

POWERPOINT 2013

Connecting and Broadcasting Presentations

Maintaining large presentations can be troublesome. Breaking them into smaller individual presentations and then linking them together makes it easy to delegate certain content to different people or departments. Using PowerPoint's linking and embedding features allows you to modularize your presentations. In this lesson, you will learn to link and embed small presentations to create a single large slide show. You will also learn to broadcast your presentations over the Internet.

LEARNING OBJECTIVES

After studying this lesson, you will be able to:

- Connect multiple presentations
- Use Object Linking and Embedding
- Broadcast a presentation over the Internet

LESSON TIMING

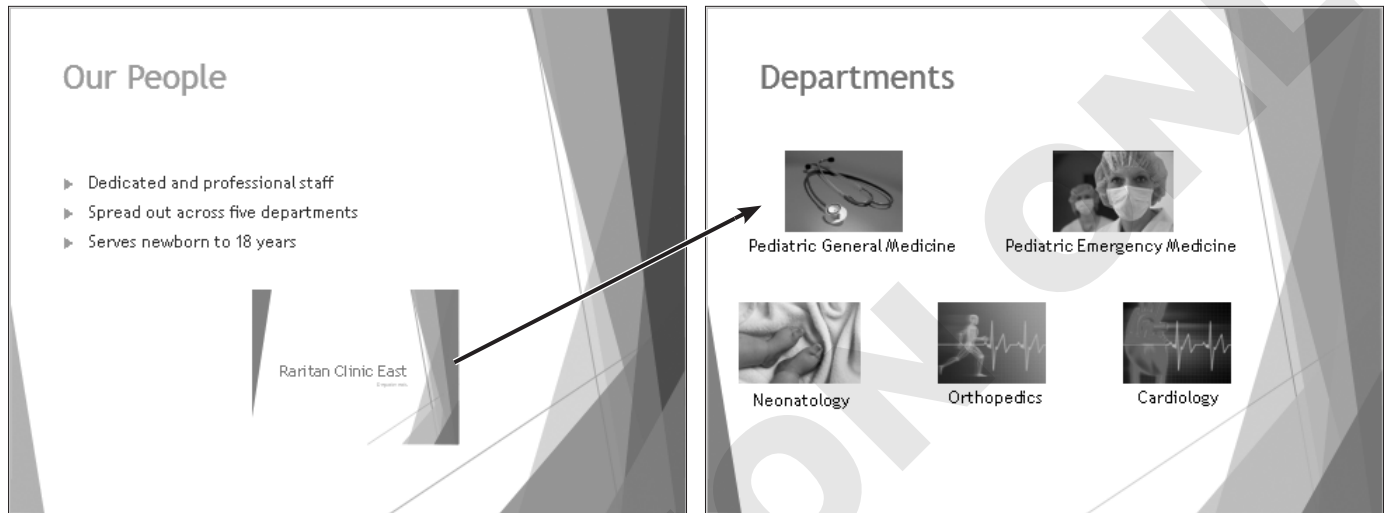
- Concepts/Develop Your Skills: 1 hr 15 min
- Concepts Review: 15 min
- Total: 1 hr 30 min

CASE STUDY: SHARING A PRESENTATION ONLINE

Raritan Clinic East is a medical practice staffed by the finest clinical diagnosticians in the fields of pediatric general medicine, cardiology, orthopedics, pediatric emergency medicine, and neonatology. In an effort to attract the best and brightest from the nation's medical schools, you decide to make a promotional presentation about the facility to share with potential employees. You call Sarah, one of Raritan's technical support specialists, to ask whether it is possible to add a hyperlink to a file or to link one presentation to another. Sarah explains that with PowerPoint 2013, accomplishing this is a simple task. You tell Sarah you'd like to schedule a conference call with a few prospective employees across the country. You'd like to speak with them on the phone as you present the slide show over the Internet. Sarah tells you that PowerPoint 2013's broadcast feature is exactly what you are looking for.

