

## Instructions for placing PPT slides in an Appendix

In conjunction with the doctoral project, participants often choose to do a seminar, which may include a PowerPoint™ (Mac/PC) or Keynote™ (Mac) presentation.

Slides from such a presentation should be included in an APPENDIX of the Project in order to familiarize readers with the seminar content.

In order to avoid large, cumbersome files, keep in mind the necessity to save graphics at a smaller resolution before inserting them into the presentation. Keep in mind that certain backgrounds to slides may also encompass large amounts of unnecessary data.

To insert slides into the Project document:

### Method A (PowerPoint™)

- 1) Go to the “file” menu.
- 2) Select “Send to” and select “Microsoft Office Word.”
- 3) Slides will automatically appear arranged in a Word document in the format you selected under “Send to.” Reformatting options are available such as deleting columns and enlarging slides according to your formatting preferences.

### Method B (*more time-consuming and complicated than Method A*)

- 1) From within your slide presentation, export or save slides as JPG files.
- 2) Go to the “Insert” menu in your Word document. Select “picture” then “from file.”
- 3) Arrange slides on the page in such a way that they will be readable, neat, and uniform.  
Note: Double click on a JPG and go to “layout” to select “tight/left” in order for a slide to stay at the left margin, and “tight/right” to have a slide stay on the right side of the page.

Once your slides are in the Word document, check the accuracy of each slide’s content; sometimes graphics or fonts can change in the exporting process. If changes are necessary, you will need to re-export any individual slide(s) then re-insert into the document.