) that found in the **Presentation Views** section of the **View** tab; (b) the “**From Beginning**” or “**From Current Slide**” icons in the **Start Slide Show** section of the **Slide Show** tab; and (c) the one at the bottom of the frame in Normal, Slide Sorter or Notes Page views.



3.) The Small Mode slide projection appears in the upper left portion of my screen, in its own window.

I can toggle between the Small Mode screen and the Normal view by clicking in either, or by using the “Alt + Tab” method to switch between them.



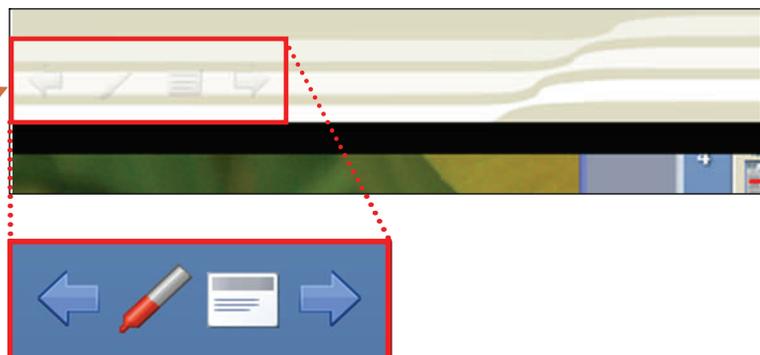
4.) **Navigation:** I can move from slide to slide *within* either view by using any of the keyboard shortcuts shown in the table at right. Also, in the Normal view, I can use the scroll bar, my mouse’s scroll button, or click on any thumbnail image. In the “small mode” projection, I can use the mouse’s scroll function in either direction, or simply click the left button to advance the slide.

**Note:** Changing the slide selected in one view will not affect the slide displayed in the other view.

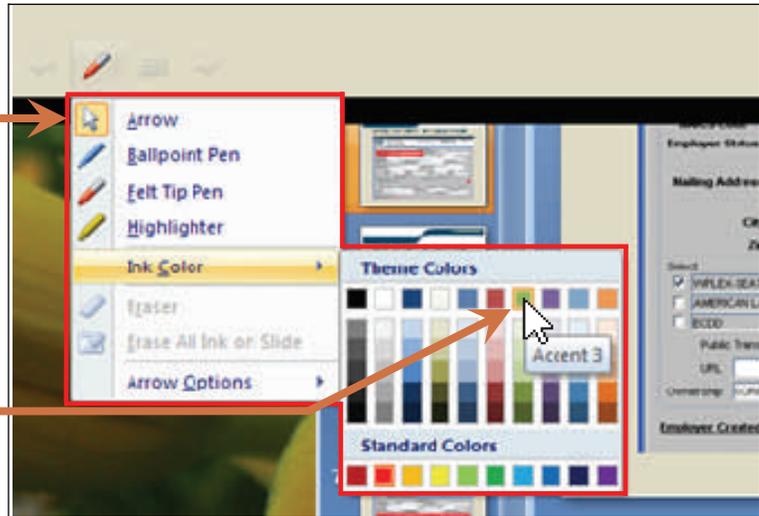
Advance a slide:	<b>Right &amp; Down</b> arrow keys <b>Page Down</b> key <b>Plus (+)</b> key <b>Enter</b> key <b>Space</b> bar
Back up a slide:	<b>Left and Up</b> arrow keys <b>Page Up</b> key <b>Minus (-)</b> key <b>Shift + Enter</b> combination <b>Backspace</b> key
Go to last slide:	<b>End</b> key
Go to first slide:	<b>Home</b> key
End small mode view:	<b>Escape</b> key

5.) Notice that I also have some control icons at the bottom of the Small Mode screen.

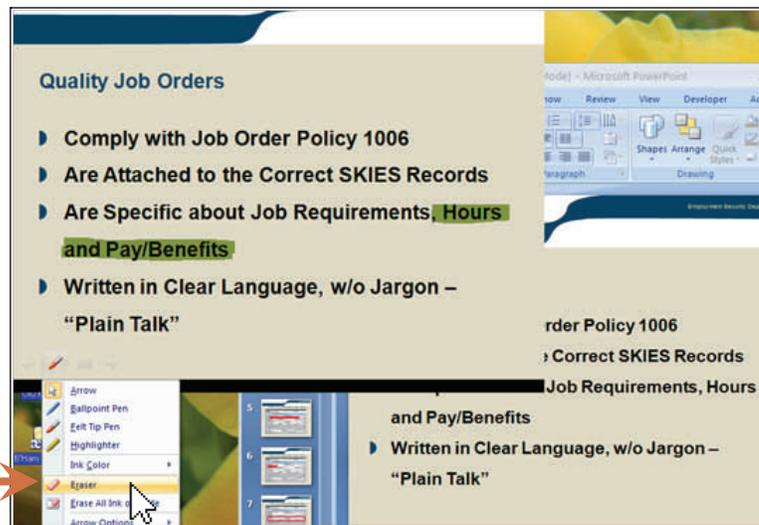
The two blue arrows will let me move forward or backward in my presentation in Small Mode.



