

PowerPoint Alchemy

Clever Numbers

Is an Add In for Microsoft® PowerPoint® that allows numbering in sections or Sections and independent Appendix numbering. Latin and Roman numerals are supported.

In addition the Add In can automatically create a “Table of Contents” based on the sections and appendices. If you wish the TOC can be linked to slides automatically.

Possible Styles of Numbering

1, 2, 3, 4, 5..... etc Appendix 1:i, Appendix 1:ii

1:I, 1:ii, 1:iii ... 2:i etc

Section 1:1, Section 1:2, Section 1:3 Etc.... Appendix 1:i, Appendix 2:i

Custom Text 1:i, Custom Text 1:ii

1 of 10, 2 of 10 Etc ... Appendix 1:i

Table of Contents

Section and Appendix titles are taken from the Title text on slides. You may choose whether to include all slides and whether to link to the section slides.

Install

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

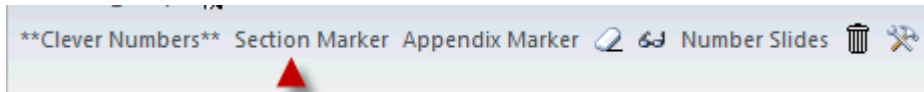
****IMPORTANT** Close PowerPoint before continuing**

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 CleverNo.ppa. In 2007 get to the same dialogue in Office button > PowerPoint Options > Add Ins > Manage PowerPoint Options.

PowerPoint Alchemy

Add a Tag

If your presentation is divided into sections or chapters, create section / divider slides (these do not have to be in Title format but should have a title placeholder) at the start of each section. Use Ctrl Click to select these slides and use the Section Marker button to Tag them. Don't forget a marker at the start of Section 1.



In the same fashion tag any Appendix slides.

The green / yellow markers are for your info – they can be deleted if you wish and the program will still work. Clicking the spectacles icon toggles between visible and non visible for presentation or printing. Note that text in the title Placeholder will show in the TOC.

To remove a tag COMPLETELY, select the slide(s) and click the rubber.

Number Sections and Appendices

Once tags are in place, click "Number Slides". Note if slides already have a slide number using the normal PowerPoint system these numbers will be removed.

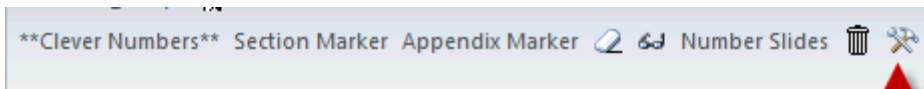
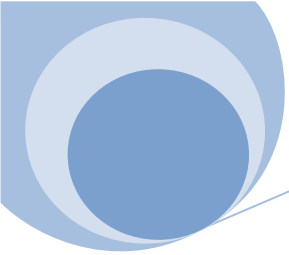


Table of Contents

If you wish to create a TOC just select this option in the Tools Dialogue and adjust the font size to your preference.

A screenshot of the 'Options' dialog box for PowerPoint Alchemy. The title bar says 'Options'. Inside, the 'PowerPoint Alchemy' title is displayed in large red font. There are four main sections: 'Section Numbers Style' with radio buttons for 'Section 1:iv' and 'Section 1:4' (the latter is selected); 'Appendix Numbers Style' with radio buttons for 'Appendix 2:iv' and 'Appendix 2:4' (the latter is selected); 'SectionPrefix' with radio buttons for 'Section' (selected), 'Blank', and 'Custom', followed by a text input field; and 'TOC' with dropdowns for 'TOC Title Font size' (28) and 'TOC Body Font size' (12), and a checkbox for 'Make T.O.C.' which is currently unchecked. A red arrow points to the 'Make T.O.C.' checkbox. Below the dialog box, there is a blue italicized instruction: 'Please make your selections and then close the form.' At the bottom, a copyright notice reads: '© PowerPoint Alchemy 2008 All Rights Reserved'.



PowerPoint Alchemy

The contents of the TOC are read from the Title placeholder on each slide. Please ensure that each slide has a title and if necessary drag it off the main slide area where it will not show in presentation mode or print.

Other Controls

The dustbin removes all numbering added by the Add In

Font, Size and Position (Numbering)

These attributes are read from the position and settings of the “slide number” placeholder on the Master slide. If you have removed this they will be based on the default text in textboxes. It is recommended that your master retains the number placeholder.

Preferences

The preferences set in the Tools dialogue are remembered even when PowerPoint is closed down.

Support

Please Email john@pptalchemy.co.uk