Connecting Presentations

The ability to connect multiple presentations is a powerful option in PowerPoint. For example, you may have several small presentations, each covering a specific topic, and need a larger presentation that incorporates all those topics. Or your workplace may have several departments—each responsible for its own small presentation. You can unify these small presentations into a single large presentation by connecting them.



The main presentation connects to the Departments presentation.

The Hard Way: Copying and Pasting

One option for connecting presentations is to open each of the small presentations, copy the slides, and then paste the slides into the larger main presentation. Arranging the slides in the desired order would then be tedious and very confusing. A more efficient method is to simply link or embed the small presentations to connect them to the larger one.

CONNECTING PRESENTATIONS: COMPARING LINKING AND COPYING/PASTING	
Without Linking	With Linking
Open small presentation 1.	Open large presentation.
Copy all slides.	Link/embed small presentation 1.
Open large presentation.	Link/embed small presentation 2.
Paste all slides.	
Open small presentation 2.	
Copy all slides.	
Switch back to large presentation.	
Paste all slides.	

Choosing a Connection Technique

If you wish to connect presentations, you have the following three options. Each has its own unique benefits and drawbacks:

- Insert a hyperlink.
- Insert an action.
- Use Object Linking and Embedding.

Connecting Presentations with a Hyperlink

You can create a hyperlink that navigates to another slide in the same presentation or that opens a different presentation entirely. You can even link to a specific slide in a different presentation. For example, imagine you will click a text link in the main presentation that opens a second presentation. However, you want to skip several slides at the beginning of the second presentation. You can specify that the target presentation initially open to the second, third, or any slide other than the title slide. Hyperlinks can be created from text, images, shapes, or charts.

After linking presentations, do not move them or change their filenames. Links will break if you do not maintain the relative locations of target presentations to the main presentation. This is similar to the way other linked documents work, such as linked charts and Excel spreadsheets.

The hyperlink in the main presentation may change color (depending on the document theme and color scheme) to indicate that the link has been clicked. The color will revert to its original color when viewed in a slide show.

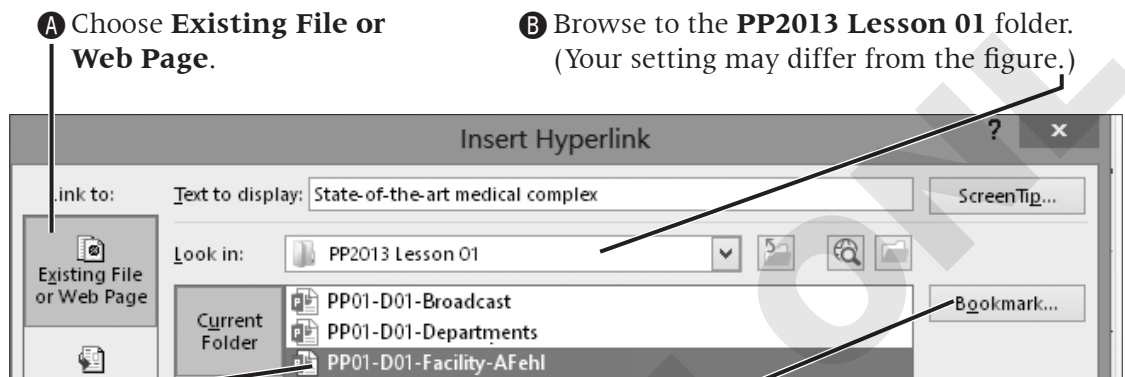
DEVELOP YOUR SKILLS PP01-D01

Connect Presentations with Hyperlinks

Before You Begin: Navigate to the student resource center to download the student exercise files for this book.

1. Start **PowerPoint** and maximize the program window.
2. Open **PP01-D01-Recruitment** from the **PP2013 Lesson 01** folder.
3. Navigate the slides to familiarize yourself with the presentation.
4. Close the presentation without saving any changes.
5. Open and explore the following presentations from the **PP2013 Lesson 01** folder one at a time. Close each without saving any changes when you are finished exploring.
 - PP01-D01-Departments
 - PP01-D01-Facility
 - PP01-D01-Services
 - PP01-D01-Staff
6. Open **PP01-D01-Facility** again and save it as **PP01-D01-Facility-[FirstInitialLastName]**.

