



2nd Edition!

POWERPOINT

FOR LEGAL PROFESSIONALS

Covering PowerPoint for Windows
Versions 2016, 2019, 2021 and Microsoft 365

MICROSOFT POWERPOINT FOR LEGAL PROFESSIONALS

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Mac users: If you are using this manual with PowerPoint for Mac, some of the steps will be different. Further, some features available in PowerPoint for Windows are not available in PowerPoint for Mac.

The materials in this book were written using Microsoft 365 and all steps and instructions were tested prior to the publication date. As Microsoft continuously updates Microsoft 365, your software experience may vary slightly from what is seen in this manual.

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MEET OUR POWERPOINT

Meet our PowerPoint expert who have authored this manual.

PAUL UNGER

While most people understand the day-to-day struggle of keeping up with email, Paul knows how to tackle the problem better than anyone. Paul's passion is coaching lawyers on managing time, distractions, tasks, emails, and documents efficiently. As the author of *Tame the Digital Chaos – A Lawyer's Guide to Time, Task, Email and Distraction Management*, Paul is truly an expert on the topic.

Paul's expertise is well-founded from his time practicing law. When Paul isn't coaching lawyers, he teaches CLE classes for attorneys across North America.



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CHAPTER 14

DOCUMENT CALLOUTS

Can't find it? Something missing? Instructions not clear? Email manuals@affinityconsulting.com.

Callouts are essential when displaying documents on PowerPoint slides. Text is simply too small to see on a slide when the full document is displayed on the slide. Callouts give you an opportunity to show the full document first, which establishes credibility with a jury or your audience that you are indeed showing the full document and not hiding something. Then, using the callout technique, you can “call out” the relevant portion of a document to a size that everyone can read.

How Callouts Work

Callouts operate like this in a presentation:

1. Display the entire document, as shown in Figure 14-1. Have the document appear automatically or on a click when the slide is first introduced.

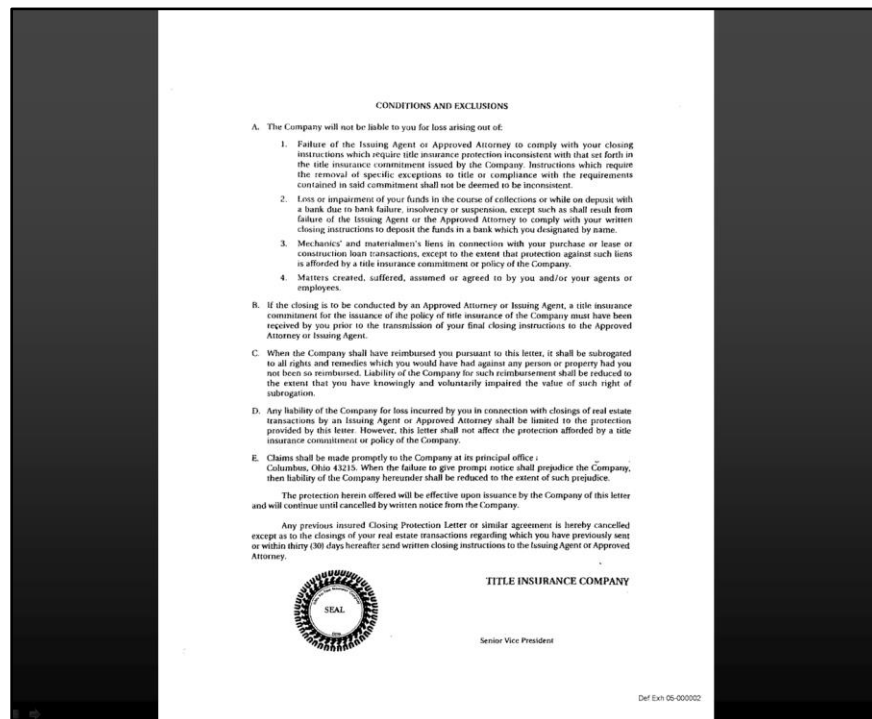


FIGURE 14-1

2. Through an animation, on a mouse click, draw attention to an area of interest on the document via a rectangle without any fill color. This rectangle is the second object on the slide and is animated using the **Wheel effect**.

