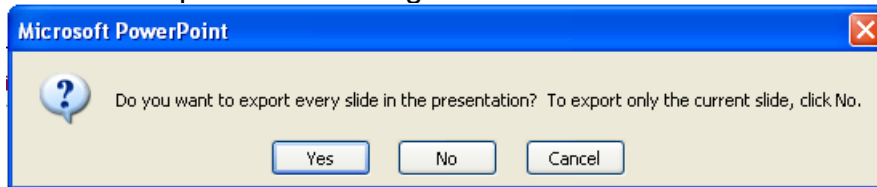# How to Prepare Power Points and Convert to Word

As an alternative to File/Send to Microsoft Word, create the PPT file you intend to use for teaching purposes.

With the PowerPoint file open, save the file as a graphics attachments by:
1. File/Save As
2. In the Save as type dropdown box, select **GIF Graphics Interchange Format (*.gif)**
3. Save
4. PowerPoint presents a dialog box

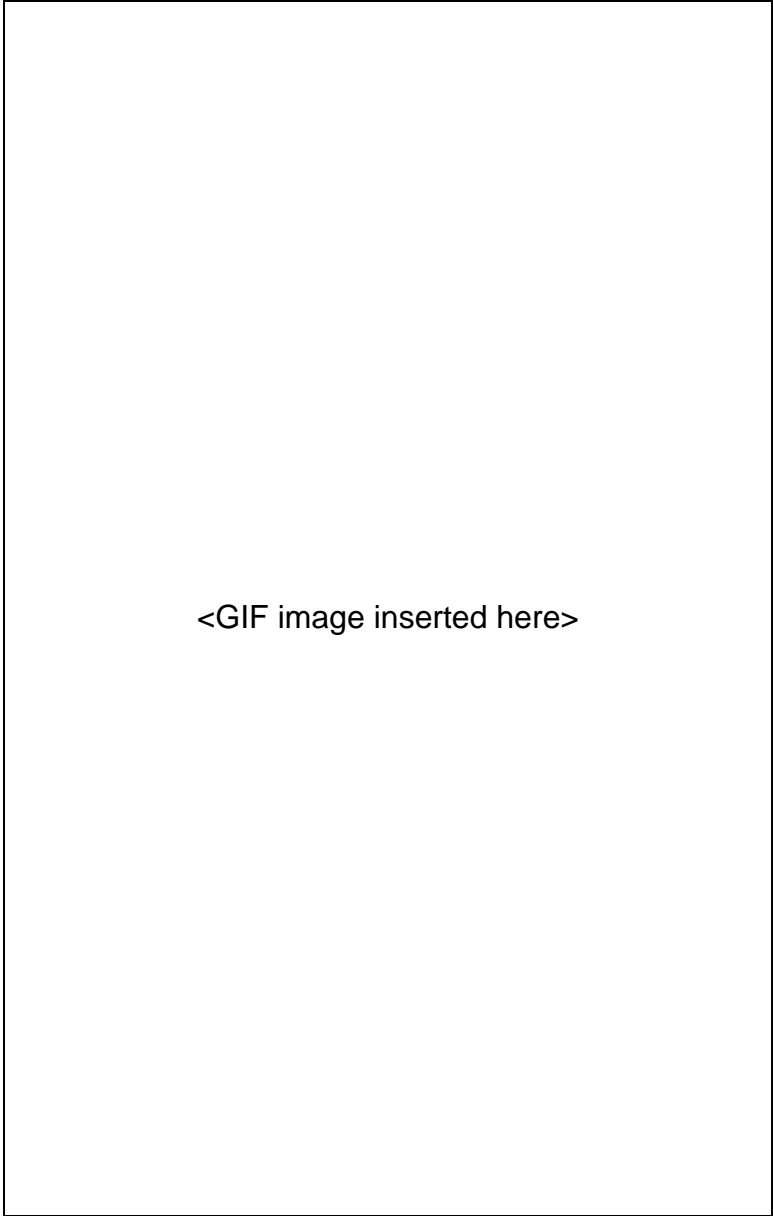5. Click Yes to export all slides to a new directory.

