

Some Ideas for Converting PPT to Word

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Course lectures and workshops are usually presented in real time to participants using Powerpoint Presentations (PPT). It is often useful for participants to have a manual showing the lecture and workshop material in a format suitable for reading additional notes from the lecturer and for participants to add their own notes.

Conversion of PPT to handouts for Word is done by using the File, Export, Create Handout option (or File, Save and Send, Create Handout in older versions).

Once PPTs are converted to Word documents it makes it easier to create a course or workshop manual which combines the separate components into a single document with consistent page and line numbering and a table of contents.

Microsoft PPT provides some simple tools to export PPT to Word to create handouts. While the tools are simple to use the format of the resulting Word documents is usually unsatisfactory because the slide content is too small to read when the document is printed (e.g. on A4 paper).

The Word handout format offers some help to lecturers and students by allowing notes containing such things as expansion of abbreviations used in the slide and full references to publications cited in the slide.

Three potential formats:

1. The handout format that best suits the addition of notes is with 3 slides per page and notes alongside each slide. If there are no notes then the empty notes column can be used by participants to make their own notes.
2. If the slide content is still too small after making the slide image larger (see below) then an empty notes column may be deleted and the format changed to 2 slides per page.
3. If the slide contains a lot of content and the notes are long then the format of one slide per page with notes underneath the slide may be useful.

The process of creating these formats (especially 1 and 2) is a bit tedious. It can take 5 to 10 minutes to resize the slides for a typical 45 min to 1 hour presentation.

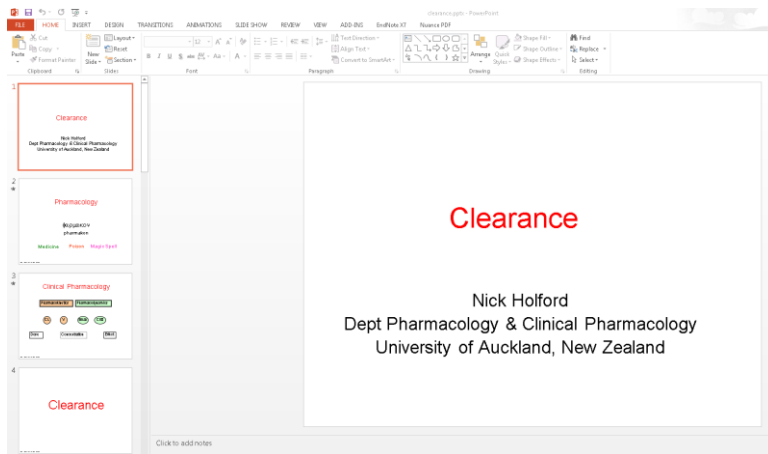
Changes to notes and single slides can be made to the Word document which only takes a few moments. Notes can be edited directly in the Word document or copied from the PPT notes box. Single slides can be selected in PPT then copied to replace the contents of a cell in the Word table. Unfortunately it is hard to find a Shadow format that matches the shadow border of the slides copied using the default settings. Changes to a single slide can be made by double-clicking the slide image in Word which then gives you access to PPT editing tools.

Examples of PPT converted to Word can be found at:

<http://holford.fmhs.auckland.ac.nz/teaching/pharmacometrics/advanced.php>

I have tried to find ways to change the Microsoft defaults which make the process inconvenient but have had no luck. If you find a way to do this then please let me know!

