



Make a Presentation to the World!

In October, your National LWML Committees and Task Forces met to discuss the goals, objectives, and action plans for the coming biennium. In the course of three whirlwind days, enough information was shared to fill a three-ring binder! My memory is not as good as it used to be, and I've found that I'm having trouble remembering everything I learned. I'm sure you've had the same experience when you've attended a District Convention or Zone Rally. How can we make information available for review after we've all gone home; or provide the material to those who were not able to attend; or use the information

as an outreach to people who may not know Jesus? One option that you should consider is making your presentations available on the World Wide Web.

There are two primary ways of making your presentations Web-ready: first, publish your presentation as a Web page; second, convert your presentation to a PDF document that is published to a Web site. The instructions that follow are applicable to presentations created using Microsoft® PowerPoint.

As noted in step five below, you have the option of saving your presentation as either a Web page or a Single File Web Page. Saving the presentation as a Web page will result in the automatic creation

of an associated folder in your destination server that contains supporting files (such as bullets, background, pictures, sound). The file extension for a Web page will be '.htm or .html'. If you select Single File Web Page, one file will be created that contains all supporting information, and the extension will be '.mht or .mhtml'.

Once you have converted your PowerPoint presentation to a Web page, you can link to the presentation from your District Web site. Anyone who clicks on the link will be able to access the information contained in the presentation. If you would like your visitors to be able to print the PowerPoint document, you will want to also include a link to a downloadable PDF document (described next).

To publish a PowerPoint presentation as a Web page using PowerPoint 2007, follow these steps:

1. Open PowerPoint presentation
2. Click on the Microsoft Office Button , then click Save As
3. In the Save in list, select the Web server path where you would like to save your page (Note: this will be the same location where you store your other Web site files. For example, it may be an FTP or Dreamweaver file)
4. In the File name box, type in a name for your Web page
5. In the Save as type box, select Web page or Single File Web Page (see below for a description of each of these options)
6. Select the Change Title option in the Save As dialogue box. Enter the title of your Web page (Note: the title will be added to the URL to specify the location of this particular page. For example, if I name my page 'Test,' then the URL will be <http://www.lwml.org/Test>)
7. Click Publish and do one or more of the following:
 - a. To specify the slides you want to publish, select the Publish what? button
 - b. To optimize for a particular browser, select an option under the Browser support button
 - c. To display speaker notes, select Display speaker notes
 - d. To set additional Web page formatting and display options, click Web Options
8. Click Publish

*Note: If you have an older version of PowerPoint, you can access the instructions for converting your presentation to a Web page by visiting Microsoft Office Online.

If you wish to convert your PowerPoint presentation to a PDF document using PowerPoint 2007, you will need to do the following:

1. Open PowerPoint presentation
2. Click on the Microsoft Office Button , then click Save As
3. Choose the location where you wish to save your file
4. Type in the name of your file
5. In the Save as type box, select .pdf
6. Click Save

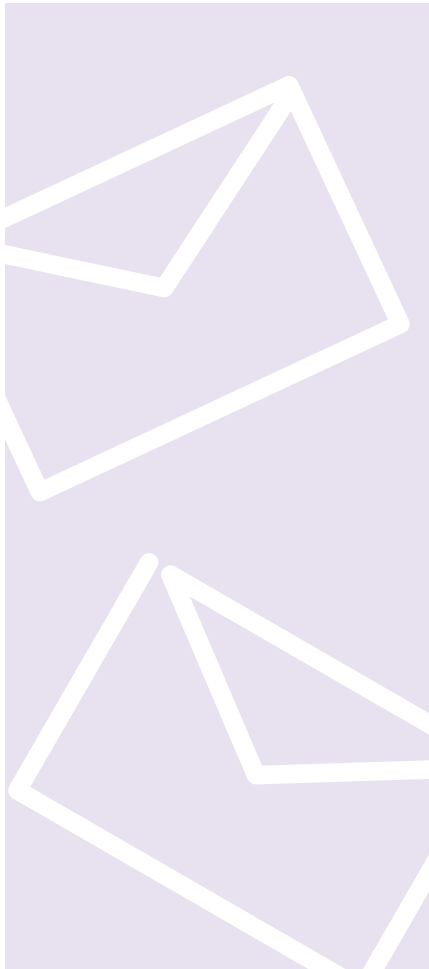
*Note: To convert any presentation created with an older version of PowerPoint, you must use a third-party PDF-based software application, such as Adobe®.

Once your presentation is converted to a PDF document, simply link the document to your Web site for easy download access.

Information for this article obtained from Microsoft® Office Online (<http://office.microsoft.com>)

E-mail Groups: Maximize your Communication

How often do we have something to say to a number of individuals, whether it be reminders that Web site content updates are due or alerts that something new has been added to a District Web site? Rather than e-mailing each person individually or remembering all of the e-mails to include on a mass e-mail, why not create an e-mail group! E-mail groups allow you to enter as many e-mail addresses as you wish under one general e-mail heading (such as District Webmasters). When you need to communicate a message to all of the District Webmasters, for example, you select the "District Webmasters" e-mail header from your contacts list, and every person listed under that header will receive the message.



To create an e-mail group in Hotmail:

1. Click on Contact List
 2. Select Manage Categories
 3. Select New
 4. Enter the name of your new group in the Name box
 5. In the Members box, you can enter the names or e-mail addresses of individuals already in your Contacts list, or you can type in the e-mail addresses of individuals who are not in your Contacts list. Select Save.
 6. To add an existing Contact to your e-mail group, select Contact List, and select the person you wish to add. In the new window, select the appropriate group name from the Categories drop-down menu.
 7. To edit the members of your e-mail group, select Contacts List, then Manage Categories, then the appropriate group name.
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To create an e-mail group in Yahoo:

1. Click on Contacts
2. Select Add Category
3. Enter Category name and click Save
4. To add existing Contacts to your e-mail group, from the Contacts page, select the names of those you wish to add, select Add to Category, and choose the appropriate group name.
6. To edit a group e-mail, from the Contacts page, select the group from the All Contacts drop-down menu. You can add an e-mail address that is not in your Contacts list by selecting Add Contact.

To create an e-mail group in Gmail:

1. Click on Contacts
 2. In the Contacts window, click on New Group
 3. In the Script Prompt window, type the name of your new group and select 'OK'. Your new group should now show up in the Contacts window
 4. To add existing Contacts to your e-mail group, click on your All Contacts list, check which ones you'd like to add, then click on the Groups down arrow and select the Group you want to add those contacts to.
 5. To add e-mail addresses that are not in your Contacts list, highlight the group you wish to add to, click on the button with the plus sign and one person on it; enter the e-mail address of your new contact. Click Save.
 6. To edit an e-mail group, select that group, check the box to any name that you want to edit, and then select the Edit button.
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To create an e-mail group in Apple Mail:

1. Go to Applications and open your Address Book
2. Press the plus sign on the left, under Group
3. You will see a new icon with "untitled group" highlighted
4. Type in the desired group name.
5. Click on "All Contacts"; drag and drop the contacts you want included into your new group