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High-Tech Visuals: Bringing the Crime Scene Into the Courtroom

PowerPoint – Basic to Advanced Step by Step

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1. Creating and Formatting Slides

a. “Home” Tab

i. “Layout Button” – “Blank”

b. “Design” Tab

- i. Many design options**
- ii. Many background Styles**
- iii. Generally not suitable for Court**

c. Formatting the background

- i. Right click on the slide**
- ii. “Format Background”**
- iii. Fill**
 - 1. Solid Fill – Choose a color**
 - a. Choose a darker Blue**
 - b. White text is easier to read**
 - 2. If using ‘Gradient Fill’**
 - a. Only use a subtle variant**
 - b. Use 3 “Stops”**
 - c. Set a Color for each “Stop”**
 - i. Set same color for each**
 - ii. 25% transparency to middle**
- iv. Click “Apply to All”**

2. Adding Text

a. Manually Inserting Text

- i. “Insert” Tab**
- ii. Text Box Tool**
 - 1. Click on Text Box Tool**
 - 2. Move cursor to slide**
 - 3. Click and drag to create box**
- iii. Bullets (to create a list of Bullet Points)**
 - 1. “Home” Tab**

- 2. Bullets Button**
- iv. Type inside the text box**
 - 1. Litigation Technology**
 - 2. Name**
 - 3. Address**
 - 4. Phone number**
- v. Format the text – “Home” Tab**
 - 1. Font style**
 - 2. Font color**
 - 3. Font size**
- vi. Shadows on text (gives depth to text)**
 - 1. “Format” Tab**
 - 2. Text Effects Button**
 - 3. Shadow color – Black**
 - 4. Shadow Angle - 45°**
 - 5. Do NOT use “Shape Effects” for text**
- vii. Justification of text**
 - 1. Left (for lists)**
 - 2. Center (for slide labels)**
 - 3. Right (rarely used)**
- viii. Using the ruler/guides to center**
 - 1. “0” is center – Use cursor to align**
 - 2. If Ruler is off – Right Click – “Ruler”**
- ix. Moving the Text Box**
 - 1. Dragging – when you see crosshairs**
 - a. Click and drag**
 - b. Hold Shift key for more precise**
 - 2. Can use arrow keys to move**
 - 3. Resizing – from white buttons**
- b. Align all text boxes**
 - i. “Home” Tab**
 - ii. Click inside one text box**
 - iii. Hold down “Shift” key**
 - iv. Click inside all other text boxes**

- v. **“Arrange” Button**
- vi. **“Align” – Align Left**

c. Animating Text

- i. **“Animations” Tab**
- ii. **Click on an object on the slide**
- iii. **Add Animation (or Add Effect) Button**
 - 1. **Entrance effects**
 - 2. **Emphasis Effects**
 - 3. **Exits Effects**
 - 4. **Motion Paths**
 - 5. **Media (If audio/video)**
- iv. **Animation Pane – Right side of screen**
 - 1. **All animations listed here**
 - 2. **In order of animation**
 - 3. **Can re-order them**
 - a. **“Reorder Animation” arrows**
 - b. **Click and drag**
- v. **Add entrance effect to your Name**
 - 1. **Adjust “Start” to “On Click”**
 - 2. **Adjust “Duration”**
 - 3. **Adjust “Delay”**
 - 4. **Can right click – “Effect Options”**
- vi. **Add entrance effect to Address**
 - 1. **Adjust Start to “After Previous”**
 - 2. **Effect Options Button**
- vii. **Add Entrance Effect to “Phone Number”**
 - 1. **Adjust Start to “After Previous”**
 - 2. **Adjust Delay to 2 seconds**
 - 3. **Effect Options Button**
- viii. **Add Emphasis Effect to “Name”**
 - 1. **Adjust Start to “With Previous”**
 - 2. **Effect Options Button**
- ix. **Add Exit Effect to “Address”**
 - 1. **Adjust Start to “After Previous”**

2. Effect Options Button

x. Now let's watch

1. Presentation Mode

2. "Litigation Technology" is displayed

3. When you click once:

a. Your Name appears

b. Your Address appears right after

c. Phone # appears in 2 seconds

d. Emphasis to name at same time

e. Address goes away

d. Copy and Paste Text

i. Minimize PowerPoint

ii. Open Word File (Murder Issues)

iii. "Copy" all text in document

iv. Close Word

v. Create Text Box (Insert–Text Box Tool)

vi. "Home" Tab – Paste

vii. Format the text – "Home" Tab

e. Highlighting Text

i. Find Murder Issues Slide in left pane

ii. Right Click - "Duplicate Slide"

iii. Creates an exact copy

iv. Yellow for desired text on Second Slide

3. Adding Sound Files

a. Start with 2 Text Boxes

i. "Shots Fired"