Word Format 1: 3 slides per page with notes alongside each slide



1. In PPT use File Export Create Handouts

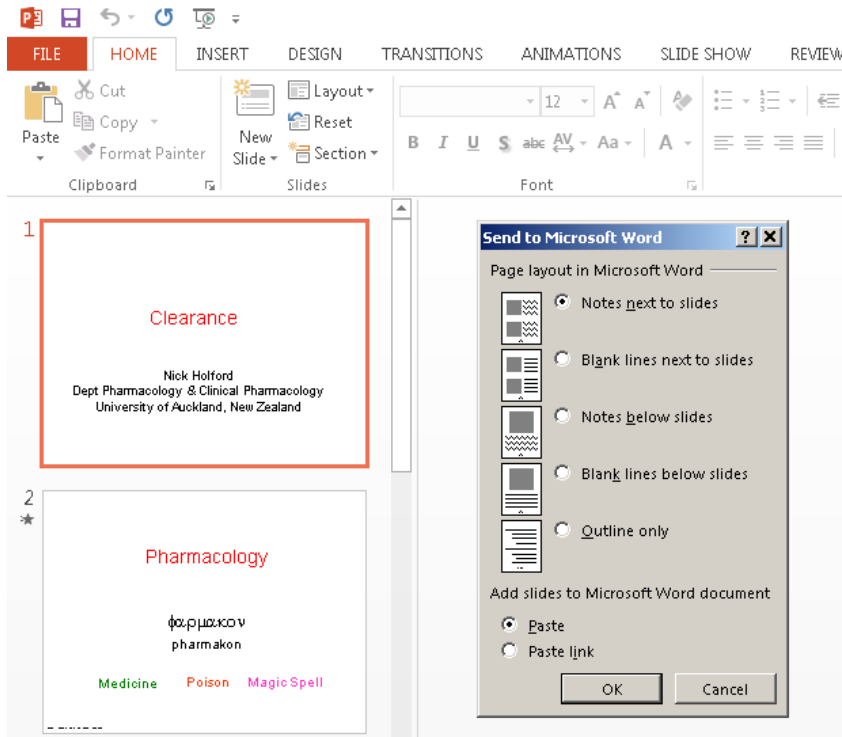
The screenshot shows the "Export" menu in Microsoft PowerPoint. The menu is open, showing a list of options: "Info", "New", "Open", "Save", "Save As", "Print", "Share", "Export", and "Close". The "Export" option is highlighted. To the right of the menu, the "Export" options are listed: "Create PDF/XPS Document", "Create a Video", "Package Presentation for CD", "Create Handouts", and "Change File Type". The "Create Handouts" option is highlighted. To the right of the "Export" options, the "Create Handouts in Microsoft Word" section is visible, with the following bullet points: "Put slides and notes in a Word document", "Edit and format content in Word", and "Automatically update slides in the handout when the presentation is updated". Below the bullet points, the "Create Handouts" icon is shown, which is a document with a blue arrow pointing to it.

Create Handouts in Microsoft Word

- Put slides and notes in a Word document
- Edit and format content in Word
- Automatically update slides in the handout when the presentation is updated

Create Handouts

2. Choose Notes next to slides



3. Choose Paste content or Paste link content (Paste content is more reliable) then click on OK

4. A Word document will be created. Switch to the Word document by clicking on the task bar icon at the bottom of the Windows screen



- The Word doc will show 3 slides with labels on the left and notes on the right. Typically the text on the slides is too small to read but the notes are readable.

The screenshot shows a Microsoft Word document titled "Document1 - Word" with the ribbon set to "DESIGN" and "LAYOUT". The document contains three slides, each with a corresponding note on the right side.

Slide 1: The slide content is too small to read. The note on the right is:

Slide 1

Clearance

Nick Holford
Dept. Pharmacology, A Clinical Pharmacology
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Slide 2: The slide content is too small to read. The note on the right is:

Slide 2

Pharmacology

φάρμακον
pharmakon

Medicine Poison Magic Spell

Pharmacology is derived from a Greek word (pharmakon). The Greeks used this word to mean a medicine, a poison or a magic spell.

Slide 3: The slide content is too small to read. The note on the right is:

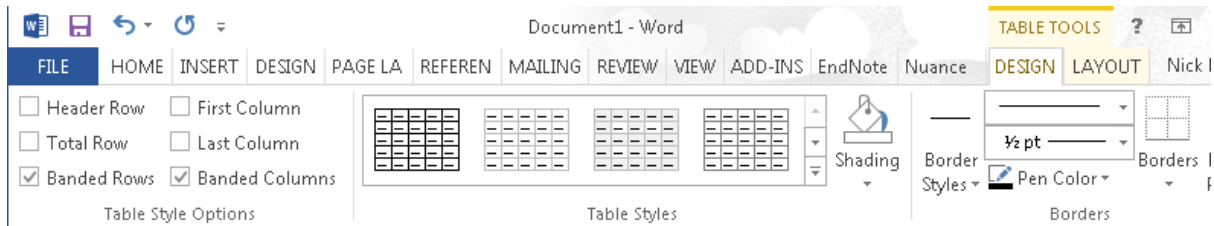
Slide 3

Clinical Pharmacology

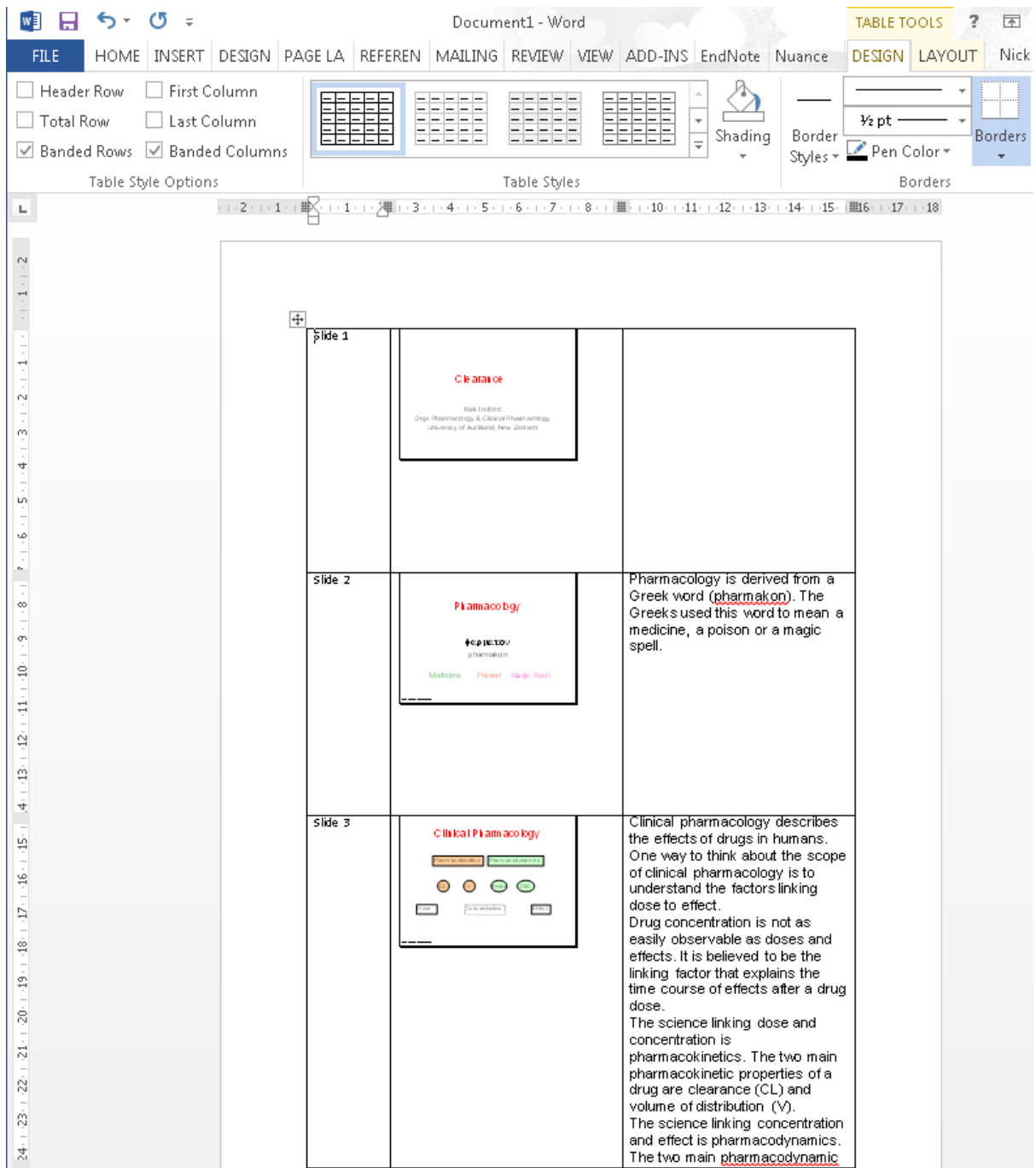
Clinical pharmacology describes the effects of drugs in humans. One way to think about the scope of clinical pharmacology is to understand the factors linking dose to effect. Drug concentration is not as easily observable as doses and effects. It is believed to be the linking factor that explains the time course of effects after a drug dose. The science linking dose and concentration is pharmacokinetics. The two main pharmacokinetic properties of a drug are clearance (CL) and volume of distribution (V). The science linking concentration and effect is pharmacodynamics. The two main pharmacodynamic

The bottom status bar shows "PAGE 1 OF 9", "1363 WORDS", and "70 %".

