Slide Presentation for MAC/PC

The presentations on this CD will help health care professionals understand various aspects of providing medical abortion care. The program consists of four presentations covering regimens; management of side effects and complications; an overview of medical abortion clinical and practice issues; and early vacuum aspiration as an alternative to and back-up for medical abortion.

In order to view the presentations on this CD-ROM you will need the following:
**System requirements for PC:** Microsoft® PowerPoint version 97 or greater, Microsoft® Windows® 95 or Microsoft® Windows NT® Workstation 3.51 Service Pack 5 or later, 16 MB of memory, 26 to 58 MB of available hard-disk space, DC-ROM drive, and VGA or higher-resolution video adapter.

**System requirements for Mac®:** Microsoft® Office 98 or greater, a Mac® OS-compatible computer equipped with a PowerPC processor, System 7.5 operating system or later, at least 16 MB of physical RAM, CD-ROM drive, and 90 MB of hard-disk space.

In order to view the presentations, simply insert the CD-ROM, access your CD drive from the PowerPoint® file menu, and select a presentation. See “Using PowerPoint®” below for more detailed instructions.

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**Contents:**

- Regimens NAF EarlyOptions 2005.ppt
- PtMngment NAF EarlyOptions 2005.ppt
- Overview NAF EarlyOptions 2005.ppt
- EarlyVacuumAspiration NAF EarlyOptions 2005
- Read Me 2005. doc

and on articles contained in the NAF-sponsored supplement:


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For more information about the National Abortion Federation (NAF) and additional educational resources available through NAF please contact NAF at:

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**Using PowerPoint:**
The modules will always open in “Normal View” with an outline of the slides on the left side of your screen, the slide on the right side, and the lecture notes below the slide. Use the scroll bar to the right of the slide...
to move to another slide in the presentation. When you do this, the outline on the left will also move to the new slide.

To view only the slides and lecture note area without the outline:
1. Click View in the menu bar. A menu will drop down.
2. Select Notes Page from the menu. The screen will then change to show the slide and lecture notes only.
3. Use the scroll bar on the right side of the screen as needed to view all the notes.

To view the slides only:
1. Click View in the menu bar. A menu will drop down.
2. Select Slide Show from the menu. The screen will then change to show a full-screen view of the slide only.
3. To move to the next slide, left click anywhere on the slide.
4. To go back to the previous slide, right click. A menu will appear. Select Previous with a left click.
5. To end the presentation, right click. A menu will appear. Select End Show with a left click.

To print handouts of the slides:
1. Click File in the menu bar. A menu will drop down.
2. Select Print. A window will appear.
3. In the bottom left you will see a box that is called Print What.
4. Click the arrow to the right of the box. A menu will drop down.
5. Select Handouts.
6. The Handouts box in the bottom right will appear. Click the arrow next to Slides per Page. A menu will drop.
7. Select how many slides you want to print per page and, if applicable, whether you want them to run horizontally or vertically on the page (a sample of how they will print on the page will appear to the right).
8. Click OK to print.

If you wish to add your own slides into the presentation or alter existing slides, AS REQUIRED BY THE END-USER LICENSE you must do this on slides that do not include the NAF logo, are distinct in their look from the master format of the NAF slides, and clearly indicate that they are not original NAF slides. To do this:
1. Click Insert in the menu bar. A menu will drop down.
2. Select New Slide. A blank slide with the NAF master template will insert into the presentation.
3. Click Format in the menu bar. A menu will drop down.
4. Select Slide Design. A sample of possible slide formats from which you can choose will appear in the right margin.
5. Position your cursor on the slide format you want to choose. A menu arrow will appear. Right click. A menu bar will appear.
6. Click Apply to Selected Slides. Your new slide will appear with the new format., but still containing the NAF logos.
7. Click View. A menu bar will drop down.
8. Click Master. A menu bar will drop to the right. Click Slide Master.
9. Click on the NAF logo in the bottom left corner and hit “delete.” It should disappear. Click on the blue-haired woman logo in the upper left corner and hit “delete”. It should disappear. Insert whatever logos or formatting you prefer to distinguish this slide as your slide rather than a NAF
slide. When you are finished, click Close Master View on the hanging toolbar. This will bring you back to the slide you inserted and you can add your content.

10. To insert additional slides using your new master slide format, click on your new slide. Then click on Insert in the menu bar. A menu will drop down. Select New Slide. A new blank slide using your format will insert and you can add your content to that new slide.

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For more information about using PowerPoint, use Help on the menu or consult a PowerPoint instructional guide.