ii. "Valencia 911 Call"

b. Insert Audio Files

i. "Insert" Tab

ii. "Audio" Button

- iii. Insert the sound files one at a time
- iv. Should have files in same folder
- v. Speaker appears on slide
- vi. Can be visible
- vii. Can drag off slide
- viii. Adjust Settings
 - 1. “Animations” Tab
 - 2. “Start...” options
 - 3. Animations Pane Button
 - 4. Timing Section
 - 5. Pull-down menu
 - 6. Advanced Animation Settings
 - a. “Trigger” Options
 - b. Multiple slides

c. Presentation Mode

4. Adding Photographs and Digital Images

a. Single Photograph/Image

- i. “Insert” Tab
- ii. “Picture” Button
- iii. Find image and open
- iv. Fit Image to slide
 - 1. Drag Image – Crosshairs
 - 2. Resize Image – From corners ONLY
- v. Add an Entrance effect
- vi. Add a Border or Frame
 - 1. Right Click
 - 2. Format Image
 - 3. Select Line Color
 - 4. Select Line Style
- vii. Presentation Mode

b. Multiple Photographs/Images

- i. **“Insert” Tab**
- ii. **“Photo Album” Button**
- iii. **Select multiple images**
- iv. **“Create”**
- v. **Creates NEW Presentation**
- vi. **Can copy/move to another PowerPoint**
 - 1. **Click on first – Shift – Click on last**
 - 2. **“Cut” (if not saving) or “Copy” (if saving)**
 - 3. **Close – Save as “Crime Scene Photos”**
 - 4. **“Paste” Slides into existing presentation**

c. Annotations

- i. **Go to slide with photo**
- ii. **“Home” Tab**
- iii. **Shapes button**
- iv. **“Block Arrow” tool**
 - 1. **Draw like a text box**
 - 2. **Right click inside to “Format”**
 - 3. **Change color of arrow**
 - 4. **Change color of line/border**
 - 5. **Add Text – E.g. “Defendant’s Car”**
 - 6. **Format text**
 - 7. **Rotate arrow using green button**
 - 8. **Add “Wipe” entrance effect**
- v. **Circle (Oval) tool**
 - 1. **Click and drag**
 - 2. **Right click inside to format**
 - 3. **No fill**
 - 4. **Choose a line color**
 - 5. **Choose a line style**
 - 6. **Shape Effects button or right click/Format**

- a. Add Shadow
 - 7. Add “Wheel” entrance effect
 - a. Set “Spokes” to “1”
- vi. Presentation Mode
 - 1. Click once – Arrow
 - 2. Click again - Circle
- d. Multiple images on a single slide
 - i. “Insert” Tab
 - ii. Picture Button
 - iii. Select Images
 - iv. Insert
 - v. Can resize together
 - vi. Format the images
 - 1. Creating a Border/Frame
 - 2. Right click on image
 - 3. Format Object
 - a. Line Color
 - b. Line Style
 - c. Crop
 - vii. Add Entrance effects to each photo
 - viii. Presentation Mode

- 5. Multi-media slides – Photos and Audio
 - a. Insert a picture on a slide
 - b. Duplicate that slide (Ctrl D)
 - c. Insert an audio file on the duplicate slide
 - i. Set Start to “With Previous”
 - d. “Transitions” Tab (on slide with audio)
 - i. Uncheck “On mouse click”
 - ii. Advance Slide – Set to length of audio file
 - e. Insert another image on a new slide
 - f. Presentation Mode

6. Adding Video

- a. “Insert” Tab**
- b. Video Button**
- c. Locate “About to Fire” Video – “Insert”**
- d. Can Drag/Resize just like other objects**
- e. Can Format (Frame/border)**
- f. Triggers (Animations)**

7. Call Outs

- a. Add Source Image and Destination Image**
- b. Destination Image - Two Entrance Effects**
 - i. Add Entrance Effect Zoom**
 - 1. Start “On Click”**
 - 2. Speed/Duration - Medium (2 seconds)**
 - ii. Add Motion Path Line**
 - 1. Line**
 - a. From Source Image**
 - b. To center of Destination Image**
 - 2. Start “With Previous”**
- c. Add Emphasis Effect to Source Image**
 - i. Transparency**
 - ii. “After Previous”**

8. Movement

- a. Using Lines**
 - i. Insert Image (E.g. map or diagram)**
 - ii. “Insert” Tab – Line Tool**
 - iii. Click – Drag to draw a line**
 - iv. Right click on line to Format the line**
 - v. Add Entrance Effect – “Wipe”**
 - vi. Ctrl D to copy line and entrance effect**
 - vii. Click and drag ends of line to re-position**
- b. Using an Object – E.g. booking photograph**
 - i. Circle (Oval) Tool**