In Microsoft Word, you can use the Insert/Picture/From File command to insert the gif images as appropriate into your Word documents. The advantage to this is that when you make changes to your slide decks, you can simply save the updated slide. Corrections in the Word file are simple edits.

The same gif images used in the IG can be used for the PW.

On the following pages, are samples of tables for use in the Participant Workbook.

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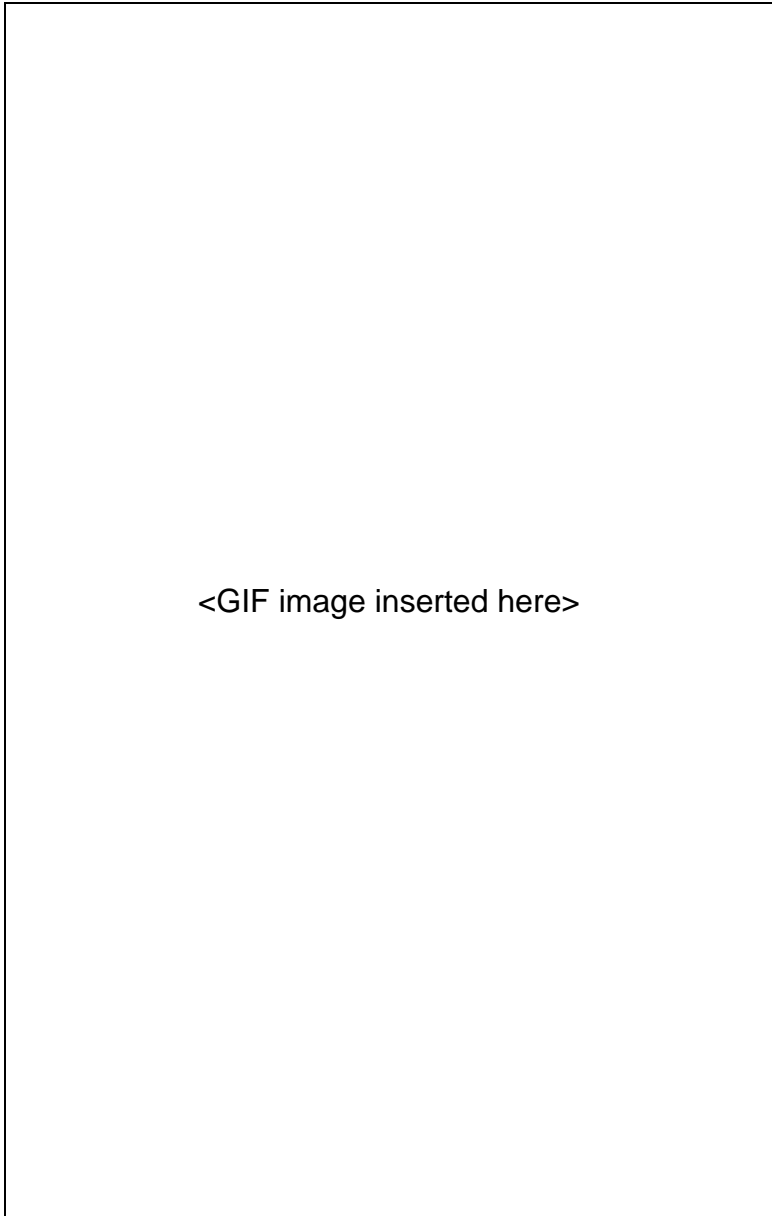___