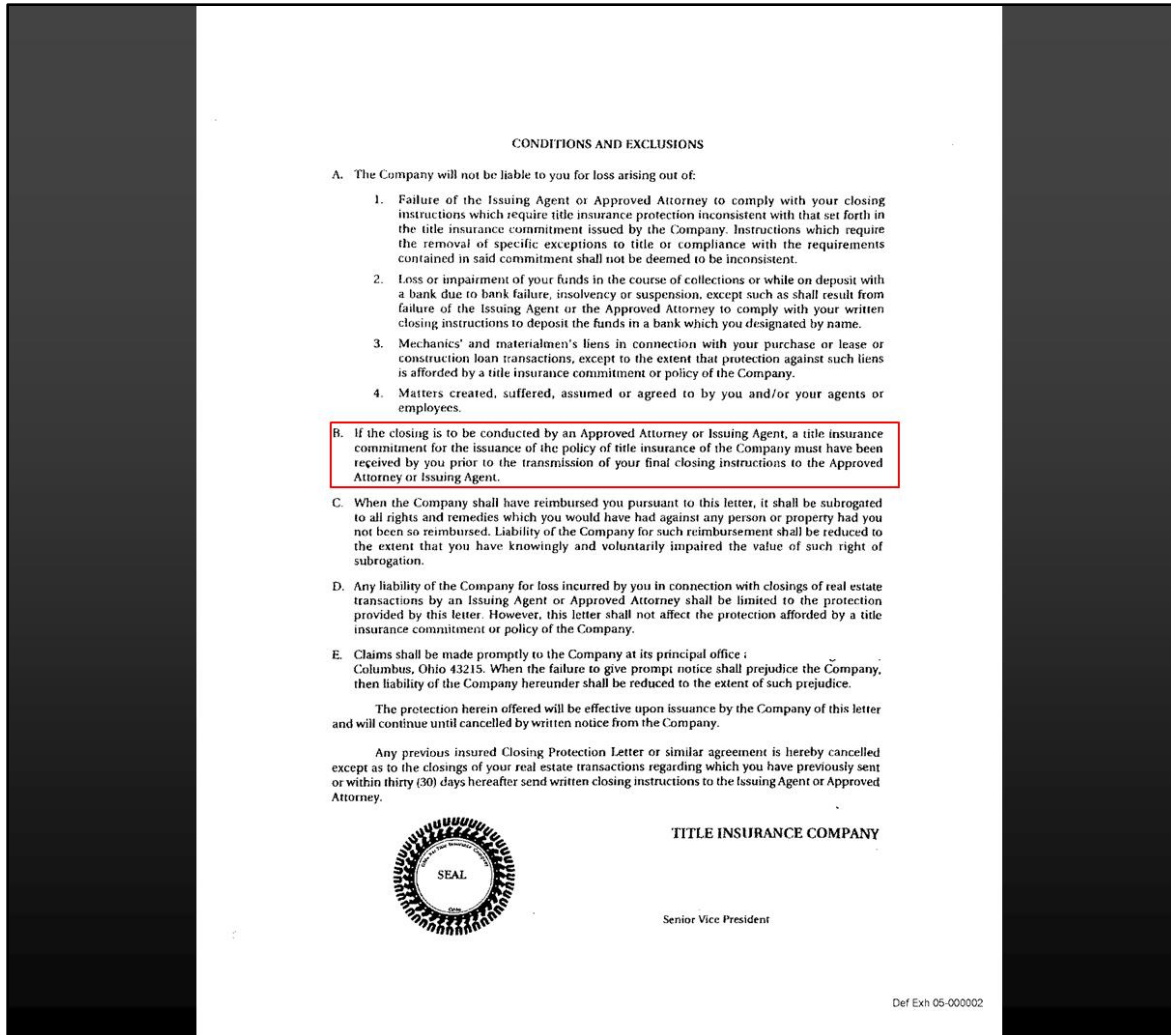


FIGURE 14-2

3. Finally, through a third animation, call out the paragraph that you need to display. In Figure 14-3, the text in the red rectangle appears to be enlarged and part of it is highlighted in yellow. However, the call-out is actually a third object on the slide. It is an independent JPG image animated using the Zoom effect.