7. Open **PP01-D01-Recruitment** again and save it as **PP01-D01-Recruitment-[FirstInitialLastName]**.
8. On the second slide (Our Facility), select the text *State-of-the-art medical complex* and choose **Insert→Links→Hyperlink**.
9. Follow these steps to link to PP01-D01-Facility-[FirstInitialLastName]:

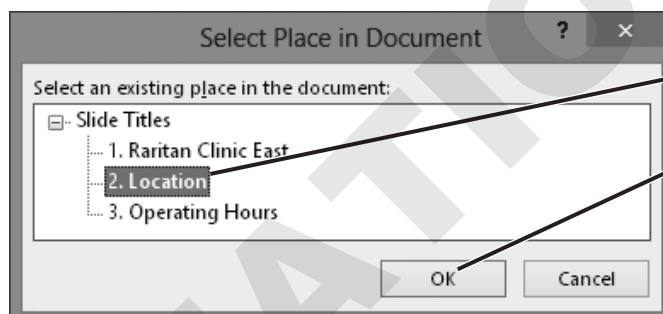


A Choose **Existing File or Web Page**.

B Browse to the **PP2013 Lesson 01** folder. (Your setting may differ from the figure.)

C Choose **PP01-D01-Facility-[FirstInitialLastName]**.

D Click **Bookmark** to link to a specific slide.



E Choose the **Location** slide.

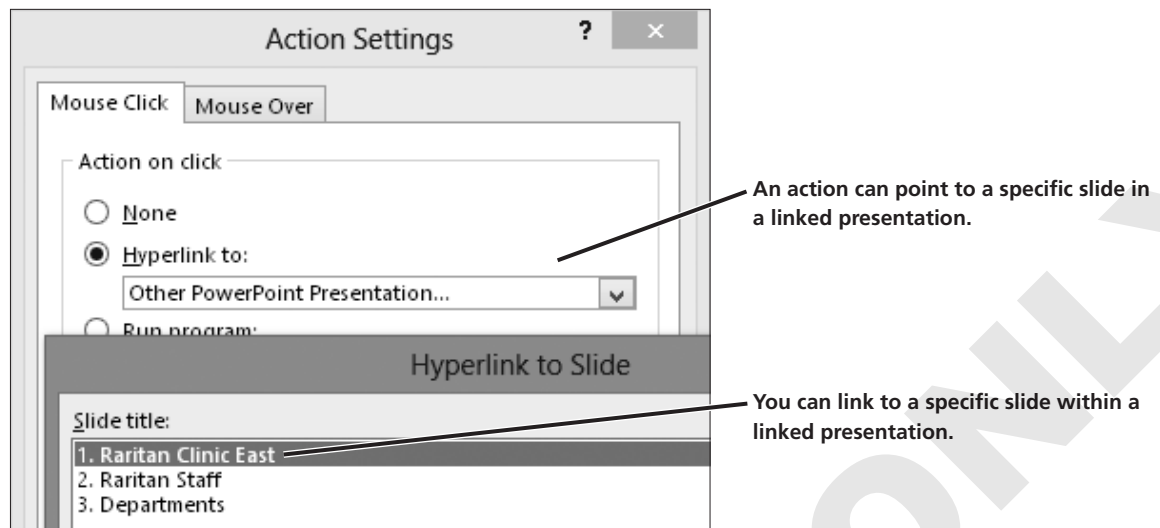
F Click **OK** to close the **Select Place in Document** dialog box.

G Click **OK** to close the **Insert Hyperlink** dialog box.

10. Select the text *Open 24 x 7 x 365* and add a hyperlink to the **Operating Hours** slide in **PP01-D01-Facility-[FirstInitialLastName]**.
11. Save your presentation.

