



## Commenting and Reviewing Presentations for Mac

Activity 1 – Working with Comments.....	1
Activity 2 – Sending a Presentation for Review.....	1

### Activity 1 – Working with Comments

#### Creating Comments

Insert Comments by choosing **Insert>Comment**. Comments can be edited, repositioned on a slide and deleted.

#### Exercise 1: Inserting comments

1. **Open the “DraftPres.ppt” file in the “Master-Template-Reviewing Training Files” folder on the desktop.**
2. **Choose Insert>Comment.**
3. **Type:** Tom, please enter your department’s top three accomplishments.
4. Click away from the comment.
  
5. **Click** on the comment to select it.
6. **Select the text:** Tom.
7. **Type:** Everyone.
8. Click away from the comment.
  
9. **Choose Insert>Comment.**
10. **Type:** Rob, please suggest a design for this slide.
11. Click away from the Comment.
  
12. **Select the Rob comment** by clicking on the border of the comment box.
13. **Press Delete.**
14. Close the File without saving.

### Activity 2 – Sending a Presentation for Review

#### The Review Process:

1. The original presentation creator saves a master copy of the presentation.
2. The original creator saves a uniquely named copy of the master for each review team member.

3. The original creator delivers the draft copies to the members of the review team. (via e-mail)
4. The review team members review the presentation by making changes to their copies.
5. The review team members save their changes, and return their now reviewed copies to the creator.
6. The creator opens the master copy of the presentation and merges the team's reviewed copied into it.
7. The creator reviews the merged master copy by rejecting and accepting the team's suggested changes.
8. Once the merged master copy review is complete, the creator ends the review and then saves the merged master copy as the final version of the presentation.

### **Exercise 1: Creating a master presentation and copies for review**

1. **Open the "DraftPres2.ppt" file in the "Master-Template-Reviewing Training Files" folder on the desktop.**
2. **Choose File>Save As.**
3. In the Save As dialog box, **navigate** to the Desktop folder.
4. **Type:** DraftPres\_master, as the name of the presentation.
5. Click Save.
  
6. **Choose File>Save As.**
7. In the Save As dialog box, **navigate** to the Desktop.
8. **Click** the New Folder button on the bottom of the Save As dialog box.
9. Name the new folder: **DraftPres Copies.**
10. **Click the Create button.**
11. In the File Name text box, **type:** DraftPres\_Tom, as the name of the review copy.
12. **Click Save.**
13. **Repeat steps 6 – 11** to create review copies for: Sally, Rob, and Gloria.
14. You should have 4 copies total in your "DraftPres Copies" folder.
15. Close PowerPoint

### **Exercise 2: Merge the revised copies**

1. **Open the "DraftPres\_master.ppt" file on the Desktop.**
2. **Choose Insert>Slides From File.**
3. In the "Choose a File" dialog box, **navigate** to the "**Completed Reviews**" folder in the "Master-Template-Reviewing Training Files" folder on the desktop.
4. **Select the DraftPres\_Gloria.ppt file in the list and click the Insert button.**
5. **Repeat steps 2-4** to insert Tom, Rob, and Sally's files.
6. **Save the Presentation.**

### **Exercise 3: Apply Reviewer Changes**

1. In the left pane, **select Slide 1** and press the **Delete key** to delete it.
2. Select **Slide 2** to view Tom's changes.
3. **Select all the bulleted text** suggested in the review by Tom.
4. **Choose Edit>Copy** to copy the text.

5. **Select Slide 1.**
6. **Paste the bulleted text** into the main text box.
7. **Select Slide 2** and press the **Delete key** to delete it.
  
8. The new slide 2 is the slide from Rob.
9. Select the **first bulleted line** “Sales up in 3<sup>rd</sup> Qtr.”
10. **Choose Edit>Copy.**
11. **Select slide 1.**
12. **Add a new bulleted line** under the “New marketing play released” line.
13. **Choose Edit>Paste.**
14. **Select slide 2 and delete it.**
  
15. Select the current slide two, Sally’s slide.
16. **Select the “Costs down 12%” line.**
17. **Choose Edit>Copy.**
18. **Select slide 1.**
19. **Add a new bulleted line** under “Sales up in 3<sup>rd</sup> Qtr.”
20. **Choose Edit>Paste.**
21. Delete Slide 2.