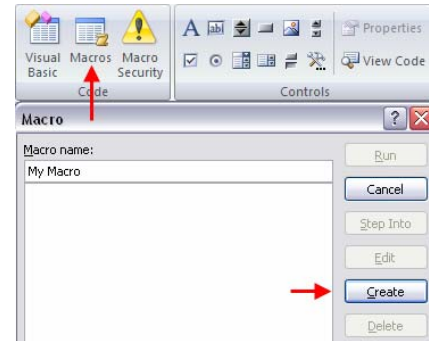


SharePoint Site Requirements

- IE6.0 or later, Internet connection** SharePoint is built on Microsoft technology so IE browser will give the best support. A high-speed Internet connection is strongly recommended.
- Login Info** A user name and password will be provided to you from your system administrator. Keep your password in a safe place.
- System Requirements** Your computer must have Windows 2000/XP/Vista installed, and at least 512 megabytes of memory (1 gigabyte for Vista). The recommended amount of hard drive space depends on how much data you intend to transfer to and from the SharePoint site.

Creating a Macro

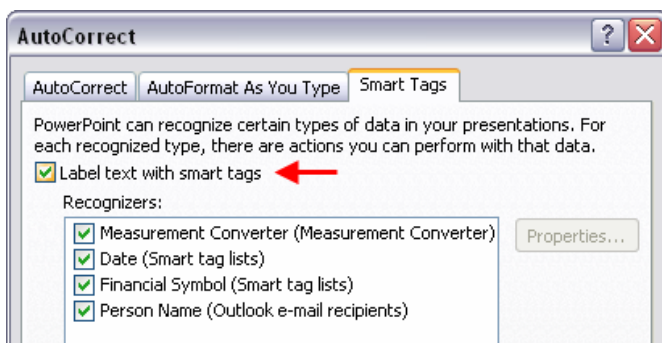
Click Developer → Macros. Give the macro a name (description optional) and click Create:



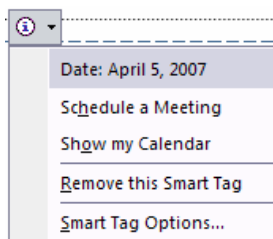
Smart Tags

A Smart Tag is a feature built into the Office family of program that is designed to recognize special types of data. Smart Tags can recognize measurements, dates, financial symbols, and the names of people who are in your Outlook address book.

Enable Smart Tags by opening PowerPoint Options in Proofing → Auto Correct Options → Smart Tags tab:



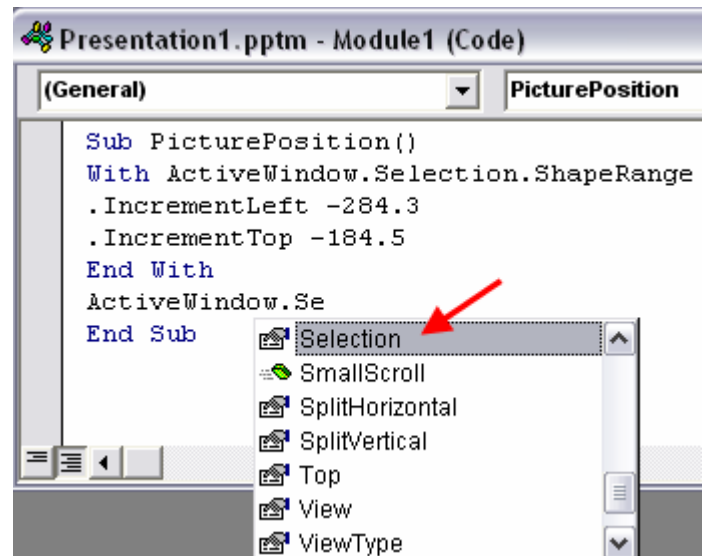
When you type a date like April 5, 2007, PowerPoint will add a dotted line under the text as well as show the Smart Tag button. Click this button for extra functionality:



Basics of the Visual Basic Editor

Open the PowerPoint file you want to use a macro with. Click Developer → Macros, give the macro a name and click Create. The Visual Basic Editor will fill in the basic code requirements.

When you type different object identifiers, the editor will automatically suggest a number of attributes that can be used at the present time:



Save the file and run the macro by clicking Run → Run Sub/UserForm. If you made any grammatical or logical errors, the macro will run until it encounters the problem. You can then use the tools in the Debug menu to work out the problem in the code.

Consult the Microsoft Development Network for many VBA code examples.

Accessing a SharePoint Workspace

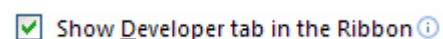
All SharePoint sites that run on a SharePoint Server have the same general address template.

<http://sps.company.com> will access the main page

http://sps.company.com:<port_num>/personal/<user>/<workspace> will access your own page.