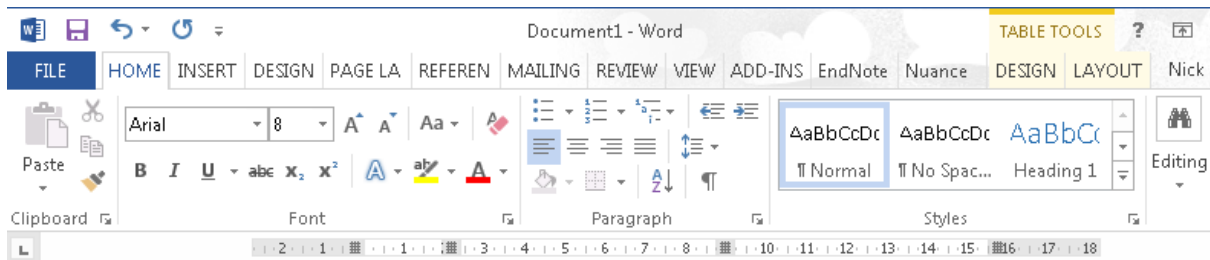
- The slide label, slide content and notes are arranged in columns of an invisible table. To see the table structure and make it easier to edit click on the yellow shaded DESIGN tab at the top of the screen.



- You will now be able to see the table cell borders.



- Click on the HOME tab at the top of the screen then select the whole document (Ctrl-A) and change the font type and size for the slide labels and notes to Ariel 8. Most people can read Ariel 8 when it is printed on A4 paper.