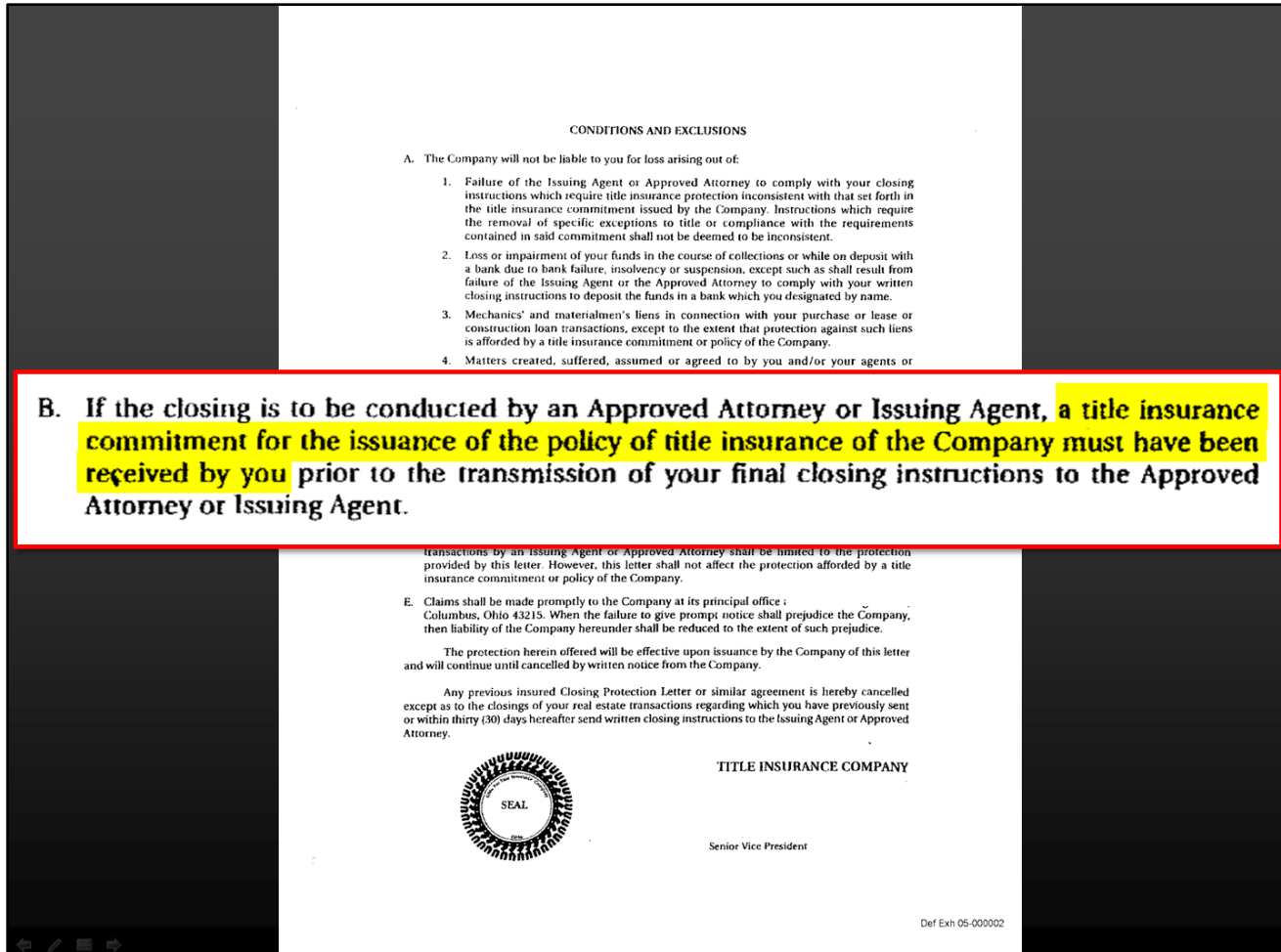


FIGURE 14-3

Creating Document Callouts

1. Scan the document that you would like to use and save it as a TIF or JPG file. Note the location where it is saved.
2. On the **Insert ribbon**, click **Pictures**.
3. Browse to the location where the TIF or JPG is saved.
4. You can either double-click on the file or select it and click **Open** at the bottom of the dialog box.
5. The document image will appear in the slide. Resize the image so it fits on the slide. Remember to always resize images using the corner handles.
6. To draw attention to part of the document, insert a rectangle shape (**Insert ➔ Shapes**).
7. Format the shape so it has no fill, and change the line color to something that will stand out like red or black (right-click on the shape and select **Format ➔ Shape**).
8. Finally, animate the shape using a **Wheel** or **Fade effect**, or another animation that you prefer.

