



How to Use the NHFA Slide Carousel

Here's the most important thing: This slide carousel is designed to be as flexible as possible. No two speakers are alike, and no cookie-cutter show is going to relay the authenticity of home funerals, so every presentation must reflect the personality and message of the individual. We've provided the bones; it's up to you to make your presentation come alive.

Please note that we are calling it a carousel rather than a slide show. The reason for that is to emphasize that you have the option to customize anything about it, from what you include to how it looks to what you want to say. Use it as it is if it works for you, or change it. Feel free to edit statements or add ones you like. Feel free to move the order of slides. Feel free to remove and/or add whole slides. Change the theme, change the color scheme, change the fonts, it's all up to you.

Here's what we want you to understand before you get to work:

- We have done our best to include the top points we feel should be included when addressing an audience with no previous experience with home funerals.
- The current design and color scheme was conceived to give a calm, authoritative feel to the presentation, regardless of who is narrating.
- Each slide contains an essential broad concept.
- Each line on each slide is meant to convey supporting information in a conversational flow that is easy for anyone to follow.
- Within that structure, there is plenty of room for the speaker to focus on whatever specific points he or she wants to make without reading them all off.
- We have simplified the presentation to make it as easy to make yours and present as possible (TIP: think about which lines you want to have the audience see and move the others to Notes so you will be reminded to cover them if you choose.)
- You may choose to include any or all supplemental slides in the body of the presentation (suggested placements are indicated).
- You may choose to replace photos with ones of your own or from the gallery on any of the slides.

Order of Slides

1. Title Page
2. What you will be covering
3. Funeral History
4. A Home or Blended Funeral Description
5. Emotional Benefits

6. Legalities
7. Economic Benefits
8. Environmental Benefits
9. Safety
10. Advance Planning
11. Home Funeral Guides
12. Your Contact Information

Supplemental Slides

- Your State or Provincial Laws (use more than one slide if there is too much text)
- Conventional Funeral Costs
- Home Funeral Costs (change these figures to reflect your own ideas about pricing)
- Standard Burial & Cremation Statistics
- Natural Burial
- Funeral Care Committees

Photo Slides

There are 30 slides in this batch that you may use to intersperse between slides that demonstrate your point or tell a story. You may also move them to the slides to replace photos. Either way, be sure to credit the photos. And add more and send them to us to include for others if you are willing.

Notes or Commentary

The notes section at the bottom of the slide is your best friend. Write your script so you can refer to it if you run off course, get nervous, or need to pull some statistics out of your hat. Use them and keep adding to and editing them for future use.



How to Edit Your PowerPoint Presentation

Change Text

You can edit text just as you would in any word processing program by highlighting, cutting, copying and pasting, or by highlighting and simply typing.

Change Theme

There are several options for making your presentation look the way you want.

1. Go to the top of your screen, bottom row, Themes, and click on the arrows to right or left. This will take you through a gallery of options that can then be customized.
2. Choose a basic format that you like, then click on Edit Master, where you will be able to choose a new color palette from Colors, new fonts from

- Fonts, change the layout, etc. Lock in font and color styles that will automatically change your presentation using the main slide. For instance, click on **CLICK TO EDIT MASTER TITLE** in the appropriate field, go to Home on your main menu and open the text function (symbol A). It will automatically be loaded with the style colors you have selected in PP. Choose one and it will change in the presentation.
3. Go online and Google PowerPoint Templates, then choose from thousands of websites to then choose from thousands of designs. Follow instructions for their download procedure.

Replace Photos

Don't like the photo on a given slide? Switch it out with one from the Photo Gallery or upload your own. Simply highlight the offending photo, delete it, highlight the one you want and paste it in place. Grab a corner to resize it, highlight it and move it to the desired location. Don't forget to change the credits.

Add Video Clip

To add a video clip to your presentation, select the slide you want to use (create a new one by clicking on New Slide). Click Insert at the top of your menu bar, then go to Movie or Media on the same bar. Click Movie from File (presumably you have it downloaded onto your computer and filed somewhere easy to find), then navigate to the file you want; click on it, then hit OK. You will get an alert box asking if you want the film to begin automatically or on your click. Voilà.

Change the Slide Order

Slides are easy to move around, so if you have a better flow in mind, go for it. Click on the slide you want to move on the left hand column under Slides. It will get an orange frame so you'll know what you are working on. Click and drag it up or down to its desired location.

Edit the Commentary

Easy. Just like any other text. If there is text in the main slide you want to remove but remember to cover, simply highlight, cut and paste it into commentary. This is space reserved for you and only you, so load it with good facts and figures so you will have access to it if you need it.

Create Custom Presentations

If you don't want to create completely different documents just to eliminate or add a slide, another option is to create a custom slide show for a specific event. Open the master slide show and click on Slide Show on the main top menu bar. Then click on Custom Shows, Edit Custom Shows. Here you will be able to name

a new presentation by clicking *NEW*, then typing the name of your new presentation. Select the slides you want to use, reorder them if necessary with the up and down arrows, and you will have a show specific to the audience you are addressing. To play, just go to Custom Shows and click to begin.

Animate

To bring in lines and images when you want them during your show, go to Animations on the top menu bar. Click on the textbox you want to animate. You can either highlight the box itself or highlight each line in the order you choose. Once highlighted, click on Entrance Effects. Use *ONE STYLE* for your presentation, not a circus of different zips in and out. To change the order of appearance, click on Reorder on the top right and use the arrows. If you want to have things disappear, use Exit Effects. Be careful with these commands, as they often distract more than they wow.

Dress Up Images, Text Boxes

To add text boxes, go to the Insert section of the Home page. There you will find a text box with a big A on it. Click, then touch down on the slide and begin typing. Adjust the font, style, color and size as necessary. To add frames around text boxes and images, click on image or box. This will highlight Format on the Menu Bar. Click on Format, then find Line. Choose colors, then More colors to customize, Weight to determine width of lines, Effects to change shape, and any number of other ways to customize. Try not to create a circus of colors—choose one and use it uniformly.

General Image Placement

The same design theory applies to placement. Each slide needs to have common elements in order for the eye to read it comfortably. Keep images in the same general vicinity from slide to slide so the reader knows what to expect. Text size should also be uniform so as to appeal to the reader for content, not shock value.