

How to Add Indicators to PowerPoint Presentations¹

If you would like to include one or more of the Michigan Coordinated Chronic Disease Prevention and Health Promotion Indicators in a PowerPoint presentation while retaining the indicator's interactive features, here's how to do it:

1. Find the "Download this indicator as an interactive (.swf) file" heading on the indicator's webpage.
2. Right-click the link for the file you want to download.
3. Select **Save target as...** or **Save link as...** and then follow the prompts to save the file to the desired location.

***Important Note:** PowerPoint does not save the indicator file as part of your presentation; it depends upon a link you will specify to locate and show the indicator. Because of that, you will need to save the downloaded file either to a flash drive you will take with you to the presentation or to a folder on the computer you will be using for your presentation.*

4. Create your presentation in PowerPoint, and display it in **Normal** view.
5. Navigate to the slide in which you want to place the interactive indicator file.
6. Click **File**, and then click **Options**.
7. Click **Customize Ribbon**, and then check the check box labeled **Developer** in the right list, and then click **OK**.
8. On the **Developer** tab, click the **More Controls** button (the one showing a hammer crossed with a wrench) in the **Controls** group.
9. In the list of controls, click **Shockwave Flash Object**, click **OK**, and then use your cursor to draw a control box on the slide.

¹ These instructions assume that the user has both Microsoft PowerPoint 2010 or higher and Adobe Flash Player installed.

10. Resize the control box by clicking on one of the edges and dragging the sizing handles.
11. Right-click the Shockwave Flash Object control box you have drawn, and then click **Properties**. The Properties guide will open.
12. On the **Alphabetic** tab of the Properties guide, click **Movie**.
13. In the value column – the blank cell to the right of the word **Movie** – enter the location of the Flash file you want to embed.

***Important Note:** Be sure to include the entire path to the file. For example, if the file is stored on your computer's desktop, the path you would enter here would be something like
C:\Users\YourName\Desktop\FILENAME.swf.*

14. Check to make sure the following four values in the Properties guide window are set to **True**:
 - a. EmbedMovie
 - b. Loop
 - c. Menu
 - d. Visible
15. Click the “x” in the upper right corner to close the Properties guide.
16. To view and interact with the indicator file(s) you have embedded, you must first open your indicator slide(s) in **Slide Show** view.
17. Move through your slides, waiting for each embedded indicator file to appear before moving to the next slide.
18. Once you have seen all the indicators, hit **ESCAPE** to close the Slide Show window and return to **Normal** view. You should now be able to see each indicator in its respective slide.
19. Use your cursor to resize each indicator and/or change its position until you are satisfied with its appearance and placement on its slide.
20. Complete and **Save** your presentation.

Additional Tips:

- *When viewed as a Slide Show, the indicator slides will have the same interactive features they had on the website.*
- *To avoid delays in viewing the indicator file(s) embedded in your presentation, you may want to take a few minutes before your talk to open and view the affected slides in **Slide Show** view. This will load the indicator file(s) into your system's memory so the indicator(s) appear(s) seamlessly as you progress through your presentation.*
- *Closing the PowerPoint file will require you to perform the **Slide Show** view step again before you can see the embedded indicator file(s).*