9. Duplicate the document image by right-clicking on it and selecting **Copy** and then **Paste** to place the copy of the image next to the original image. You will have two of the same documents next to each other, as shown in Figure 14-4.

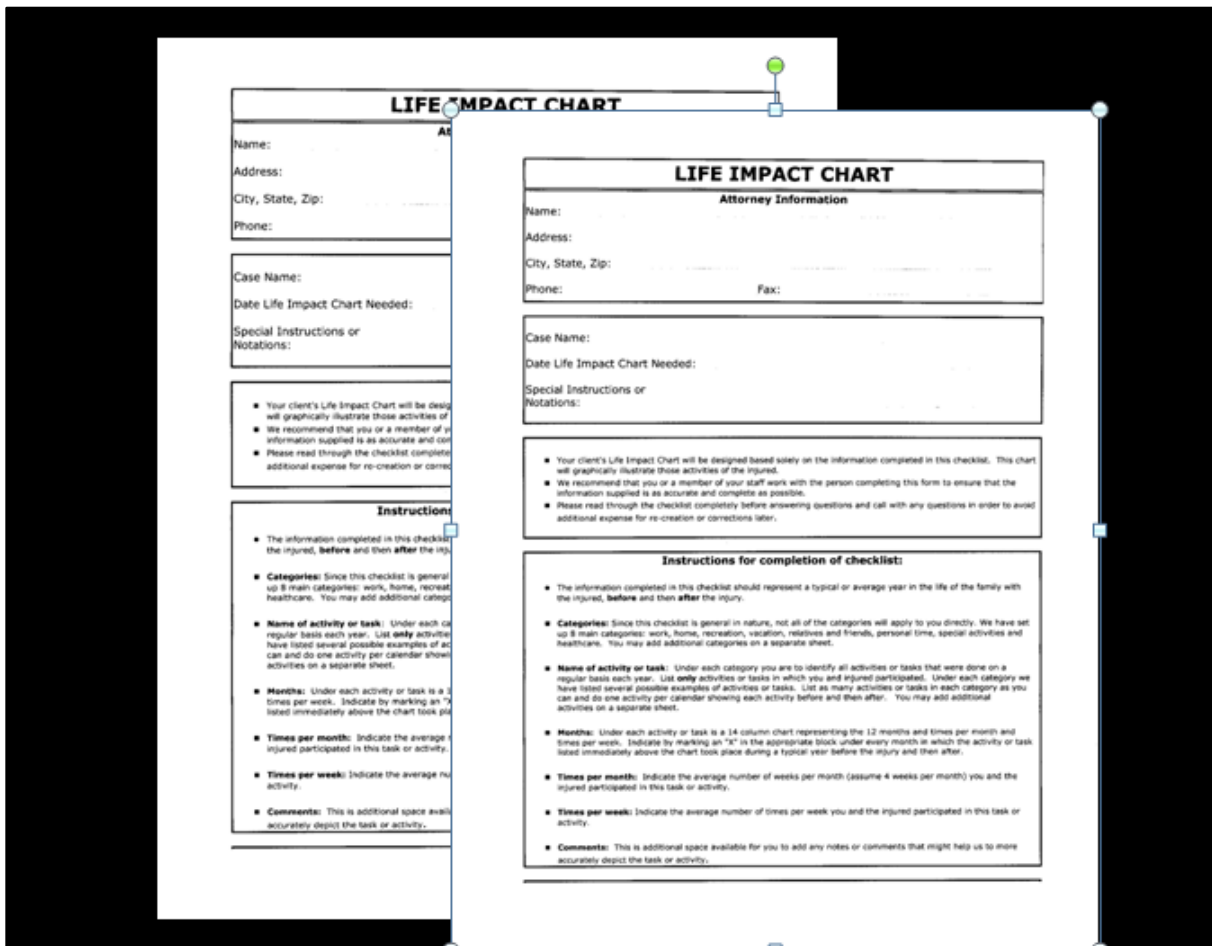


FIGURE 14-4

10. Double-click on one of the images to get the cropping tool to appear on the contextual **Picture Format** ribbon (see Figure 14-5). Create the callout image by using the **Crop** tool on the copied document.

