SETTING UP ZOOK'S SALES POWERPOINT PRESENTATION

There are hundreds of slides and sections available to create a customized PowerPoint Presentation for your meeting.

Method 1: Using the Zoom Feature in PowerPoint for Presenting

The Zoom feature in PowerPoint is more dynamic than the regular way of presenting. The Zoom feature gives the presenter the ability to jump to and from any portion of their presentation while presenting, creating a more memorable presentation.
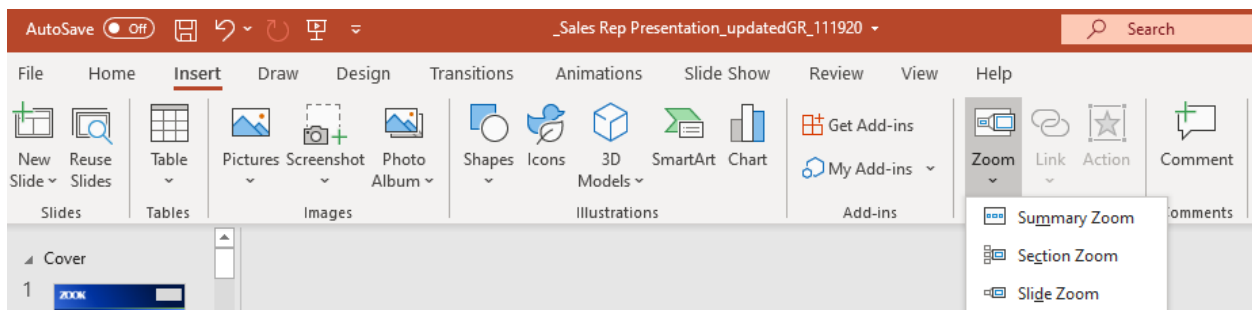
There are 3 types of Zooms that can be used in PowerPoint.

Section Zoom

Make Sure your Zoom Slide is highlighted first (It is the 3rd slide from the left panel)
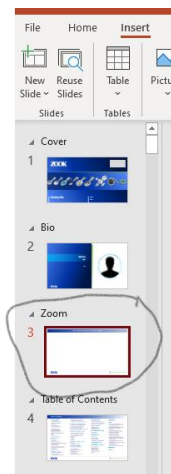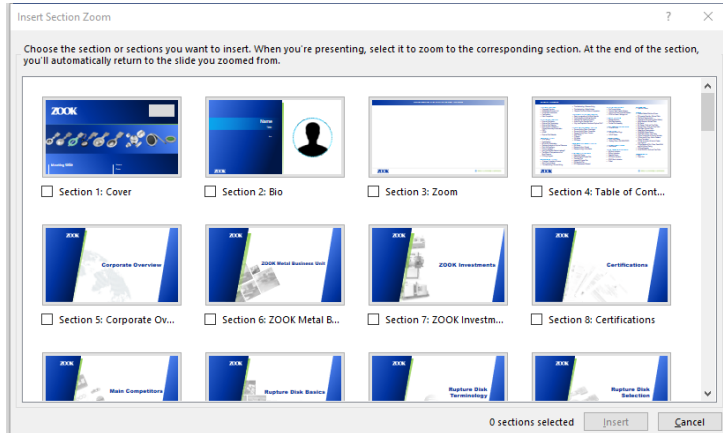

Click on the upper menu, click Insert and then click Zoom and select Section Zoom
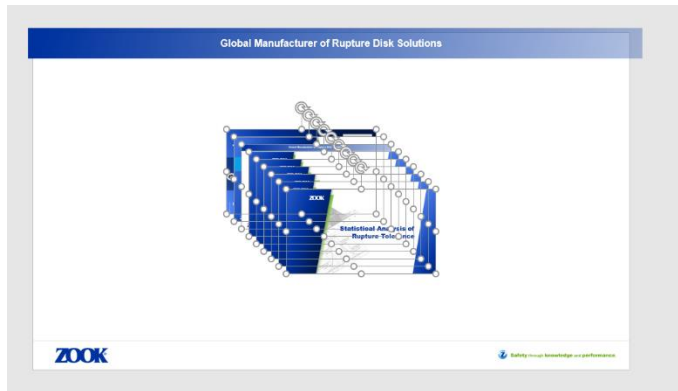
Once You Select Section Zoom, All the sections are displayed. Click on the sections that you want to use in your PowerPoint presentation and click insert.

The slides will be grouped in the Zoom Slide.

Ungroup by clicking outside of the group and arrange slides in the order you are going to present. If you are using many sections, it may be difficult to fit all sections on the one slide. Reduce the size of the section covers before ungrouping the selected sections.