Leaving two or three lines of space below the table provides room for additional notes, directions or clarification to the participant.
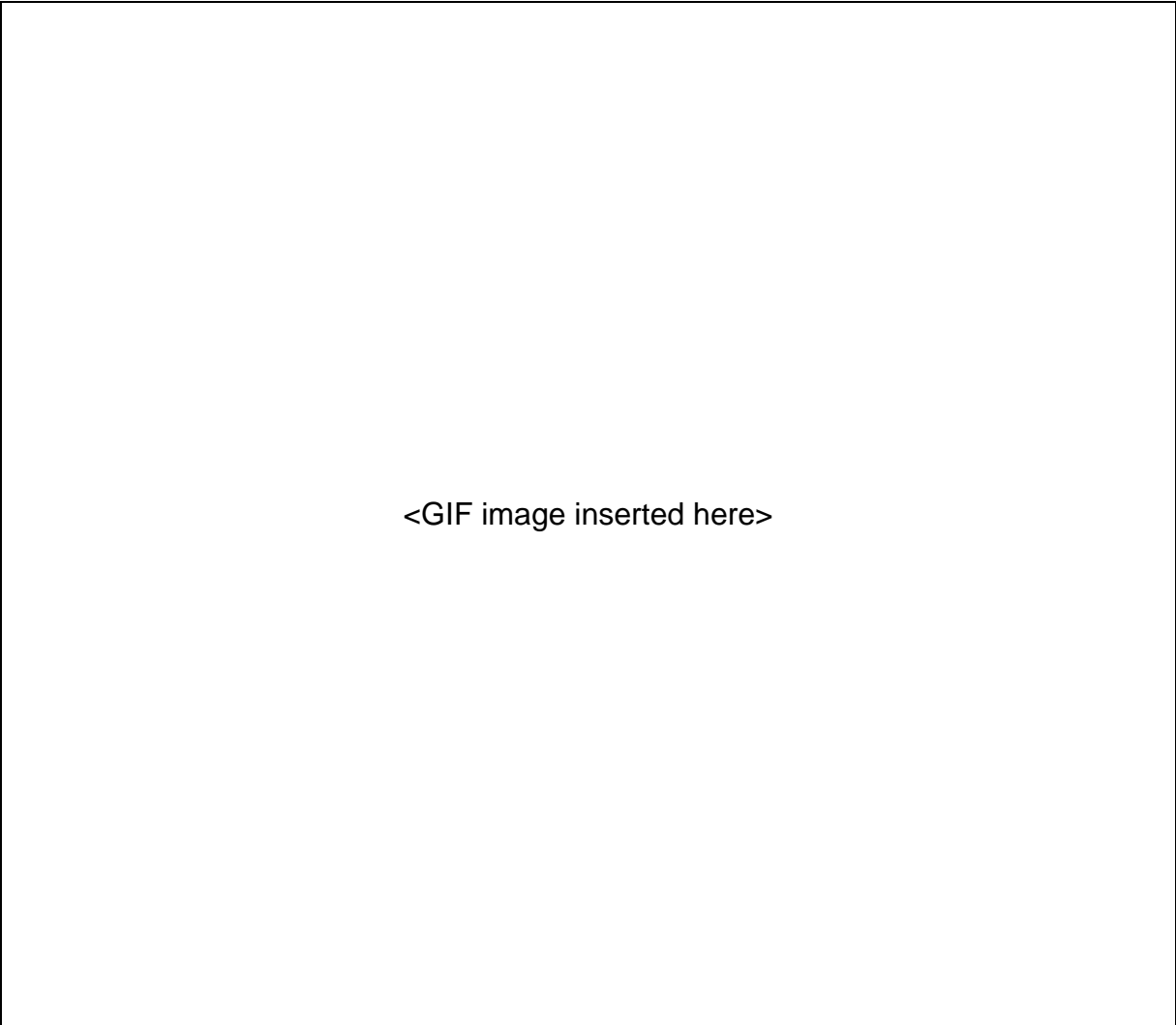
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This is a sample of the even page. The space for participant notes is on the outside of the page.

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This is a sample for pages that should have larger images to help with clarification.