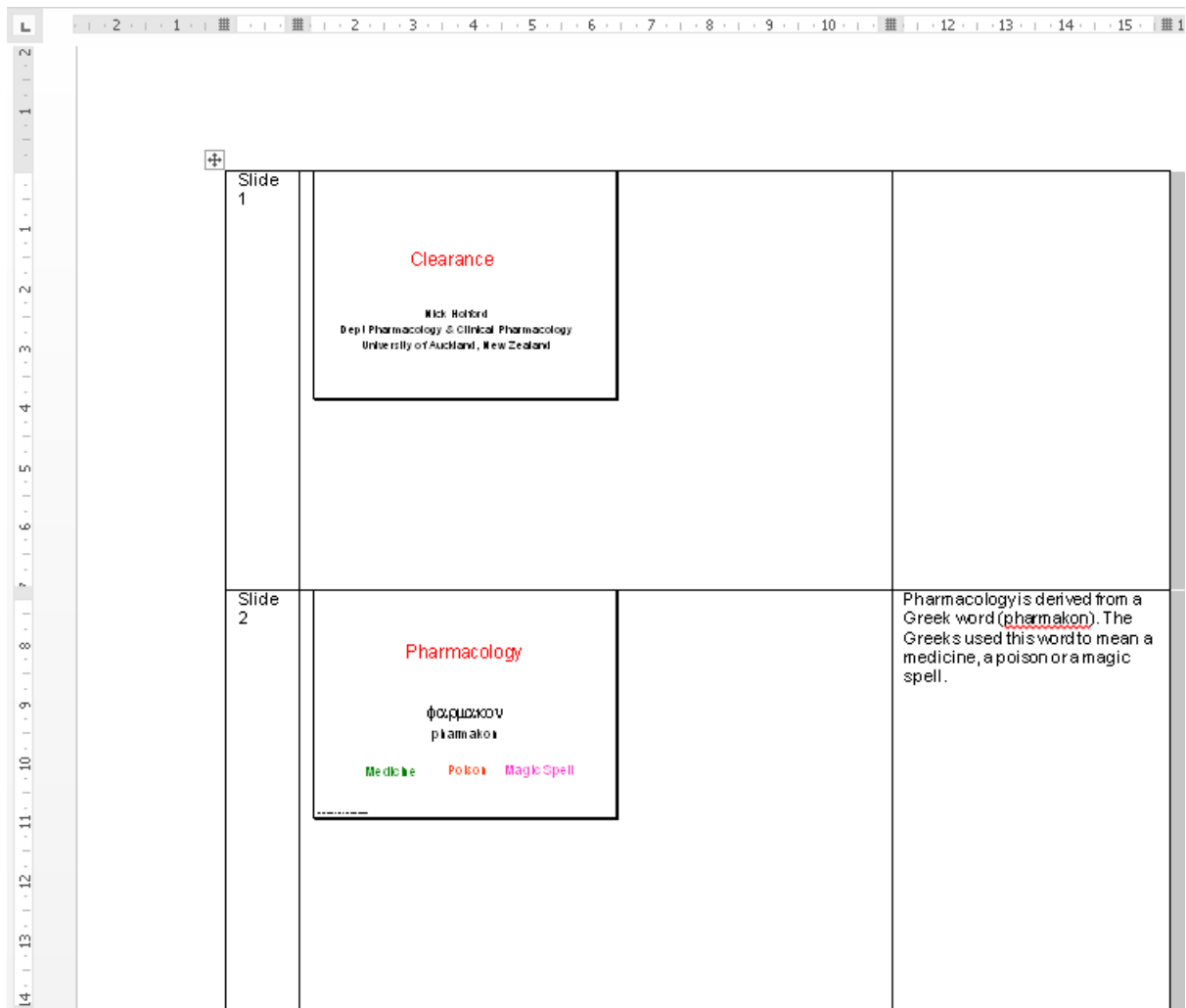


Slide 1	<p style="text-align: center;">Clearance</p> <p style="text-align: center;">Nick Inford Dept. Pharmacology & Clinical Pharmacology University of Auckland, New Zealand</p>	
Slide 2	<p style="text-align: center;">Pharmacology</p> <p style="text-align: center;">φαρμακον pharmakon</p> <p style="text-align: center;">Medicine Poison Magic Spell</p>	<p>Pharmacology is derived from a Greek word (pharmakon). The Greeks used this word to mean a medicine, a poison or a magic spell.</p>
Slide 3	<p style="text-align: center;">Clinical Pharmacology</p>	<p>Clinical pharmacology describes the effects of drugs in humans. One way to think about the scope of clinical pharmacology is to understand the factors linking dose to effect. Drug concentration is not as easily observable as doses and effects. It is believed to be the linking factor that explains the time course of effects after a drug dose.</p> <p>The science linking dose and concentration is pharmacokinetics. The two main pharmacokinetic properties of a drug are clearance (CL) and volume of distribution (V).</p> <p>The science linking concentration and effects is pharmacodynamics. The two main pharmacodynamic properties of a drug are the maximum effect (E_{max}) and the concentration producing 50% of the maximum effect (EC₅₀).</p>

9. The next thing is to recover the wasted space taken up by the slide label column. Select the right hand border of the first column and drag it to the left so that the “Slide” part of the label remains on the first line with the slide number underneath.

Slide 1	<p style="text-align: center;">Clearance</p> <p style="text-align: center;">Nick Holford Dept Pharmacology & Clinical Pharmacology University of Auckland, New Zealand</p>	
Slide 2	<p style="text-align: center;">Pharmacology</p> <p style="text-align: center;">φάρμακον pharmakon</p> <p style="text-align: center;">Medicine Poison Magic Spell</p>	Pharmacology is derived from a Greek word (<u>pharmakon</u>). The Greeks used this word to mean a medicine, a poison or a magic spell.

10. The notes column should now be made narrower by selecting the right hand border and dragging it to the right so that it is under the “11” in the ruler at the top of the page.



11. These steps usually take just a few seconds to complete. Unfortunately the more tedious process of resizing each slide must now take place. I recommend setting the window zoom level to 100% because Word often gets confused when trying to resize images if the zoom is smaller.