Connecting Presentations with an Action

Actions, like hyperlinks, can also link to other presentations. In fact, actions create hyperlinks. It is a good idea to keep the main presentation and all linked presentations in the same folder, as this makes it easier to keep track of them.



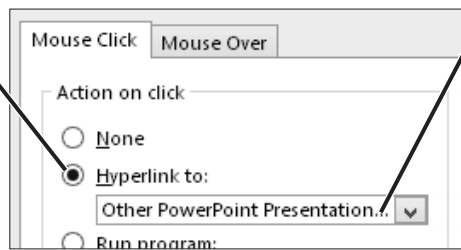
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Connect Presentations with Actions

1. Save the presentation as **PP01-D02-Recruitment- [FirstInitialLastName]**.
2. Select the text *Variety of patient and community services* and then choose **Insert→Links→Action**.

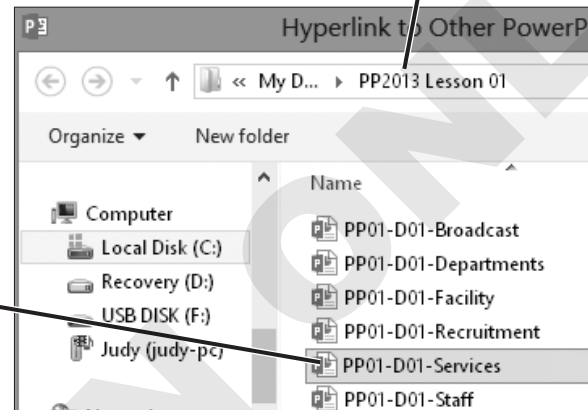
3. Follow these steps to link to a presentation with a mouse-click action:

A Choose **Hyperlink To**.

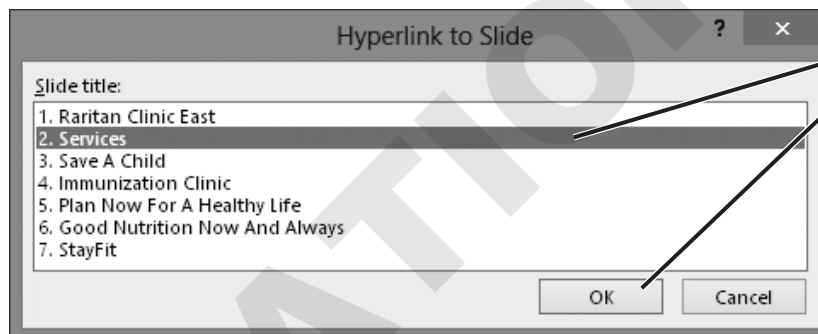


B Scroll down the list and choose **Other PowerPoint Presentation**.

C If necessary, browse to the **PP2013 Lesson 01** folder.



D Select **PP01-D01-Services** and click **OK**.



E Select the second slide and click **OK**.

F Click **OK** to close the Action Settings dialog box.

4. Display slide 3, **Our People**.

5. Create an action that links the text *Dedicated and professional staff* to the second slide of **PP01-D01-Staff**.

6. Save your presentation.

Connecting Presentations with Object Linking and Embedding

Object Linking and Embedding (OLE) works in a similar way as hyperlinks or actions, but it inserts its own icon on the slide rather than turning text, an existing image, or a chart into a hyperlink. As the name indicates, OLE can either link or embed the targeted files.

