



# PowerPoint Alchemy

## Magic Bullets

You will certainly know how to add bullets to a text list (in fact they are there by default!) You may even know how to number lists either with numerals or letters. However how about bullets AND numbers:

- ① Line one
- ② Line Two
- ③ Line Three

Using the software provided with this E sheet it's just one click to get magic bullets. Note these bullets can only go from 1 – 10.

## Install the Software

Macro security must be set to medium or Low in earlier versions or in version 2007 "Disable with prompt".

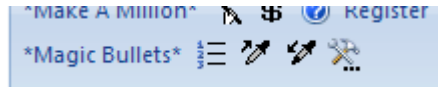
**\*\*IMPORTANT\*\* Close PowerPoint before continuing**

With PowerPoint CLOSED run the exe file to install the Add In. If you have 2007 you will need to click the ADD IN tab to see the new toolbar. Please do not change the install location. If the toolbar does not appear then In 2002/3 Tools > Add Ins > Add New and add Bullets.ppa. In 2007 get to the same dialogue in Office button > PowerPoint Options > Add Ins > Manage PowerPoint Options.

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## Add Bullets

Once the software is installed you should see this new toolbar in versions before 2007. In 2007 you will need to click the “Add Ins” tab to see it.



To insert magic bullets simply select the text or the shape containing the text and click the bulleted list icon.

## Changing the Appearance

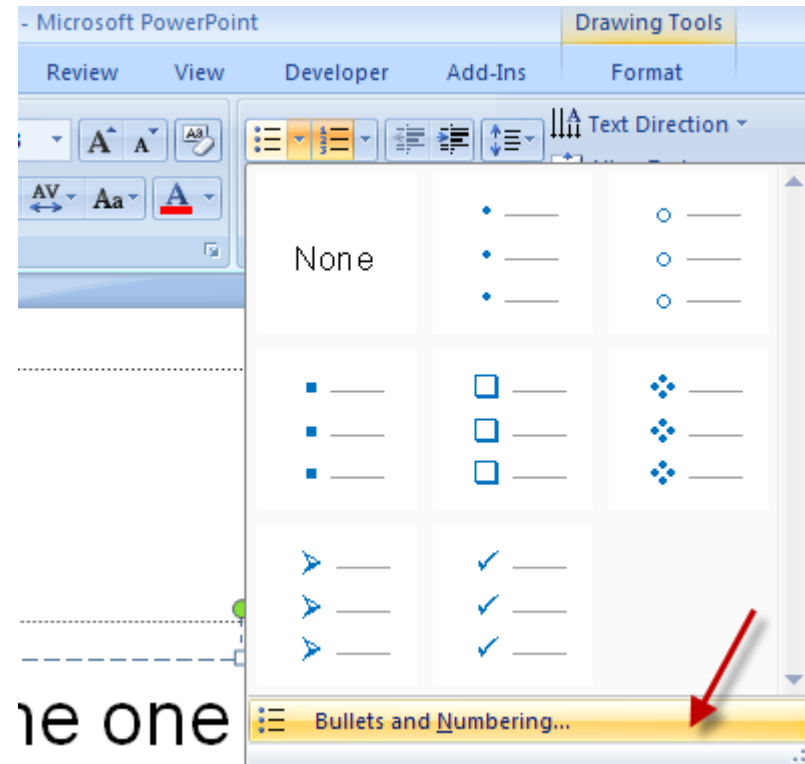
These are REAL bullets you can use the “Bullets and Numbering” dialog in PowerPoint to modify the size or colour and the ruler to modify the position.

## Colour and Size

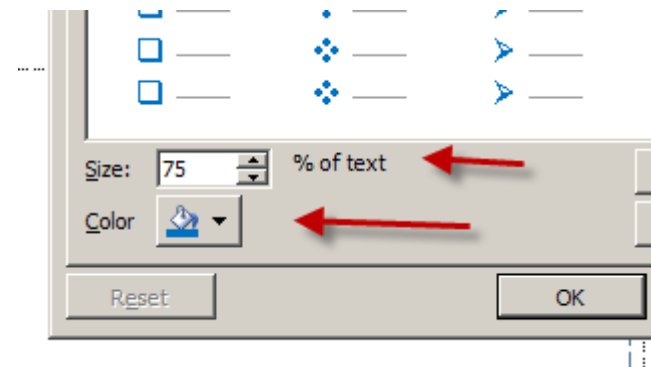
By default your magic bullets will be the same colour as the text on that line. You can set the colour and size to anything you wish.