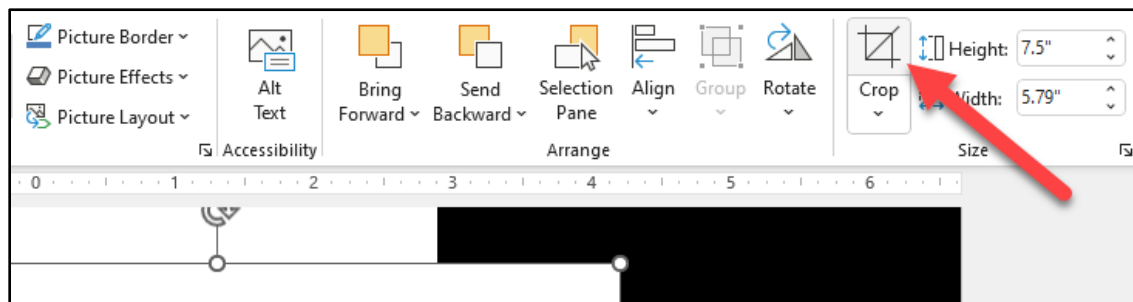


FIGURE 14-5

11. Drag the **Crop handles** (Figure 14-6) to excise the portions of the document that you want to remove.

12. When you are finished cropping, click on any open area of the slide or click on the Crop button to stop cropping.

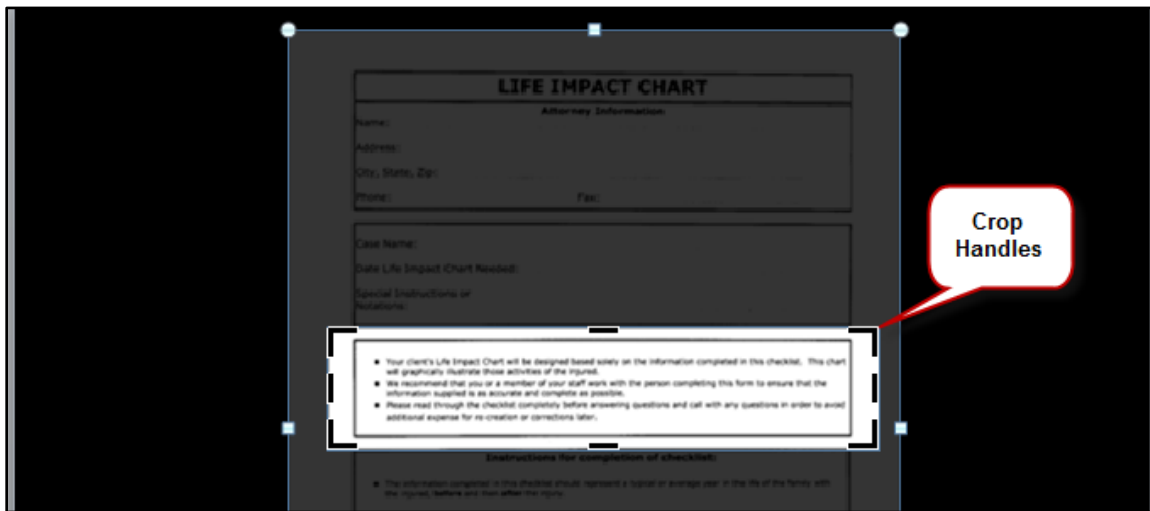


FIGURE 14-6

13. After you have created the callout, resize it using the corner handles.
14. Move the callout to a good position on the page, typically the middle of the slide.
15. Add a border around the callout by clicking on the callout image and selecting **Picture Border** from the **Picture Format** ribbon. Select the desired border color and weight. These steps are shown in Figure 14-7 below.