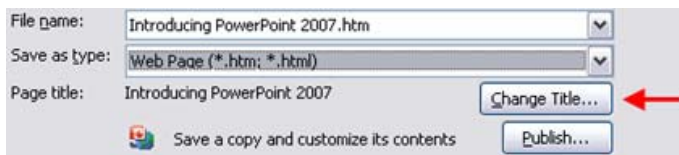
The Developer Tab

In order to fully use macros in PowerPoint, you need to enable the Developer tab. Do this by clicking Office Menu → PowerPoint Options → Popular tab. In the Popular tab, check the Show Developer Tab checkbox.

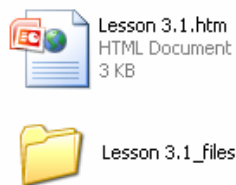


Publishing a Presentation

PowerPoint has the ability to publish a presentation as an HTML file that can be viewed in the Internet. When you have completed work on a presentation, click Office Menu → Save As. Make sure that the file type is Web Page:

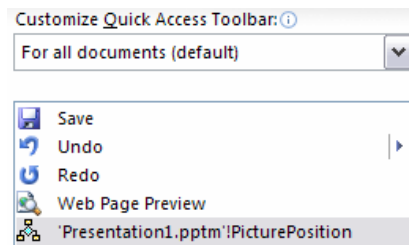


By default, the title of the Web Page will be the name of the file. You can change the title by clicking Change Title (red arrow). The Publish button will do the necessary conversions to the PowerPoint file and then save it as an HTML file. The file can be viewed in most popular Web browsers, but will have the best functionality with Internet Explorer. PowerPoint also creates a folder containing other supporting files. This folder must be in the same directory as the HTML file in order to properly display your page.



Adding Macros to Quick Access Toolbar

You can add individual macros to the Quick Access Toolbar and run them with a single click. Open PowerPoint Options and click the Customize tab. Choose Macros from the list of commands to add to the toolbar and then add the macros:



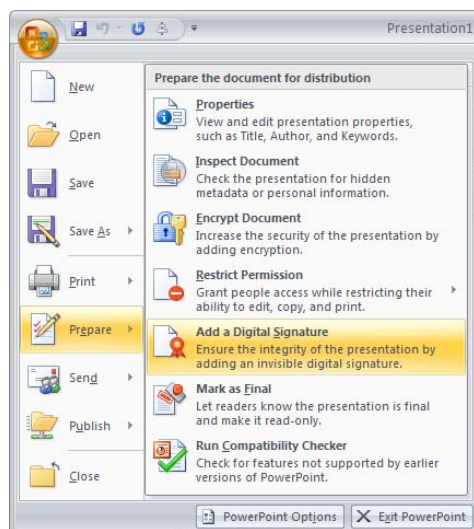
All macros will be displayed with the same icon as above. To avoid confusion over multiple macros, highlight a macro in the list and click the Modify button. You can choose from a wide range of other symbols to use for your macro:



Digital Signatures

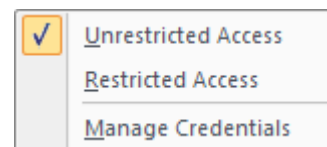
Just as you would sign off on a document, you can sign a digital document with a signature that identifies you as you.

The signature acts like a 'lie detector' which will tell the truth as long as the document is not altered after being signed. If the document is altered in any way, the signature will remain, but will become invalid. Checking for invalid signatures (which PowerPoint does automatically) helps ensure the source of a document.

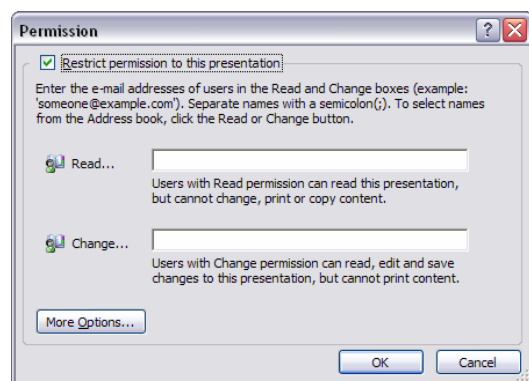


Restricting Permission to a Document

When employing Information Rights Management (IRM, see note below), click Office Menu → Prepare → Restrict Permission and then select Unrestricted/Restricted access or manage the credentials needed to view your document:



If you click Manage Credentials, you will see the Permission dialogue box appear. Enter the names of people who have permission to your document.



What is a COM Add-In?

A COM Add-In is a third-party piece of software which is designed to give extra functionality above and beyond what PowerPoint already offers.

View current add-ins by clicking Office Menu → PowerPoint Options → Add-Ins.

What is Information Rights Management?

Information Rights Management lets you control which users have access to what in your document. Permissions to read, write, and modify a document are controlled by a central server on your network. You can specify which users will be able to do what with a document and register those users on the server. The users then have to enter their credentials to the server before being given read/write access.