Select the text that you wish to alter the bullets for. Go to the Bullets and Numbering dialog (In 2007 in the Home Tab and in earlier versions in the Format menu)

Once here you can adjust the size and colour of bullets)

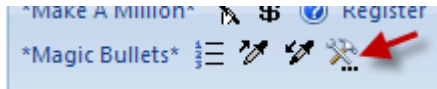


Bullets and Numbering

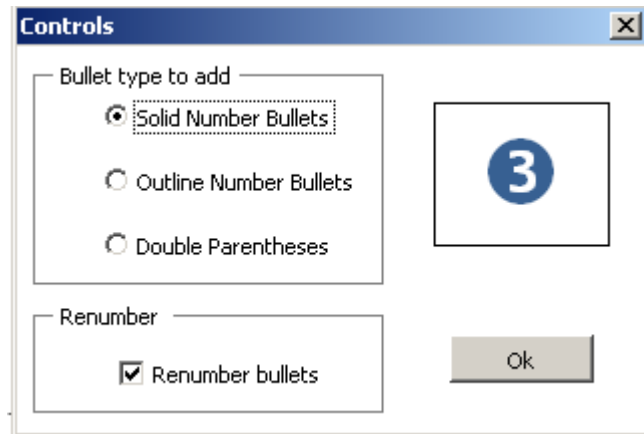


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## Control Panel

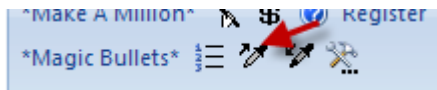


Click the tools icon to call the control panel. You can use this to set the type of bullets and whether bullets are renumbered when you pickup and apply a style.



## Pick Up and Apply a Style

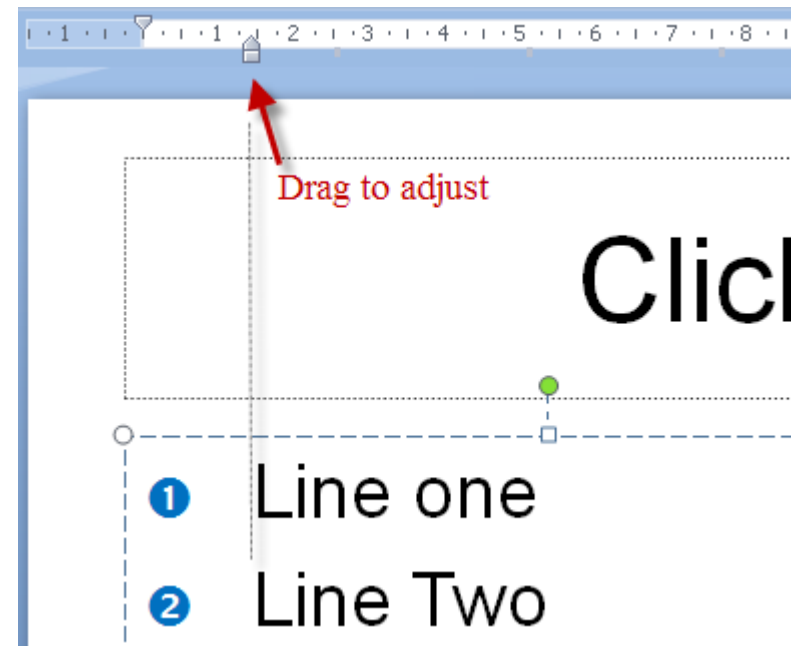
Place the cursor in the text that you wish to pick up the style from. Click the pickup icon.



Move the cursor to the target text and click the Apply icon.

## Adjust the Indent

Use the ruler to adjust the indent. If the ruler is not visible View > Ruler





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## F.A.Q.

- Do the numbers update automatically?
  - Yes, you can add, remove or move lines and the numbers will change.
- If I send the presentation to a PC without the software will the numbers still be visible?
  - Yes the software is ONLY needed to add the bullets. They will even update!
- Can I have one line with e.g. a green bullet and the rest red?
  - Certainly you can have as many colours as you wish. Just select only that text when you change the colour.
- Does this ONLY work with proper placeholders?
  - No, it works with textboxes too.

## Support

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