

NAVAL SUBMARINE LEAGUE



JOHNS HOPKINS
APPLIED PHYSICS LABORATORY

(U) STS Presentation

(U) Subtitle

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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

- (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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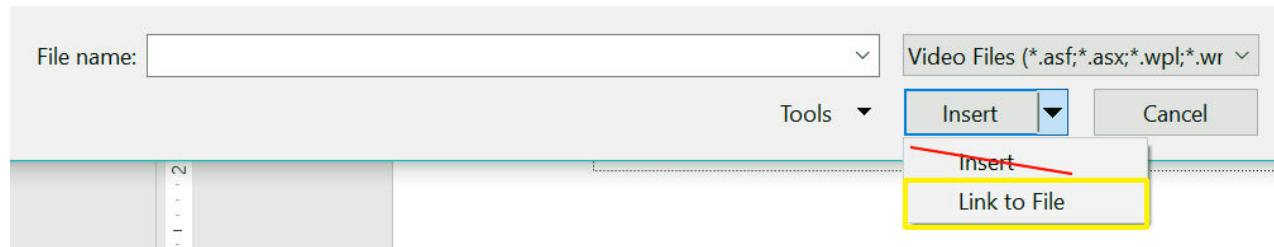
(U) Adding Videos to PowerPoint

(U) Subtitle

- **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**
 - **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

- 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.”

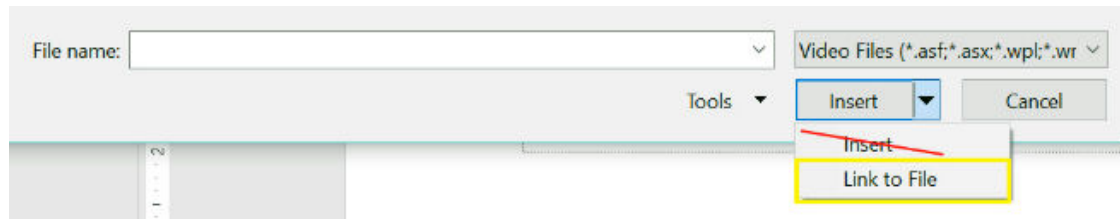


This will keep the PowerPoint file at a manageable size.

- 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.

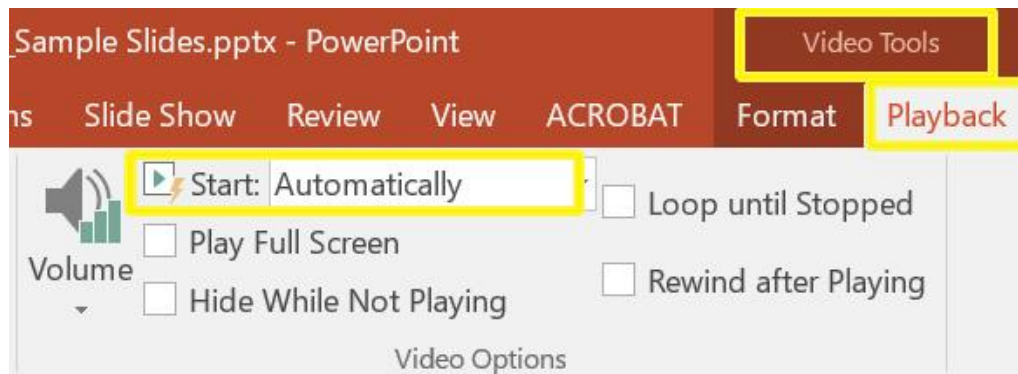
(U) Video Instructions: Auto Play

- **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)

- **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.)

- **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.**

- (U) This slide contains examples of **SECRET//REL USA, AUS, GBR** markings.*
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