



WMdid tutorial: Using the PowerPoint option to make a presentation

PowerPoint has been made available to download a selected presentation, however, it is limited to a select group of the program’s templates.

Also, the title of the work will show on the PowerPoint slide. ****UNLESS** you select the option when in “Edit Presentation” to check the box **“Hide Default Data”****.

Here is how you download your WMdid presentation to a PowerPoint:

Find the presentation that you want to use, if you need to *edit* it—this is the time, so that your images will line up as you want them to in the Powerpoint.

From the ‘Edit’ page:

After editing*, on the right-hand side of the page under ‘Actions’ you will find the option to make a ‘PowerPoint’.

***This is where you can “Hide default data” so titles won’t show on each PowerPoint slide in your presentation.**

Title

Description

Password

Field set

Hidden

Hide default
data

From the ‘Your Presentations’ page:

Choose the presentation and at the far right end is a ‘carrot’ under which is the option to make a PowerPoint.

<input checked="" type="checkbox"/>	Kore	-	today	today	-	Classical Studies Sculpture	5	Edit Add selected items View
<input type="checkbox"/>	Leonardo	hidden	Oct. 20, 2010	Oct. 20, 2010	-	IT Renaissance Pam_Fal2010	16	<ul style="list-style-type: none"> Package Files Print View Flash Cards PowerPoint
<input type="checkbox"/>	Madonna(and Child)	hidden	March 12 2007	Jan. 31, 2008	-	MISC	38	

You can also select your presentation and find the PowerPoint link there as well, also the option to “Hide Default Data”.

Once you have selected 'PowerPoint':

Choose from the options for a PowerPoint template (seen on the right "Options")

Select 'Download PowerPoint file'



This will give a box that will offer options Open or Save—Choose 'Save'—so that you can direct it to a folder on your computer.

Name and save to your folder and open the PowerPoint presentation.

Once you have made this presentation, you will see:

A title page with your named Presentation as it is shown in WMdid

Each image on its own slide with the title (optional*) and in the 'notepage' below each slide is all the metadata from that image file.

