

PowerPoint is a great tool to create transparencies for your classroom. You can add clipart or photos, change the size, and style of your text, add Word Art and Charts to improve the visual impact of your lessons. Transparencies are useful aids to illustrate steps in a process or display any information the kids might need to refer to as they work on their assignments.

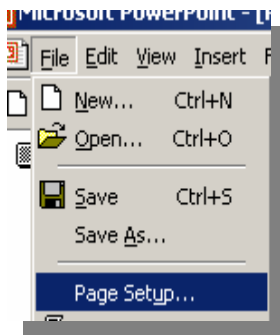
HOW TO CREATE A TRANSPARENCY IN POWERPOINT:

By Vic Jaras

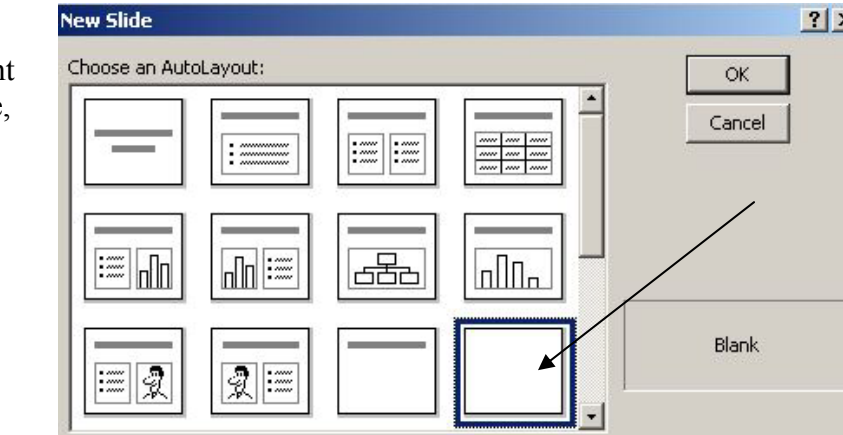
Here are the steps:

1) First you need to start PowerPoint and I usually use a BLANK slide, however you could use any slide Auto layout you wanted.

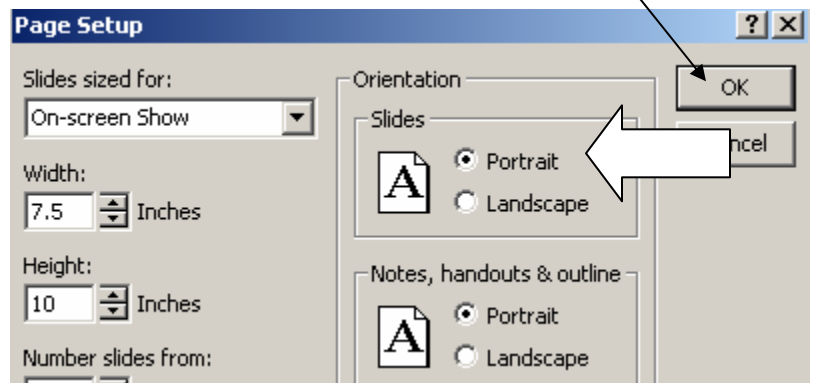
2) Click on File, and select **Page Setup**.



3) In the Page Setup Box you need to **change the slide ORIENTATION to PORTRAIT**. Then Click the OK button.



4) Your Slide should now be in portrait view. Now when you print it will be “overhead ready”



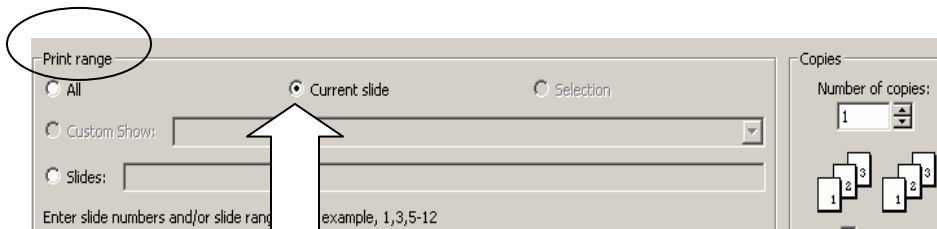
5) Now create your slide as you normally would in PowerPoint. Remember to add clipart, pictures or other visual elements to increase the visual effectiveness of your presentation.

TIP: Make your font size large enough for your audience to see (20-32 point minimum for transparencies and larger sizes for a show viewed on the computer). Small text size is the biggest complaint of presentation viewers!

- 6) Select the correct transparency paper for your printer or copy machine. Inkjets, Laser printers and copy machines REQUIRE different types of transparency film.
- 7) If you need to print more than one transparency, to avoid the printer jamming, **I recommend that you print each transparency one at a time.**

WARNING: Make sure you use transparency film for LASER printers when using the network laser printers. Use different film for copiers and inkjet printers. **Never mix different types of transparency film!** This can cause your printer or copier to jam and if you use the thin copier film in a laser printer, it could melt inside. Laser film is thicker and inkjet film has a special coating to hold the ink in place until it dries.

- 8) Click on file, Print and in the Print Range section select the option for **CURRENT SLIDE**. This allows you to print only the slide you are viewing. If you have a 30 slide presentation, you may not want all 30 slides as transparencies.



- 9) **Click the OK button to PRINT** your transparency.
- 10) **Organize your transparencies** to help you cover key concepts with students.

TIP: Use transparencies to **MODEL** student work. Take an example of student work and make a transparency to show the class. The easiest way is to ask the office secretary for thin copier transparency film and use the copy machine.

If you want to model computer generated work, then it will be easier to use an inkjet or laser printer.