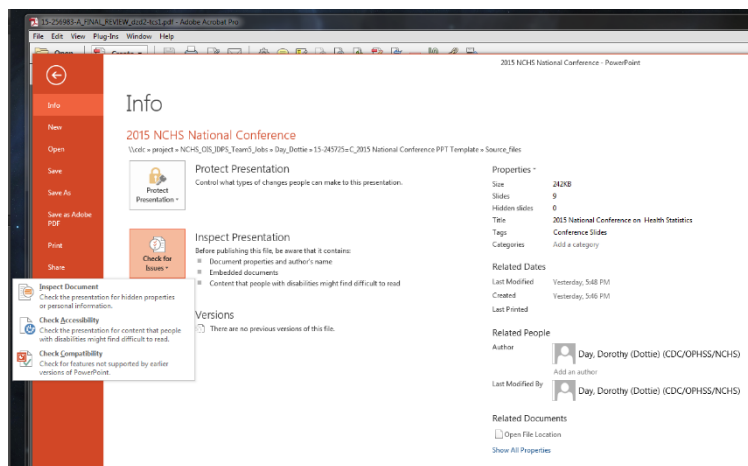


These are the tips for 508/visual aid for NCHS presenters:

- If creating a new slide, please use the New Slide button to select a new layout (which contains placeholders that were created in the slide master).
- To create another layout, use the slide master and duplicate a layout by right clicking and select Duplicate Layout to customize it. For example, if you need three images on a slide with a title bar, you'll need to insert a placeholder for each image.
- To import other slides, click on New Slide, select Reuse Slides to convert from old to current, and select a PowerPoint file that you want to bring into your current presentation.
- If desired, you can copy data from the data sheet of an old chart or Excel spreadsheet into your PowerPoint presentation.
- To select slide Layouts, click New Slide or Layout.
- Run the Accessibility Checker in PowerPoint. Select File, click Check for Issues, and select Check Accessibility.



- To update document properties, click on File, go to the right column, and click the upside triangle next to Properties, select Show Document Panel, and fill in Author: Title: Subject: Keywords: to close it out, click on X to close out.
- To check Read Order, click on Home tab, select Arrange, select Selection pane, and within selection arrange the order.
- Also use the most current HHS checklist available from: <http://www.hhs.gov/web/508/accessiblefiles/>.
- Rehearse, rehearse, rehearse! And then rehearse again!