Hover over the grouping and it will display a double arrowed line ←——→ this will allow you to decrease or increase the size for all sections at once.


Click Slide Show and start presenting. To enable the Zoom Feature start presentation by clicking on your first section/slide within the Zoom Slide.

Zoom Templates

We have also added Zoom Section Templates to organize your sections more professionally. If you have 20-25-30 sections to organize in the Zoom slide, you can use the templates and organize your sections in the boxes.
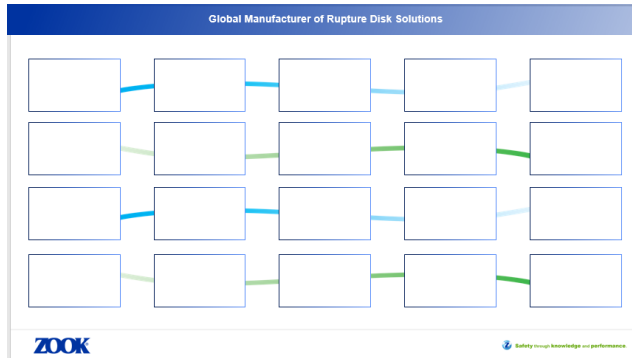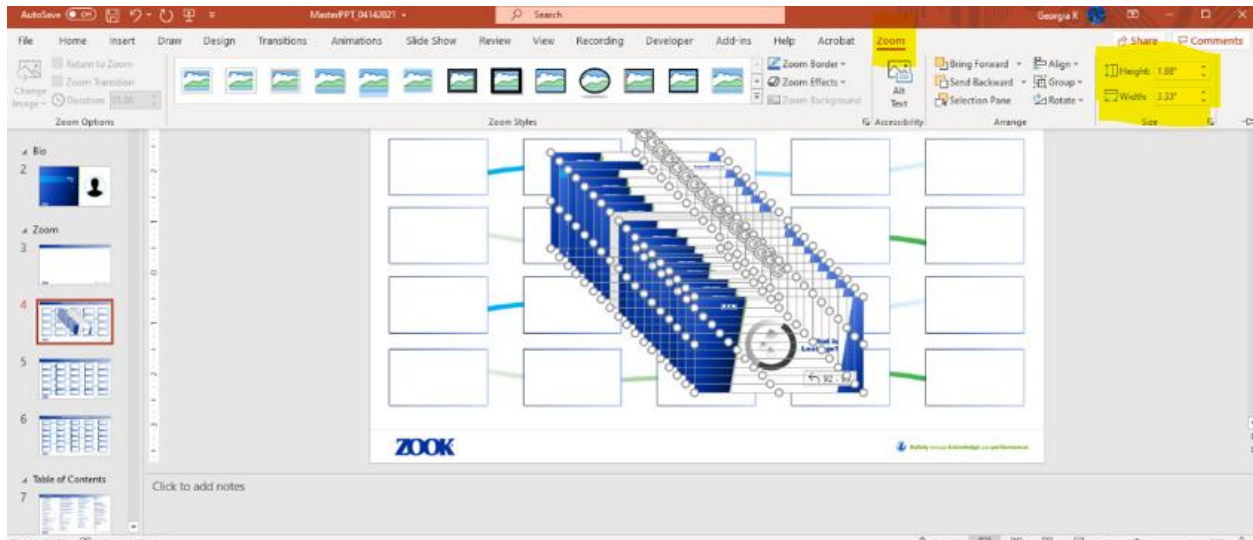

Follow the same method of inserting sections and slides and <u>before</u> you ungroup change the height (width will automatically change) and hit enter.

20 slide template: change height to 0.97"/2.47 cm
25 slide template: change height to 0.87"/1.54 cm
30 slide template: change height to 0.71"/1.8 cm

Adding the sections to the templates builds a professional Section Zoom Slide
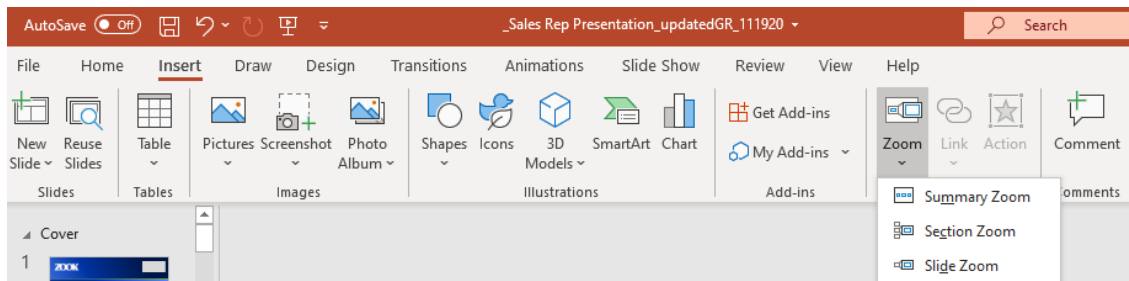

Slide Zoom

A Slide Zoom allows you to create links to specific slides in the presentations. Because the PPT is so big, using the slide Zoom is not the best way of presenting however after selecting your sections, you could also include specific slides that are relevant for your presentation if you didn't want to show the entire section.