- ii. Right click inside to Format
- iii. Select “Picture or texture fill”
- iv. “Insert from:” – “File”
- v. Locate booking photograph
- vi. “Insert”
- vii. Add entrance effect
- viii. Start “On Click”
- ix. Add “Motion Path” to object

c. Using an Object

- i. Insert Tab – Shapes button
- ii. Make car with “Pentagon” Tool
- iii. Click and drag to draw
- iv. Rotate if necessary
- v. Right click inside to Format
- vi. Add “Motion Path” to Shape

9. Timelines

- a. Insert and format a horizontal line
- b. Add “Wipe” entrance effect
- c. Add “events” to the timeline
 - i. Insert and format a vertical line
 - ii. Add “Wipe” entrance effect
 - iii. Ctrl “D” to duplicate line and effect
 - iv. 4 total vertical lines spread across slide
- d. Duplicate the slide
- e. Remove all annotations from the copy
- f. “Select all” object on the copy
- g. “Home” tab – “Align” button – “Group”
- h. Ctrl “D” to duplicate grouped objects
- i. Move copy of grouped objects to right
- j. Select both group objects and “Group” them
- k. Add “Motion” effect – Left
- l. Manually adjust speed to 10 seconds
- m. Start “With previous”

10. **Relationship Triangles**
 - a. Insert 3 pictures onto one slide
 - b. Position in two upper corners and bottom center
 - c. Add entrance effects to each image
 - d. Use “2-way” arrows
 - e. Add “Expand” entrance effect to arrows
 - f. Re-order the animations to your preference

11. **All Evidence Points to . . .**
 - a. Insert a circle in center and fill with mugshot
 - b. Create two opposite block arrows
 - c. “Home” tab - “Align” button
 - d. “Group” the arrows and Ctrl “D” to duplicate
 - e. Repeat for desired number of arrows
 - f. “Ungroup” all of the arrows
 - g. Add “Wipe” entrance effect to arrows
 - i. Add text boxes with description of evidence, or
 - ii. Add text to arrows with description of evidence
 - h. Entrance “On Click”
 - i. Adjust direction of Wipe for each arrow
 - j. Add entrance effect to mugshot

12. **Working With Hyperlinks**
 - a. Within a Presentation
 - i. Create a New Photo Album
 - ii. “Insert” Tab
 - iii. Photo Album Button
 - iv. Add multiple images
 1. From first slide draw a box using rectangle tool
 2. “Insert Tab” – Shapes button

3. Rectangle Tool
 4. Create rectangle on slide
 5. Right Click to Format
 - a. 100% Transparency (any color)
 - b. No Line
 6. Right Click on the Rectangle
 7. “Hyperlink” to the Target photo
 - v. On each Target photo:
 1. Right Click on photo
 2. “Hyperlink” back to Slide 1
- b. To an Outside File - Word Document
- i. Insert a Text Box – Add text
 - ii. Right Click on BORDER of Text Box
 1. Do not Right Click INSIDE the box
 - iii. “Hyperlink” to a Word document on your computer
- c. To an Outside File - Video File
- i. Insert a Text Box – Add text
 - ii. Right Click on BORDER of Text Box
 1. Do not Right Click INSIDE the box
 - iii. “Hyperlink” to the video file on your computer
- d. To another PowerPoint Presentation
- i. Open a new PowerPoint presentation
 - ii. Insert a Shape – “Bevel”
 - iii. Click and Drag to Create the button
 - iv. Format the button
 - v. Use Ctrl D to make copies of button
 - vi. Distribute the buttons on your slide
 - vii. Insert Text in each button
 - viii. Right Click on the Shape
 - ix. “Hyperlink” to the desired PowerPoint

- x. **When all buttons are done**
 - 1. Click on the slide in the LEFT pane
 - 2. Click on “Copy” in upper left corner
 - 3. Open up each linked presentation
 - 4. “Paste” slide into each presentation
 - 5. Change font color on buttons
- 13. **Saving PowerPoints with Hyperlinks**
 - a. **Package for CD**
 - i. **Location varies based on version**
 - 1. Save and Send
 - 2. Publish
 - ii. **PowerPoint reaches out and grabs everything linked to your PowerPoint**
 - iii. **All files stored in one place**
 - iv. **Portable**
 - v. **Steps**
 - 1. Open your “Home” Page
 - 2. Click on Package for CD
 - 3. Give folder a name
 - 4. Choose CD or Folder (e.g. flash drive)
 - 5. Click “OK”
 - 6. Warning – “All links?” – YES!!
 - 7. PowerPoint starts working
 - 8. Finished folder can be copied to another computer