12. Select the bottom right corner of each slide and drag it towards the right bottom of the row.

Slide 1	<p style="text-align: center;">Clearance</p> <p style="text-align: center;">Nick Holford Dept Pharmacology & Clinical Pharmacology University of Auckland, New Zealand</p>	
Slide 2	<p style="text-align: center;">Pharmacology</p> <p style="text-align: center;">φάρμακον pharmakon</p> <p style="text-align: center;">Medicine Poison Magic Spell</p>	<p>Pharmacology is derived from a Greek word (pharmakon). The Greeks used this word to mean a medicine, a poison or a magic spell.</p>

13. Do this mindless dragging process for each slide.

14. Now save the Word document. Unfortunately Microsoft won't help you by remembering the directory you opened the PPT file which is usually where you want to save the document file. So struggle with Word for a bit to find a directory and save the file with a sensible name e.g. the same name as the PPT file.

15. You now have a Word document containing the contents of the PPT with both slides and notes at a size that is usually readable when printed on A4 sheets.

<p>Slide 1</p>	<p style="text-align: center;">Clearance</p> <p style="text-align: center;">Nick Holford Dept Pharmacology & Clinical Pharmacology University of Auckland, New Zealand</p>	
<p>Slide 2</p>	<p style="text-align: center;">Pharmacology</p> <p style="text-align: center;">φάρμακον pharmakon</p> <p style="text-align: center;">Medicine Poison Magic Spell</p>	<p>Pharmacology is derived from a Greek word (pharmakon). The Greeks used this word to mean a medicine, a poison or a magic spell.</p>
<p>Slide 3</p>	<p style="text-align: center;">Clinical Pharmacology</p> <div style="text-align: center;"> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px;">Pharmacokinetics</div> <div style="border: 1px solid black; padding: 2px;">Pharmacodynamics</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; border-radius: 50%; padding: 5px;">CL</div> <div style="border: 1px solid black; border-radius: 50%; padding: 5px;">V</div> <div style="border: 1px solid black; border-radius: 50%; padding: 5px;">Emax</div> <div style="border: 1px solid black; border-radius: 50%; padding: 5px;">C50</div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; padding: 2px;">Dose</div> <div style="border: 1px dashed black; padding: 2px;">Concentration</div> <div style="border: 1px solid black; padding: 2px;">Effect</div> </div> </div>	<p>Clinical pharmacology describes the effects of drugs in humans. One way to think about the scope of clinical pharmacology is to understand the factors linking dose to effect. Drug concentration is not as easily observable as doses and effects. It is believed to be the linking factor that explains the time course of effects after a drug dose. The science linking dose and concentration is pharmacokinetics. The two main pharmacokinetic properties of a drug are clearance (CL) and volume of distribution (V). The science linking concentration and effect is pharmacodynamics. The two main pharmacodynamic properties of a drug are the maximum effect (Emax) and the concentration producing 50% of the maximum effect (C50).</p>

16.

Word Format 2: 2 slides per page without notes

1. Follow steps 1 to 9 above for the 3 slides per page format.
2. Then delete the notes column (select two rows in the notes column, right click, click on Delete Cells then Delete entire column)