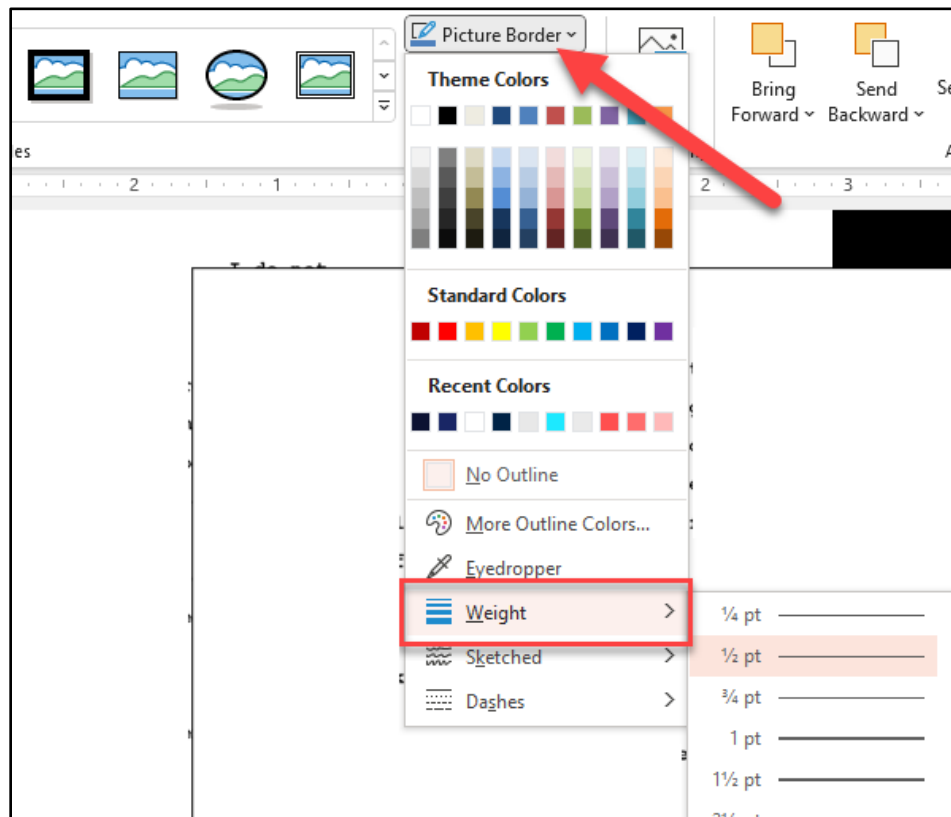


FIGURE 14-7

16. Animate the callout from the **Animations ribbon**. With the callout selected, click **Add Animation** and choose an entrance effect for the callout, like **Zoom**, as shown in Figure 14-8.

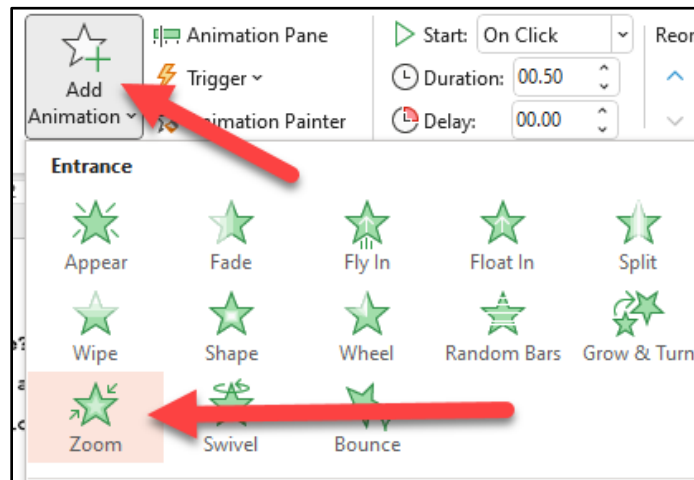


FIGURE 14-8

17. To add highlighting to the callout, I strongly recommend using another program like Snagit or Photoshop Elements. That said, you can add highlighting with very mediocre results within PowerPoint by overlaying a colored semi-transparent rectangle. Select **Shapes** on the **Insert ribbon** and draw a rectangular box around the desired text.