6.) Right-clicking on the second of the icons shown in 5. above opens a drop-down menu box which allows me to select any of three markers — Ballpoint, Highlighter or the default Felt Tip Pen — and use different colors if I wish. Here I’m choosing one of the accent colors from my presentation’s Theme Colors suite, for use with a Highlighter cursor

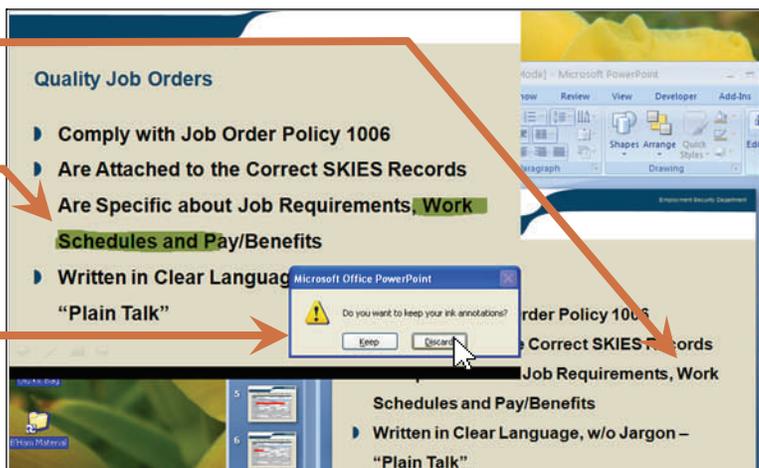


7.) I’ve now used my virtual Highlighter to mark text on the Small Mode projection I’m considering changing in this presentation. Notice that these “mark-up” annotations don’t appear on the Normal view at the right. Also, since I *have* made some editing marks on the Small Mode screen, the “Erase” and “Erase all marks...” options now show up in the drop-down menu.



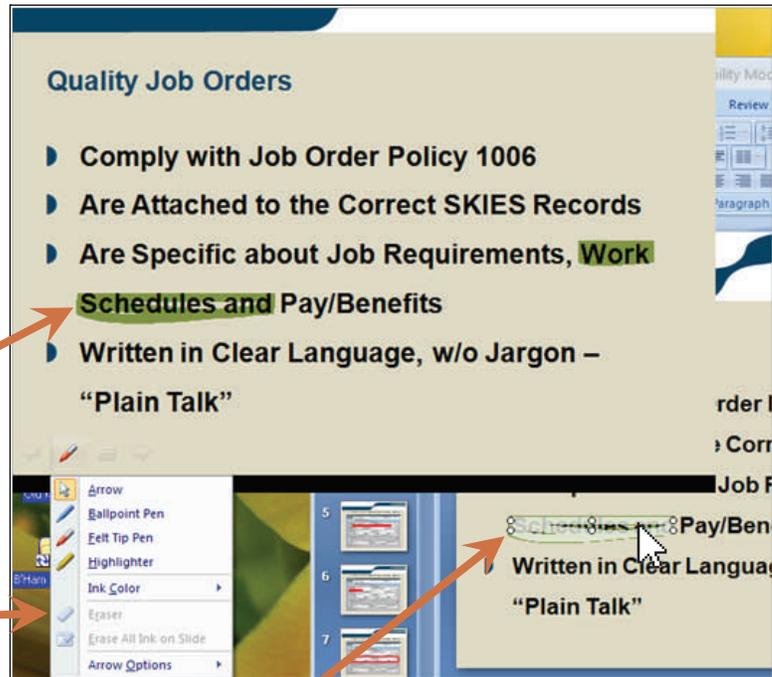
8.) I’ve made my text change on the Normal view; when I go to Small Mode view, note that the same change now shows up there, as well.

When I press the **ESC** key, to exit Small Mode operations, a dialog screen pops up, asking if I “...want to keep [my] ink annotations?” Since I’ve finished my editing, and no longer need them, I’ll click on “Discard,” and the Small Mode view will close, leaving just the Normal one.



9.) If I *do* decide to “**Keep**” my annotations while leaving Small Mode — to, say, work on possible changes later — then the marks get transferred to the PPT file itself. When I open the file again, the same marks will reappear on any Small Mode slide projection, as shown here.

- At this point, the marks can no longer be removed from the Small Mode screen by use of the “Eraser” functions.
- However, they *can* be removed from the document itself by clicking on the Normal view, where marks are classed as freeform Shapes, and can be individually deleted after selection.



10.) The remaining icon visible in the bottom right corner of the Small Mode projection (see 5. above) generates the drop-down menu list at right. Besides providing another way to close the slide show (“End Show”) and simple navigational pointers to adjacent slides (“Next”, “Previous” and “Last Viewed”), it also, as shown here, allows for a direct transition to any slide in the presentation — much like the string of thumbnail icons in the Normal view.