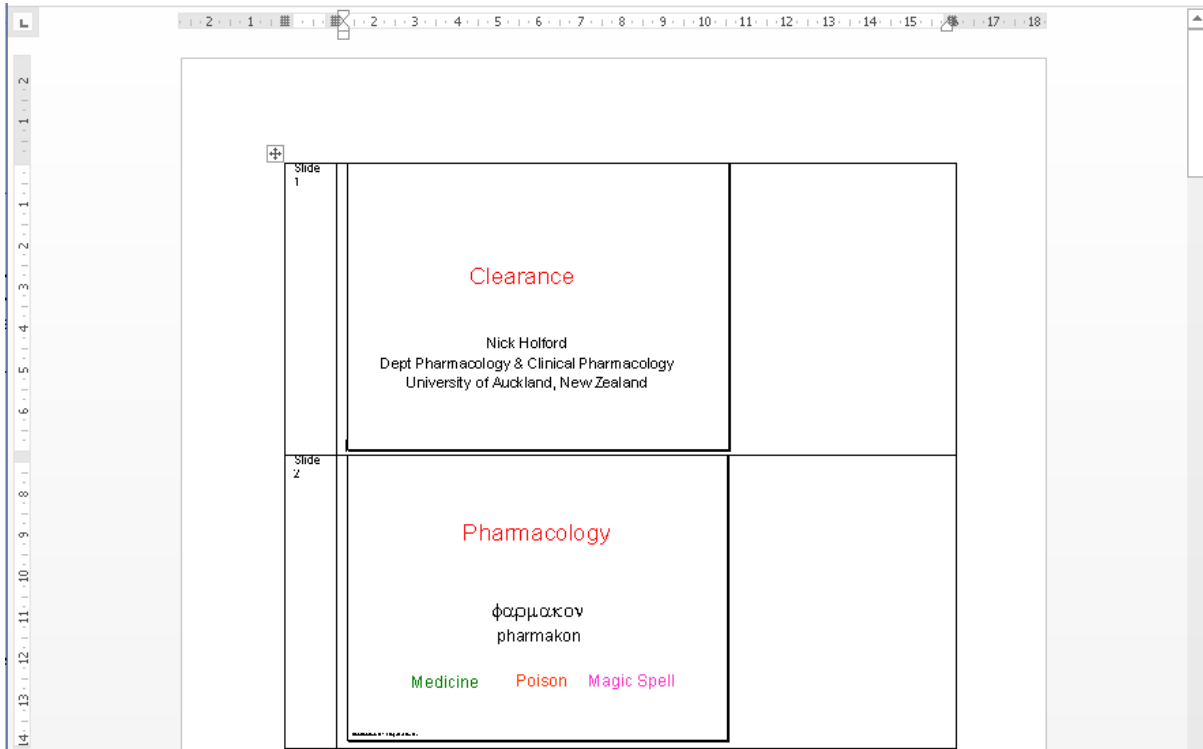
Slide 1	<p style="text-align: center;">Clearance</p> <p style="text-align: center;">Nick Holford Dept Pharmacology & Clinical Pharmacology University of Auckland, New Zealand</p>	
Slide 2	<p style="text-align: center;">Ph</p> <p style="text-align: center;">φαρμακον pharmakon</p> <p style="text-align: center;">Medicine Poison Magic Spell</p>	<p>Pharmacology is derived from a Greek word (pharmakon). The Greeks used this word to mean a medicine, a poison or a magic spell.</p>

Delete Cells [?] [X]

- Shift cells left
- Shift cells up
- Delete entire row
- Delete entire column

OK Cancel

3. Drag the right hand column border until it is under the "16" in the ruler at the top of the page.



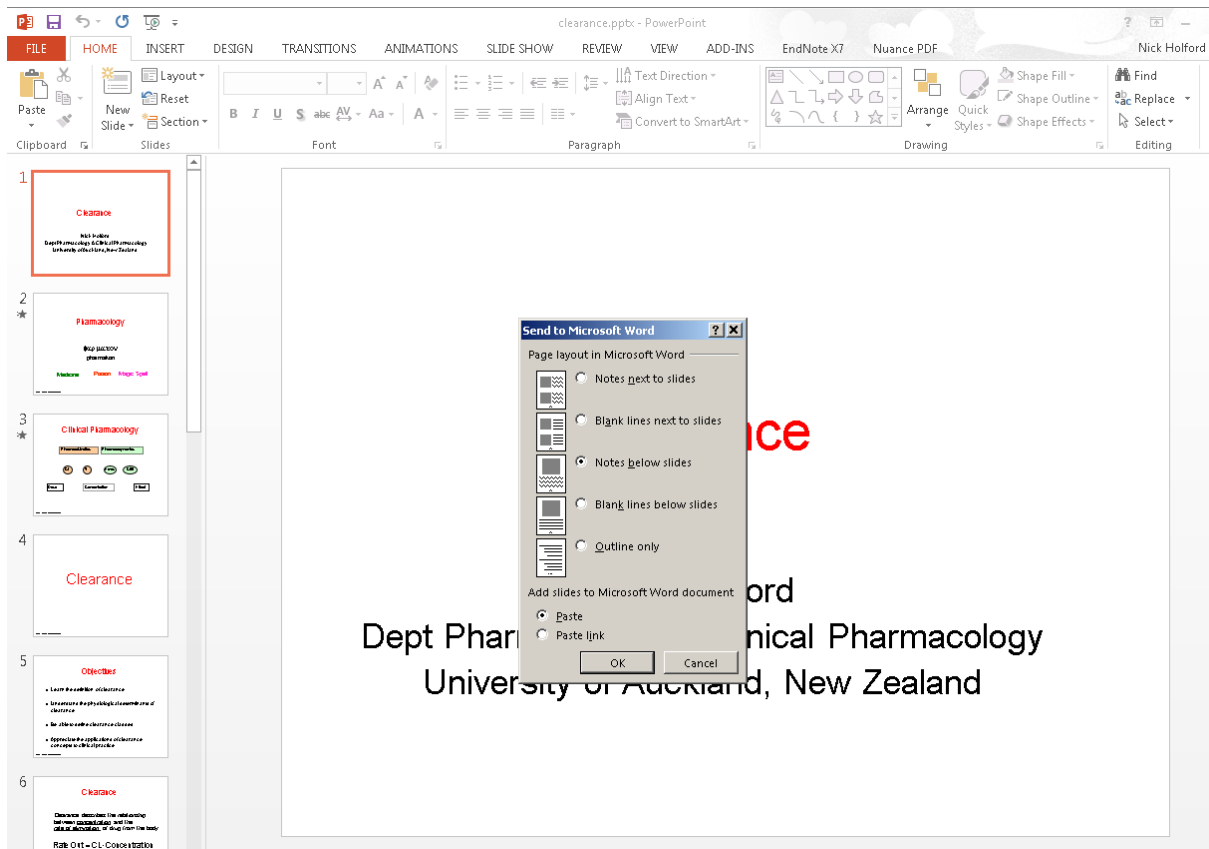
4. Then drag each slide to fill the row in the slide column 2:

Slide 1	<p style="text-align: center;">Clearance</p> <p style="text-align: center;">Nick Holford Dept Pharmacology & Clinical Pharmacology University of Auckland, New Zealand</p>
Slide 2	<p style="text-align: center;">Pharmacology</p> <p style="text-align: center;">φαρμακον pharmakon</p> <p style="text-align: center;">Medicine Poison Magic Spell</p>

5. Resize all the slides and save the document.

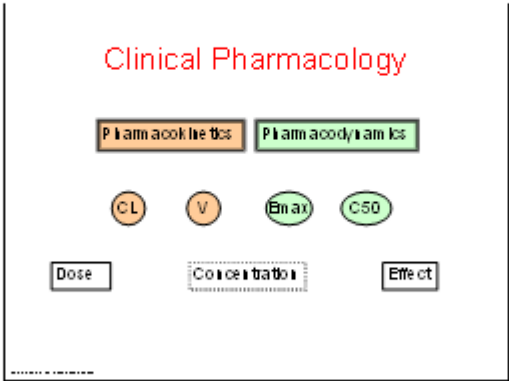
Word Format 3: 1 slide per page with notes underneath

1. This is the simplest format (provided by default by Microsoft) but often not user friendly because when printed it uses one sheet of paper per slide and has a lot of wasted space at the sides of each slide.
2. Follow step 1 above for the 3 slides per page format.
3. At step 2 select Notes below slides



- This format may be used as is but often will benefit from resizing the slide so that it does not leave so much white space.

Slide 3



The diagram is titled "Clinical Pharmacology" in red text. It is enclosed in a black rectangular border. At the top, there are two boxes: "Pharmacokinetics" (orange) and "Pharmacodynamics" (green). Below these are four circles: "CL" (orange), "V" (orange), "Emax" (green), and "C50" (green). At the bottom, there are three boxes: "Dose" (white), "Concentration" (dotted), and "Effect" (white). Arrows indicate the flow from Dose to Concentration, and from Concentration to Effect. The Pharmacokinetics section is linked to the transition from Dose to Concentration, and the Pharmacodynamics section is linked to the transition from Concentration to Effect.

Clinical pharmacology describes the effects of drugs in humans. One way to think about the scope of clinical pharmacology is to understand the factors linking dose to effect.

Drug concentration is not as easily observable as doses and effects. It is believed to be the linking factor that explains the time course of effects after a drug dose. The science linking dose and concentration is pharmacokinetics. The two main pharmacokinetic properties of a drug are clearance (CL) and volume of distribution (V).

The science linking concentration and effect is pharmacodynamics. The two main pharmacodynamic properties of a drug are the maximum effect (Emax) and the concentration producing 50% of the maximum effect (C50).

5. Here is a resized version:

