



Quick Start Powerpoint Templates Dot Office

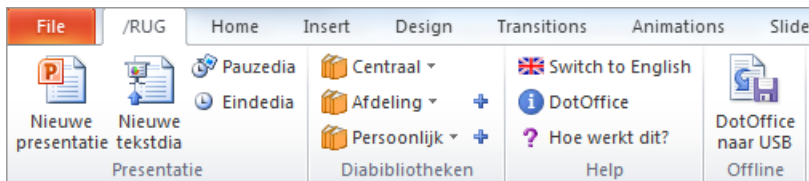
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Creating a new presentation

Standard presentation

The tab */RuG* will appear at the top of the screen if DotOffice has been installed correctly.



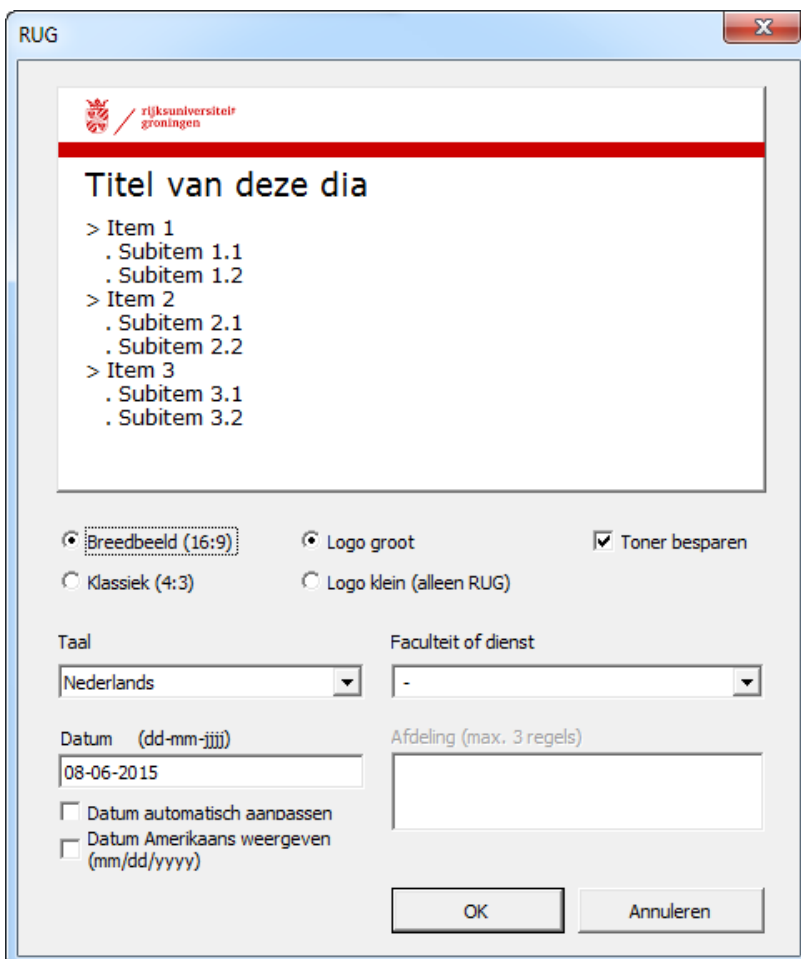
Please [install DotOffice \(for UWP users\) or use it online \(via *uwp.rug.nl*\)](#) if the DotOffice button or the */RuG* menu is not visible.

Click the *New Presentation* button.

A dialogue box with different screen-size options will appear:

1. Widescreen (16:9) or Classic (4:3)
2. Large logo (Faculty and Department optional) or small logo (no Faculty or Department)

N.B. A small logo will only be visible on regular text slides, i.e. not on title slides, pause slides or final slides, which will retain the large logo.

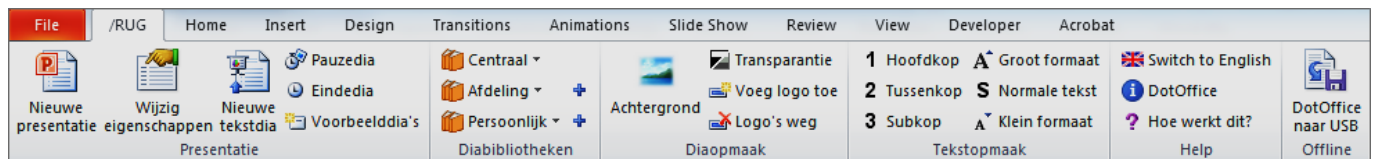


1. Use this dialogue box to set the language of your presentation. This setting will also determine the language of the logo.

2. Choose whether to include a faculty or service department in the logo, and, if so, which one.
Users can only select faculties and service departments where they are employed. Users of the small logo can't enter a faculty or service department.
3. Also enter the name of the relevant department.
This text field is free, but users are expected to only enter existing departments or units without capitals.
Users of the small logo can't enter a department.
4. Adjust the date if necessary, or remove it.
The current date is the default setting. By ticking the box 'update automatically', DotOffice will continue to adjust the date to the current date whenever a presentation is opened. By leaving it unticked, the date will remain as originally set.
5. The red bar and background areas on the title slides, pause slides and final slides are not printed by default to save toner. This eco mode can be temporarily switched off but will automatically be restored the next time.
6. Close the dialogue box by clicking *OK*. A large title slide will appear to start a new presentation.

