

Importing an Outline into PowerPoint

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This is a great technique that helps you stay focused on content and keeps you from being distracted with PowerPoint formatting issues and graphics.

This technique is based on the formatting of the text in the file. Text aligned at the left margin become slide titles. Text one tab over becomes main bullets. Text two tabs over become secondary bullets.

Create the Outline

1. Open NotePad or other text editor.
2. At the left margin, type out the title of the presentation. Click RETURN.
3. On the next line, at the left margin, type out the title of the first slide. Click RETURN.
4. TAB once to enter a main bullet. Click RETURN.
5. TAB once again to enter the second main bullet.
6. TAB twice to create secondary bullets. Click RETURN.
7. At the left margin, type out the title of the second slide.
8. Continue this process.
9. Save your work as a .txt file.

Import into PowerPoint

1. Open PowerPoint.
2. Under FILE in the top line menu, select OPEN.
3. In the FILE TYPE scrolling menu at the bottom of the Open dialog box, select ALL OUTLINES, then browse to the location of your saved .txt file, select it and click OPEN.
4. Your outline will be blown into the appropriate slides. Then use Slide Layout and Slide Design to format the slides. Enter graphics and you are off to a good start.