Linking Versus Embedding

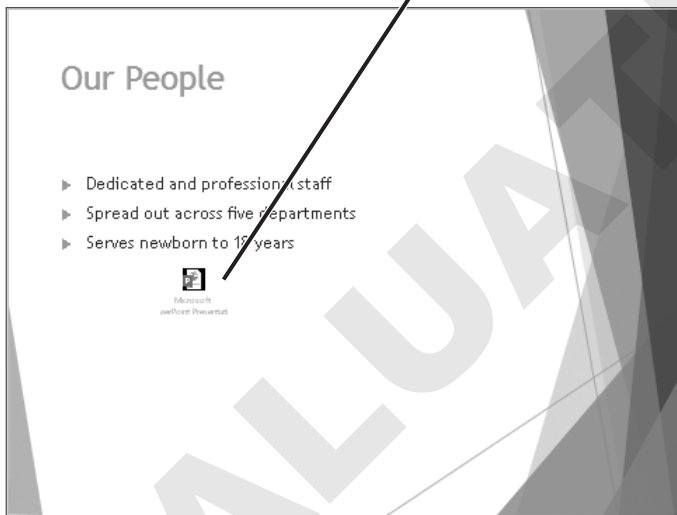
A few differences exist between linking and embedding. Each has its use, and your choice depends largely on personal preference:

- Linked presentations should not be renamed or moved, or the link will be broken. Embedded presentations can be renamed and moved with no effect on the main presentation.
- Linked presentations can be edited, and the changes are immediately visible when accessed via a link from the main presentation. Remember, embedding a presentation places a copy of it in the main presentation. Changes you make in the original file are not transferred to the embedded copy, and the opposite also is true.
- Linking presentations does not increase the size of the main presentation. Embedding presentations does increase its size.

Linking with OLE

Files linked through OLE behave just as if they were linked with a hyperlink or action. Be aware of the filenames and locations, and store all the files in the same folder just as you would if you were using a hyperlink or action. Linking with OLE creates an icon on the slide that, when clicked, opens the linked file. You can set the icon to appear as a generic icon or as a snapshot of the actual file contents. You should choose OLE linking over hyperlinks or actions when you want a file icon or snapshot on the slide rather than a typical hyperlink or button.

OLE linked file displayed as a generic icon



OLE linked file displayed as a document snapshot

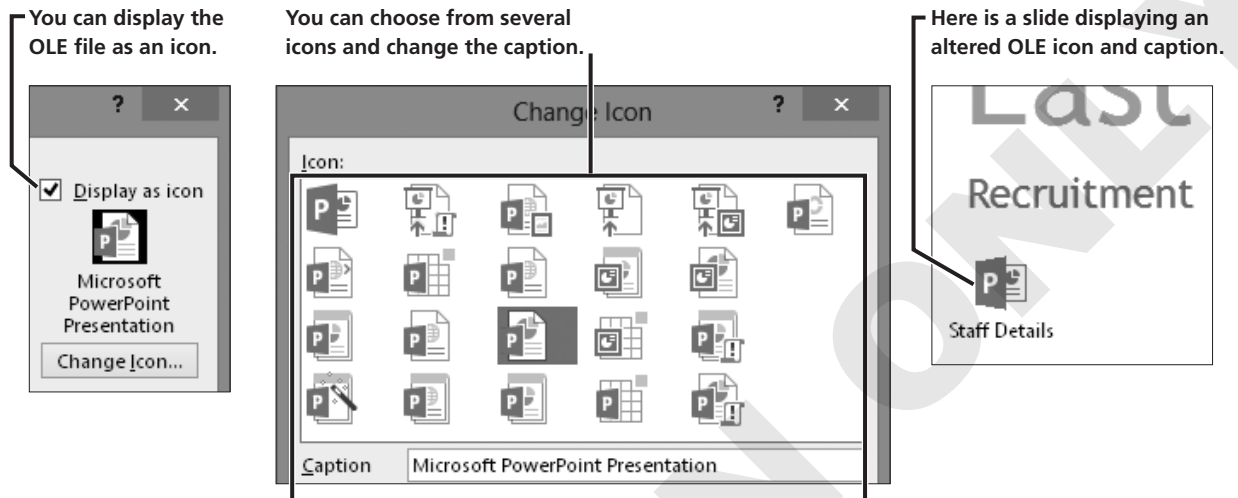


Embedding with OLE

OLE embedding works just like OLE linking except a copy of the file is embedded in the presentation rather than linked. With OLE embedding, you connect the files the same way as with OLE linking and can select from a generic file icon or a snapshot of the actual file contents. The difference is that the connected file will be absorbed into the main presentation, increasing the overall size of the presentation.