Extra functionalities

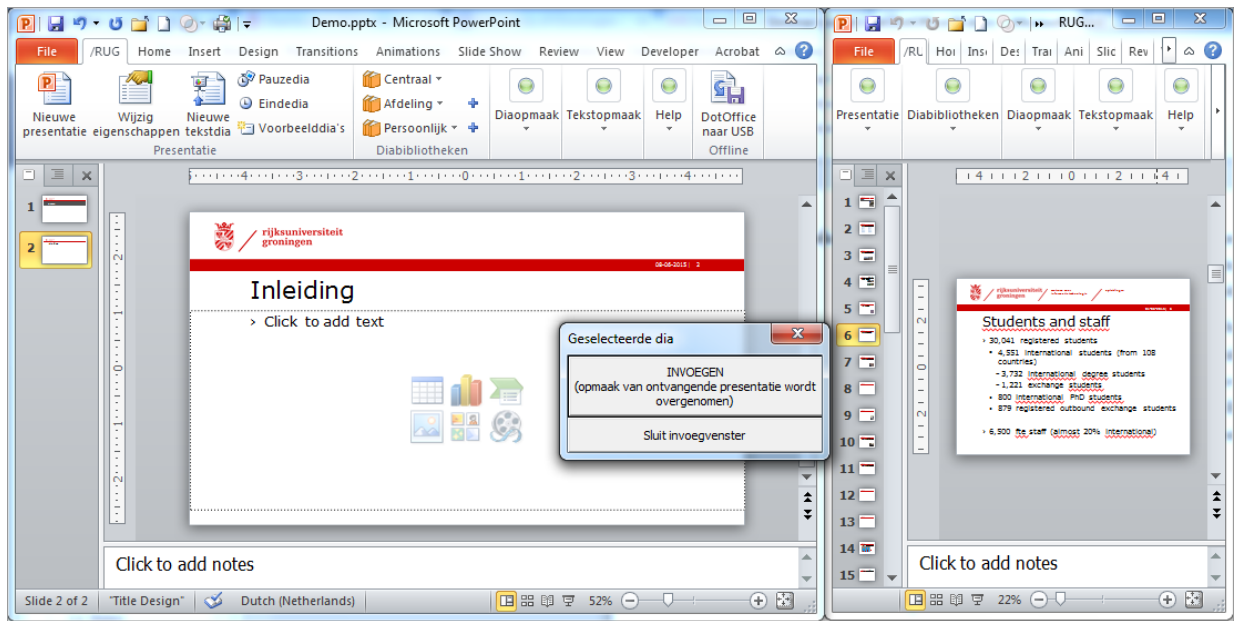
The */RuG* tab offers a number of additional functionalities.



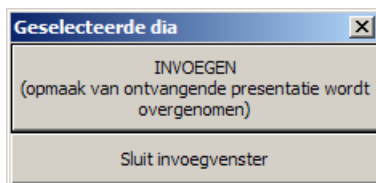
Inserting slides from a library

The slide library contains a number of UG sample slides that can be added to your presentations.

1. Click the *Central* button in the *Slide Libraries* menu on the */RUG* tab.
A drop-down menu will appear with the titles of the presentations included in this library.
2. Select one of the presentations by clicking it.
The screen will be split in two.



3. The current presentation will be visible in the left half, a presentation with sample slides in the right half. A special button will appear to help you include slides in your own presentation:

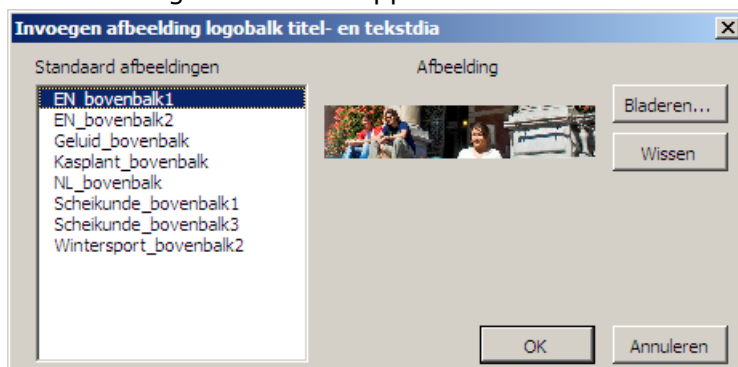


4. Click the desired slide in the right window and click the *INSERT* button.
5. Click *Close insertion window* after inserting all desired slides.

Adding background image

It is also possible to add an image to the upper white bar.

1. Click the *Background* button.
The following window will appear:



2. Select one of the images from the box on the left as background for the logo strip at the top.
*It is also possible to use images from your own private collection. They can be found by clicking the **Browse** button.*
3. Confirm your selection by clicking OK.

The following window will appear:



4. This window allows you to adapt the transparency of the image in the upper bar (see image in the logo strip of the slide)
5. Use the slider in step 1 to set the limits of the image (see blue line). Ensure that the image does not continue behind the logo. Click *Next step*.
6. Use the slider in step 2 to determine how far the transparency will continue. Click *Next step*.
7. Use the slider in step 3 if necessary to set the transparency level and confirm this step by clicking OK.

The logo strip will look similar to this:



8. Not happy with the result yet? Click *Transparency* and repeat the steps.