

## Customizing the Slide Show and Preparing for Your Presentation

Save the PowerPoint presentation to your computer's hard drive.

Slide 1:

- Insert the name of the group you are making the presentation to in the place indicated (for example; the Brockton Housing Authority, the Happy Village Condo Association)
- Change Alley Cat Allies to your organization's name.

Change all the headers:

- Select "Edit" on the tool bar at the top of the page.
- On the drop-down menu that will appear, select "Replace."
- A dialogue box will pop up.
- Where it says "Find what:" enter "Alley Cat Allies"
- Where it says "Replace with:" enter the name of your organization as you would like it to appear in the header of each slide
- Select the box below that says "Match case."
- Then click on "Replace all," which will automatically replace it each time the words appear.

Slide 13:

- You may want to change the name "MSPCA" in the text on this slide to another major group in your area that endorses TNR.

Slide 14:

- Change Massachusetts to your state.

Slide 20:

- Insert the name of your group where indicated
- Edit the text to accurately reflect what your group will be able to do – keep it very brief! You can explain more fully verbally while showing this slide.

Save the now edited presentation to your computer's hard drive, again.

Ask a friend to view the slide show looking carefully for any typos.

Review the text and make needed edits there.

Practice giving the presentation two or three times to a couple of friends or family members.