Formatting an Embedded File's Icon

When an OLE file is placed on a slide, you can choose to display it as a PowerPoint icon or as a thumbnail of the file contents. If you choose to use a generic icon, you can change the caption under the icon. PowerPoint also offers several icon variations.

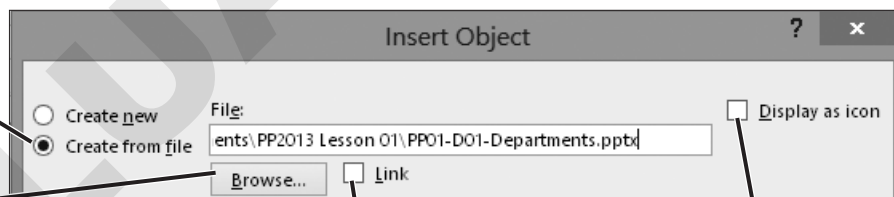


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Connect Presentations with OLE

1. Save the presentation as **PP01-D03-Recruitment- [FirstInitialLastName]**.
2. Select the third slide, **Our People**.
3. Choose **Insert**→**Text**→**Object** .
4. Follow these steps to embed the event calendar presentation:

A Choose **Create from File**.



B Click **Browse** and navigate to the **PP2013 Lesson 01** folder, select **PP01-D01-Departments**, and click **OK**.

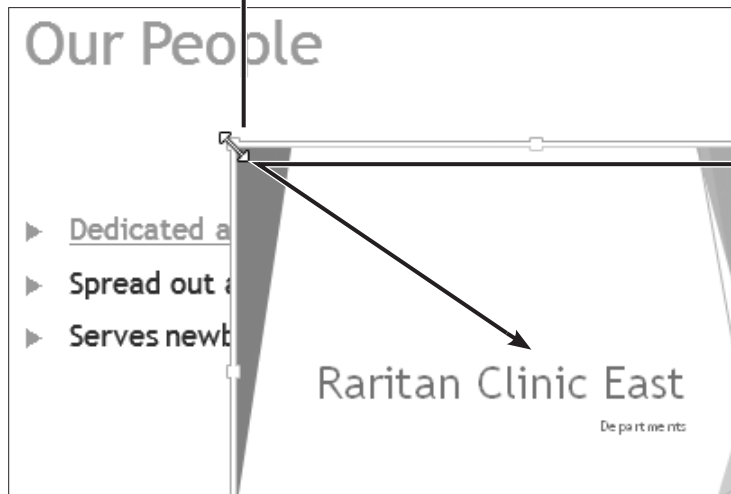
C Make sure the **Link** checkbox is not selected; the presentation will be embedded.

D Ensure that the **Display as Icon** checkbox is not selected; the embedded object will display a snapshot of the actual file contents.

E Click **OK**.

5. Follow these steps to resize the embedded presentation:

A Point to the top-left corner of the embedded presentation until your mouse pointer becomes a double-headed arrow.



B Drag down and to the right to shrink the embedded presentation to your liking.

C Drag the embedded presentation to the lower-right area of the slide.



6. Save your presentation.

Navigating Connected Presentations

A connected presentation ends differently when it is connected with a hyperlink or action as opposed to using OLE. A hyperlinked or action-connected presentation displays the black End of Slide Show screen, which can interrupt the mood you've set with your document theme. OLE-connected presentations—linked or embedded—do not display the black screen. Instead, you are returned immediately to the current slide in the main presentation after a connected presentation ends.

The linked and embedded presentations are optional during a slide show. You can choose to click the hyperlinks or OLE objects to display the connected presentations or ignore them.

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View Connected Presentations

1. Choose **Slide Show**→**Start Slide Show**→**From Beginning**.
2. Navigate to the second slide, **Our Facility**, and click the hyperlink for *State-of-the-art medical complex*.
3. Click through to the end of **PP01-D01-Facility-[FirstInitialLastName]** until the black **End of Slide Show** screen appears. Click to end the linked presentation.
4. Click the *Open 24 x 7 x 365* hyperlink and navigate the linked slide show, resuming the main slide show when the linked presentation ends.
5. View the final linked presentation on the **Our Facility** slide and resume the slide show when it is through.
6. Advance to the **Our People** slide and click the **OLE object** to display the embedded **PP01-D01-Departments** presentation.
7. Navigate through **PP01-D01-Departments** and return to the **Our People** slide.
8. Tap **[Esc]** to exit the slide show and return to **Normal** view.

Editing Linked and Embedded Presentations

No presentation lasts forever. Edits must be made to keep presentation content current. Fortunately, you can access linked and embedded presentations right from the main presentation, which makes the editing process a little easier.

Editing Linked Presentations

Remember that when presentations (or any files) are linked, a pointer to the original file is created. If the original file is edited, the changes are seen when the link is clicked.

Edits to this linked presentation...

...appear when you open the presentation to which it is linked.

Name	Size	Type
PP01-D01-Broadcast	190 KB	Microsoft PowerP
PP01-D01-Departments	187 KB	Microsoft PowerP

Editing Embedded Presentations

When presentations (or any files) are embedded, a copy of the original file is absorbed into the main presentation. Editing the original file has no effect on the embedded copy in the main presentation. Embedded files must be edited directly from the main presentation.

Edits to this embedded presentation...



...have no effect on the original presentation from which it came.

Name	Size	Type
PP01-D01-Broadcast	190 KB	Microsoft PowerP
PP01-D01-Departments	187 KB	Microsoft PowerP

DEVELOP YOUR SKILLS PP01-D05

Edit Linked and Embedded Presentations

1. Save the presentation as **PP01-D05-Recruitment-[FirstInitialLastName]**.
2. Select the second slide, **Our Facility**.
3. Right-click the *Open 24 x 7 x 365* hyperlink and choose **Open Hyperlink**.
4. Select the third slide, **Operating Hours**, if necessary, and change *12:00 a.m.* to **midnight**.
5. Save and close **PP01-D01-Facility-[FirstInitialLastName]**.
6. Choose **File→Open**.
7. Navigate to the **PP2013 Lesson 01** folder and open **PP01-D01-Facility-[FirstInitialLastName]**.
8. Navigate to the third slide, **Operating Hours**, and notice that *12:00 a.m.* has been changed to *midnight*.
9. Close **PP01-D01-Facility-[FirstInitialLastName]**. Choose **Don't Save** if prompted to save any changes.
10. Navigate to the third slide, **Our People**.
11. Double-click the **embedded object**.

12. Use the **OLE object** scroll bars to scroll to the second slide in the embedded presentation, **PP01-D01-Departments**.
13. Click the **Zoom In** button at the bottom-right of the PowerPoint window repeatedly until you can see the text below each of the pictures in the embedded presentation. 
14. Double-click the word *Neonatology* and type **Neonatal Care**.
15. Click anywhere on the **Our People** main slide, outside the OLE object.
16. Click the **Fit Slide to Current Window** button at the bottom-right of the PowerPoint window so you can see the whole Our People slide. 
17. Choose **File→Open**.
18. Navigate to the **PP2013 Lesson 01** folder and open **PP01-D01-Departments**.
19. Navigate to the second slide, **Departments**, and notice that the changes do not appear here in the original presentation.
20. Close **PP01-D01-Departments**. Choose **Don't Save** if prompted to save any changes.
21. Save and close **PP01-D05-Recruitment-[FirstInitialLastName]**.

Broadcasting Presentations

Microsoft offers the PowerPoint Broadcast Service. This free service allows users to broadcast their presentations over the Internet. The service provides you with a link to the broadcast that you can share with friends or colleagues. Anyone with the link and an Internet connection can view the broadcast, even if they don't have PowerPoint, as the broadcasted presentation runs in a web browser. Although the service is free, it requires a Microsoft account, sometimes called a Microsoft Account ID.

Creating a Microsoft Account ID

A Microsoft account, or Microsoft Account ID, is a free account with one of the many Microsoft services, such as an Outlook.com email account. Many Microsoft services are free but require a Microsoft Account ID to log in. Only the person broadcasting the presentation needs a Microsoft Account ID. To view the broadcast, you need only the link.

You can sign in or create a new free Microsoft Account ID at any of the following Microsoft websites:

- <http://www.live.com>
- <http://www.outlook.com>
- <http://www.skydrive.com>

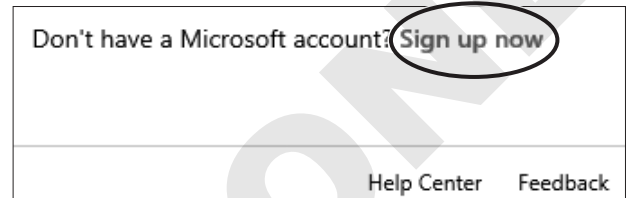
DEVELOP YOUR SKILLS PP01-D06

Create a Microsoft Account ID

1. Start your web browser and navigate to <http://www.outlook.com>.



2. Click the **Sign Up Now** link on the right side of the page.
3. Complete the form on the **Sign Up** page. Feel free to use a fake name, address, and birth date. Microsoft doesn't need to know your personal information!



Broadcasting a Presentation

Once you have a Microsoft Account ID, you can broadcast your presentation for free to anyone with an Internet connection. You begin setting up the broadcast in Backstage view, and PowerPoint walks you through the remaining steps.

Security Considerations

Once you sign in with a Microsoft Account ID, PowerPoint keeps you logged in even after the broadcast presentation has ended. This is a security risk, because anyone who has access to the computer you have used can then use your account to access Microsoft services. It is recommended that you sign out after ending an online presentation. Microsoft recommends that after signing out, you close all programs and log out of Windows to completely clear the login information that PowerPoint saved.

DEVELOP YOUR SKILLS PP01-D07

Broadcast a Presentation

1. Find a student partner and decide who will be **Student A** and who will be **Student B**.
2. Choose **File**→**Open**.
3. Navigate to your **PP2013 Lesson 01** folder and open **PP01-D07-Broadcast**.
4. Choose **File**→**Share**→**Present Online**.
5. Click the **Present Online** button in the right column of Backstage view.
6. Enter your **Microsoft Account ID** and password in the dialog box and click **Sign In**.

7. Click **Copy Link**.



8. Start your email program. If you use a webmail service such as Outlook.com, Yahoo!, or Gmail, launch your web browser and sign in to your email page.
9. Compose an email to **Student B**. You will have to ask for **Student B**'s email address.
10. Type the subject **PPT Broadcast** for the email's subject.
11. Click in the message body area, type **Use this link to view my PPT broadcast**, tap **[Enter]** to create a new line, and tap **[Ctrl] + [V]** to paste the copied link.
12. Tap **[Enter]** again to create a blank line under the pasted link.
13. Send the email and then close your email program (or web browser).
14. Click **Start Presentation**.
15. Start your email program and check your email.
16. Open the message from **Student A** and click the link in the email to the **PowerPoint Broadcast**.
17. Watch your screen as **Student A** delivers the slide show.
18. Navigate through the slide show as normal.
19. End the slide show, choose **Present Online**→**Present Online**→**End Online Presentation**, and click **End Online Presentation** when prompted to confirm.
20. Choose **File**→**Account**.
21. Click **Sign Out** and then click **Yes** when prompted.
22. Close all programs and return to your **Windows Desktop**.
23. Repeat this exercise and reverse roles so that **Student B** broadcasts the presentation to **Student A**.
24. When you are through, close all programs and return to the **Windows Desktop**.
25. Log out of **Windows** to completely clear your Microsoft Account ID from PowerPoint.

Concepts Review

To check your knowledge of the key concepts introduced in this lesson, complete the Concepts Review quiz on the student resource center.