Make Sure your Zoom Slide is highlighted first (It is the 3rd slide from the left panel)

Click on the upper menu, click Insert and then click Zoom and select Slide Zoom

Choose the slides that you want to use and click insert. After you have imported the slides from Slide Zoom, Click on the individual slide you have imported and you will see a Zoom feature appear beside Help and make sure you click Return to Zoom, so it links back to the Zoom Slide. If you don't click 'Return to Zoom' after you click the slide it will continue to the next slide in the

PowerPoint Deck and not the selected sections/slides you have chosen for your presentation.
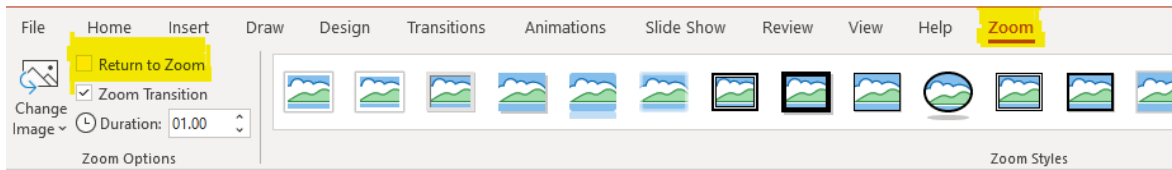
Summary Zoom

A Summary Zoom is like a table of contents within your presentation. While presenting the presenter can use the Summary Zoom to navigate to different portions of the presentation.

The presentation has too many sections and by default it will have every section already clicked, so unclicking sections that you do not want in your presentation will be time consuming. We will not be using Summary Zoom for this PowerPoint. The summary Zoom would be good for a presentation that had a few sections or slides.

Method 2: Table of Contents (TOC)

This is a substandard way of presenting as you are presenting a Table of Contents and not a polished presentation, however there may be instances that using the TOC is ideal.

All sections are linked in the TOC slide. If you want to go back to the table of contents after the section has ended, click on the ZOOK logo. The last slide of each section will have a grey triangle on the bottom right. This has been added to remind you to click on the ZOOK logo to go back to the table of contents. If you forget to click on the logo, the slide show will automatically proceed to the next section.

ZOOK

Best Practices Guidelines:

- Cover Page – Use the Cover Slide and Name your meeting, add your name and title. Fill everything in before you insert sections in your slide zoom.
- Bio – This slide is good for new customers that may want to know a bit more about you. Again, if you are going to include this slide fill it all in before you insert into your zoom slide.
- Q&A and Thank You – A Q&A and Thank You slide should follow at the end of your presentation
- Slide Zoom can be used if you want to include a slide only and not the entire section. The PPT has been setup for section use, however, you may want to include some slides in your presentation. Remember to click Return to Zoom after importing slides. You do not need to do this when importing sections because by default this is already setup.
- Zooming in on a PPT slide use Ctrl + mouse spin wheel
- You can prepare your Section Zoom ahead of time and save it for the day of your presentation.
- Make sure to load your entire presentation prior to your meeting (at least 15 minutes to make sure all videos/images are loaded properly). Go into slide show to make sure there are no technical issues before your meeting.
- Go into presentation mode prior to your meeting to ensure there are no technical issues before your meeting.
- Always download from the portal the latest master ppt and do not modify existing PowerPoints. Changes to the master will be ongoing, so ensure you have the latest version and download from the master when starting to work on a new presentation.
- Keep all PowerPoints in the portal. The files are very large, so after they have been used, upload and save your PowerPoints to the portal.
- You can use the same Zoom slide deck for another presentation. You first must download a new master PowerPoint from the portal. Highlight Zoom slide in your new PowerPoint and click reuse slides. This will open other PowerPoints on your local drive. Choose Slide 3 which is the Zoom Slide. This will import your Zoom Slide to the new PowerPoint.
- If a customer wants a copy of the presentation, you need to open a new blank PowerPoint and copy the relevant sections into your PowerPoint. Click on the section this will highlight the entire section, click ctrl + c to copy the section and then click ctrl + V in your new PowerPoint to paste. Do this for all sections that were presented and save. You can save as a pdf (this will disable animation) to decrease the size of file.