

NAVAL SUBMARINE LEAGUE



JOHNS HOPKINS  
APPLIED PHYSICS LABORATORY

# (U) STS Presentation

## (U) Subtitle

Author(s): Jane Smith, John Brown  
Organization: Your Organization  
Email: jane\_smith@yourorg.com  
Phone: 202-555-5555

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# (U) Title = 30pt Bold for Main Title

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- **(U) First-level text = 26pt**
  - **(U) Second-level text**
    - **(U) Label each slide with the highest classification of the content of the slide.\*\***
    - **(U) Portion mark all images and text.**
    - **(U) Please keep text to a minimum for each slide. The STS Speakers' Kit provides guidelines.**
- **(U) The following slides provide options for including videos.**

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\*(U) Footnote = 14-pt minimum

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# (U) Slide Annotations

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- **(U) Use the notes section of your PowerPoint slides to include descriptions and content you would normally be included in the verbal part of your presentation.**
  - **(U) See the notes section of this slide for an example of annotation.**
  - **(U) Annotations must include paragraph markings for classified briefs.**

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# (U) Adding Videos to PowerPoint

(U) Subtitle

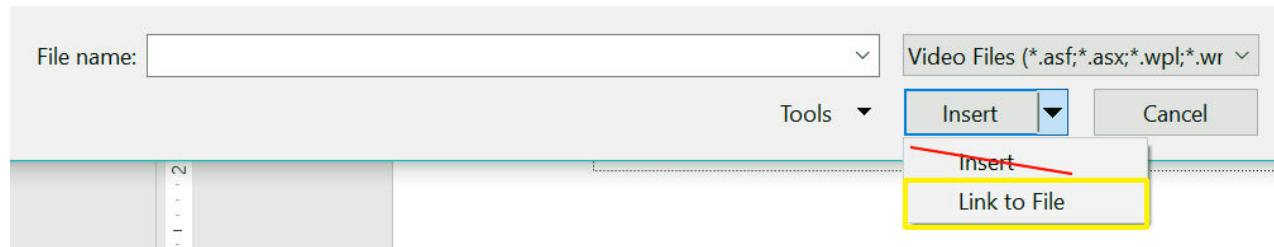
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- **Instructions on how to add videos to PowerPoint for “Auto Play” or “Play on Click” are included in the following slides.**
  - **Alternatively, APL’s A/V team can set up the videos for you.**
  - **For help with video setup and processing (e.g., compressing), please contact [Jon.Emmerich@jhuapl.edu](mailto:Jon.Emmerich@jhuapl.edu)**
  - **Provide instructions on how you want the movies set up when submitting the second draft of the presentation.**
  - **During the presentation, the A/V team can also play videos from the booth when you say “Please play the video.”**

# (U) How to add Videos to PowerPoint

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- To add a video to a PowerPoint slide:
  - Do not embed (“Insert”) the video file in PowerPoint.
  - When adding a video to a slide, choose “Link to File.”



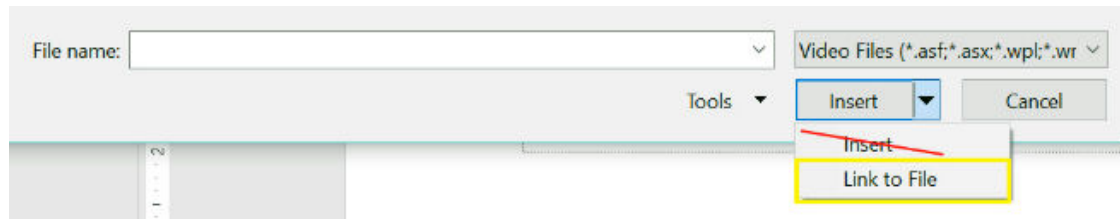
This will keep the PowerPoint file at a manageable size.

- When submitting the first draft and final drafts of the presentation, send both PowerPoint and video files.
- Video Format
  - WMV, AVI, or MP4 files are required.
  - Please keep videos under 5 minutes.



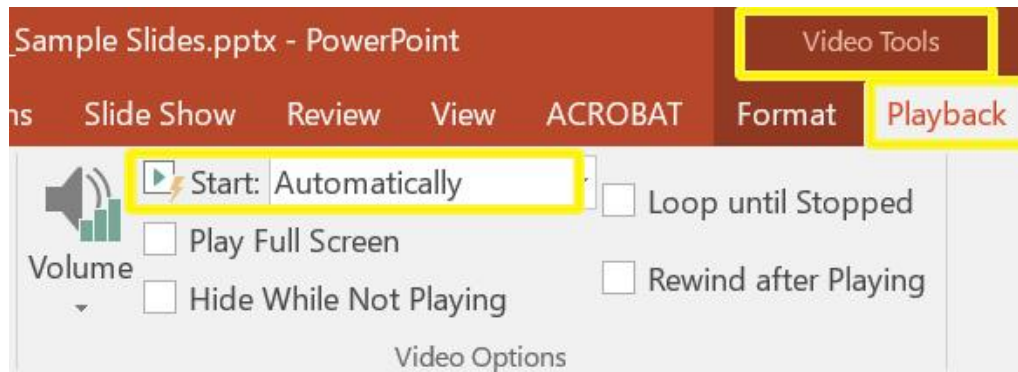
# (U) Video Instructions: Auto Play

- **Auto play**
  - Add video by choosing “Link to File.”



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- With video selected, choose **Video Tools, Playback, Start Automatically.**



Video Auto Play

# (U) Video Instructions: Play on Click

(First of Two Slides)

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- **Play on Click**
  - **Insert video by choosing “Link to File.”**
  - **Duplicate Slide.**
  - **Right mouse click on video, copy. Go to first slide, right click, paste as a picture.**
  - **Align picture with video.**
  - **Send picture to the back, deselect.**
  - **Select video, delete.**
  - **Go to the second video slide and setup auto playback described earlier.**

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Still Picture

# (U) Video Instructions: Play on Click (contd.)

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- **Play on Click**
  - **Insert video by choosing “Link to File.”**
  - **Duplicate Slide.**
  - **Right mouse click on video, copy. Go to first slide, right click, paste as a picture.**
  - **Align picture with video.**
  - **Send picture to the back, deselect.**
  - **Select video, delete.**
  - **Go to the second video slide and setup auto playback described earlier.**

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**Note: Speaker will need to say “Please play video.”  
A/V staff in the booth will click on the image to  
launch the video.**



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