



## Selected Resources, Inc.

*a subsidiary of Selected Independent Funeral Homes*

Selected Resources has created electronic presentations based on our most popular brochures. They are designed to assist you in your community outreach and education efforts and are offered free of charge to members of Selected Independent Funeral Homes. The presentations are available in Microsoft PowerPoint® format (ppt). Sample scripts also are available to be used in conjunction with the presentations. Scripts are text-only files (txt) that can be opened in most word processing programs.

**Free Download.** The files can be downloaded at:

[http://www.selectedfuneralhomes.org/members/02\\_powerpoint.html](http://www.selectedfuneralhomes.org/members/02_powerpoint.html)

You'll be prompted for your user ID and password, which were issued to you by Selected Independent Funeral Homes. If you do not know your ID and password, please contact Headquarters at 800-323-4219.

**PowerPoint Viewer.** If you do not own Microsoft PowerPoint, you can still view and show the presentations by downloading the free PowerPoint Viewer, available from the web page shown above. In order to edit and customize a presentation, you will need to use the full version of PowerPoint.

**Personalization.** For your convenience, Selected Resources can personalize each PowerPoint presentation by adding your firm's logo and contact information on the last slide frame. Please contact Selected Resources at 800-323-4219 for more information.

### Frequently Asked Questions.

**How do I download a file?** Windows users: Right-click the link, choose "Save Target As..."; Macintosh users: Control+click on the link, choose "Download Link to Disk". Choose a location on your local computer to which the file is to be downloaded, and click the "Save" button.

**How do I run a presentation?** Selected "View Show" under the "Slide Show" menu in PowerPoint, or press F5 on your keyboard. To advance to the next frame, press one of the following keys on your keyboard: N, Right Arrow, Down Arrow, Page Down or Spacebar. To back up, press: P, Left Arrow, Up Arrow or Backspace. To stop a presentation, press: Escape (ESC), Control+Break or Hyphen.

**How do I make a presentation run continuously?** Many of the options for controlling the playback of a presentation are available in the "Slide Show" menu in PowerPoint. In this menu, in "Set Up Show", choose "Loop continuously until 'Esc'", which means the program will loop until you press the Escape key (ESC) on your keyboard. You can control the duration of each slide in "Slide Transition".

**What if I don't have a computer projector to show the presentation?** There are several sources you could contact to possibly rent equipment, including local hotels/motels, the Chamber of Commerce, Economic Development Authority, library, schools/colleges, County Extension Service and/or other government offices (mayor, courthouse, etc.). If you are unable to locate necessary equipment, you can still utilize the sample scripts as a foundation for presenting a traditional speech. Or, you could run the presentation on a computer screen for a small group.

***How do I customize the text in a presentation?*** Move your cursor over the text box you wish to edit. Select the text, and type in the change. If you wish to change the size of a text box, click on it so that a gray border appears. Click and drag a corner or side handle to resize the box and rewrap the text. Please note that Selected Resources offers these presentations as tools for your use and assumes no responsibility for any content that you add or change in any presentation.

***How do I insert a picture?*** If you wish to add a picture or graphic, as your logo, to a slide frame, go to the "Insert" menu. Choose "Picture" and "From File...", and then navigate to the location of the picture file you wish to insert. Click on the "Insert" button. The picture will be placed on the slide frame. To reposition the picture or other elements on the slide, click in the interior of the item and drag it. To resize a picture, click on one of its corner handles, hold down the Shift key and drag to a new size.

**Additional Support.** Information and guidance in using PowerPoint can be found in PowerPoint's "Help" menu and by visiting the Microsoft website at:

<http://support.microsoft.com/default.aspx?scid=fh;EN-US;ppt2003>