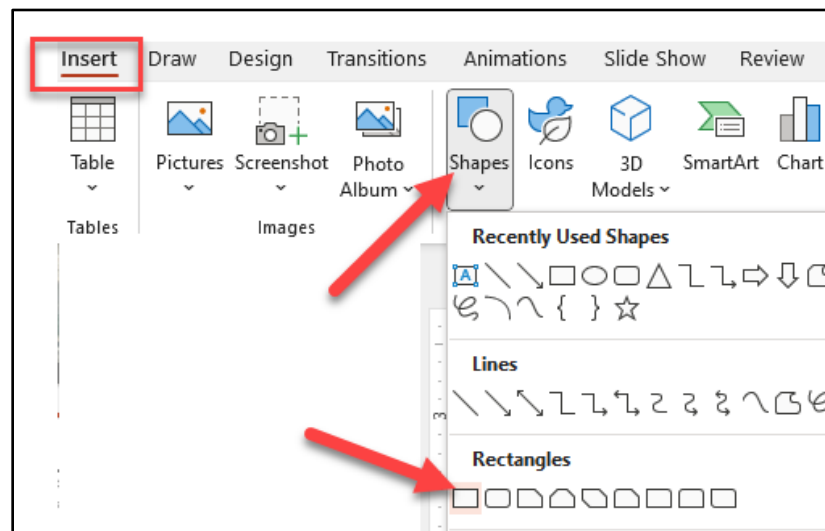


FIGURE 14-9

18. Right-click on the new rectangle and select **Format Shape**. Remove the border by selecting **Line Color** in the dialog box and then **No Line**.
19. While you are still formatting the shape, select **Fill** and **Solid fill**.
20. Apply a yellow or green fill color.
21. Use the **Transparency slider** to adjust the setting from the default 0 percent to somewhere between 40 and 60 percent. Figure 14.10 shows these steps and the resulting

highlight. As you can see, the highlight isn't as crisp as the highlighting that is applied via a third-party program.

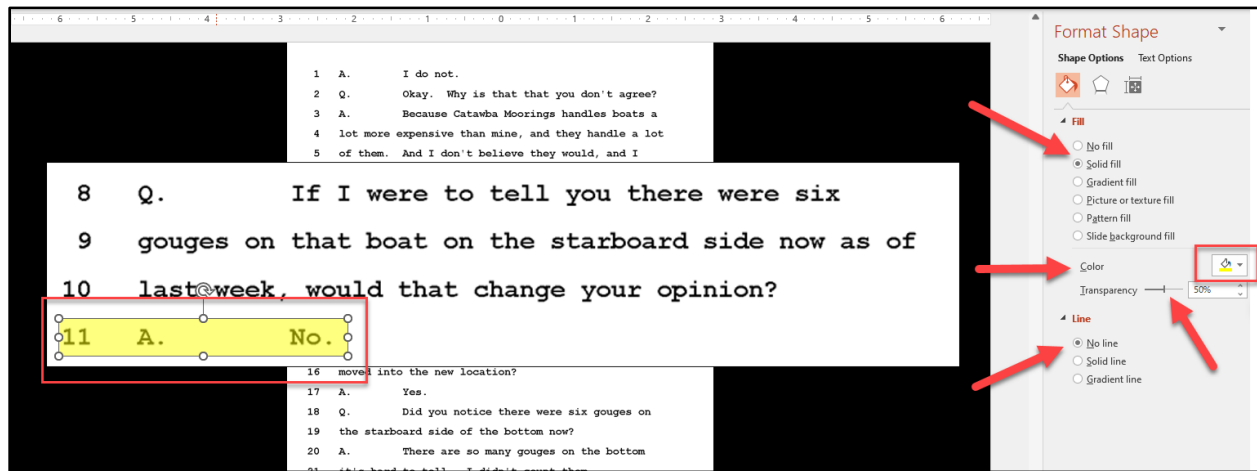


FIGURE 14-10

Alternative Highlighting Methods for Documents

To achieve high-quality highlighting, it is best to bring the callout into a photo editing program like Snagit or Adobe Photoshop Elements, perform the crop and highlighting in one of those programs, and then save the file as a separate JPG to be inserted. This takes longer than the above procedure, but it provides an excellent result.

PDFs

If working with a PDF, apply the highlighting in Adobe Acrobat and then use the **Snip & Sketch Tool** in Windows, or the **Insert > Screenshot** function built into PowerPoint.

PowerPoint Slides

You can also bring the slide into a slide show as if you are in the presentation. When you are within a slide show, you can use the **presentation annotation tools** located in the lower left-hand corner to apply the highlighting (Figure 14-11).



FIGURE 14-11

When you exit the presentation (by hitting **Escape**), select **Keep** in the dialog box (shown in Figure 14-12) to save your ink annotations. The biggest downside of this alternative highlighting method is that you are drawing the highlight freehand, so it is very difficult to get a neat rectangle as you can see in Figure 14-12, unless you have an incredibly steady hand.

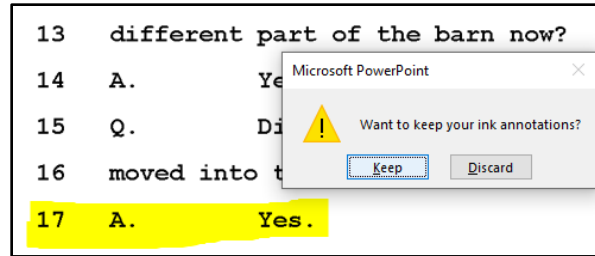


FIGURE 14-12



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