Presentation Control Panel User Manual

Software Revision 1.1.2

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1 Introduction

Presentation Control Panel is an add-in for Microsoft PowerPoint that is designed to make your life easier if you work with multi-target presentations. What is a multi-target presentation?

Simply put, it is one presentation that contains different sets of slides, possibly for slightly different audiences or different styles of presentation. For example, you may have a generalised set of slides and the customer specific content that you wouldn't want any other customer to see. Or you could have a short one day training course and a longer two day version that share a number of common elements.

In both cases, you don't want to end up with lots of different presentations, each set up for a specific audience... maintaining them so the common elements stay in sync would quickly become a real problem.

This is where Presentation Control Panel (or PCP for short) comes in.

With its target and group tagging features it allows you to quickly set-up a presentation for a specific audience with just a few clicks of your mouse. Never again will you have to go through your presentation manually hiding slides only to worry whether you've missed one.

And PCP doesn't stop there. With it's visibility controls, you can control the visibility of slides based on whether you are going to show the presentation, print it or export it (using PCP's built in export function). You can also have it remove the notes attached to the slides during the export to keep your presentation notes private.

So without further ado, let's introduce Presentation Control Panel.

2 Installation

Presentation Control Panel is supplied as a ZIP file. Simply unzip it to a temporary location and then run the included 'Setup.EXE'. During the set-up process, required Windows components such as the .Net Framework version 4 may be downloaded as required.

Once installed, you can run PCP in trial mode (key features are disabled or limited). If you have purchased a licence key, open PowerPoint and go to the 'Presentation Control Panel' tab.

Click the 'About' button to display the About dialog. This is used to manage your software licence. When the dialog is first displayed on a new installation, it will look like this:-

To activate your software, enter the registered user name in the 'Username' field and the licence key you wish to activate in the licence key field.

Licence numbers look like this:-

PCPXX-XXXXX-XXXXX-XXXXX-XXXXX-XXXXX-XXXXX

Both items of data should be entered exactly. If not, the activation will fail. If the registration completes successful, the dialog will change to look like this:-
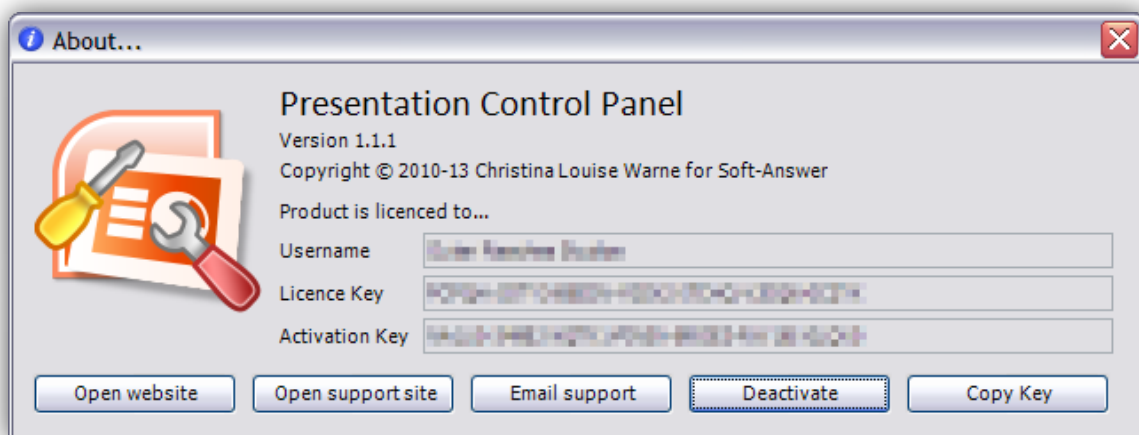
You will I'm sure have noticed the other buttons available to you. These are handy if you need to get in touch with support.

If you want to move your licence, you can deactivate the installation by clicking the 'Deactivate' button. Please be aware, there are deactivation restrictions place on the keys so do not expect to move your licence around too much as this is prevented by the licensing system.

NOTE:- You should remove your software licence before you change your Microsoft Office installation or your PC.

The default location for installation is 'C:\Program Files\Soft-Answer\Presentation Control Panel'. This directory will contain this user manual in PDF format, the add-in files themselves and a demonstration presentation.

To un-install the add-in, use the 'Add/Remove Programs' features of the Control Panel.

Your presentations will still contain the data used by PCP, so if you are evaluating the add-in and don't plan on purchasing it, be sure to remove the target and group lists along with any other visibility flags etc. you've configured.

3 The Presentation Control Panel Ribbon

PCP uses the Microsoft Office Ribbon menu that became the standard Office menu with Office 2007.
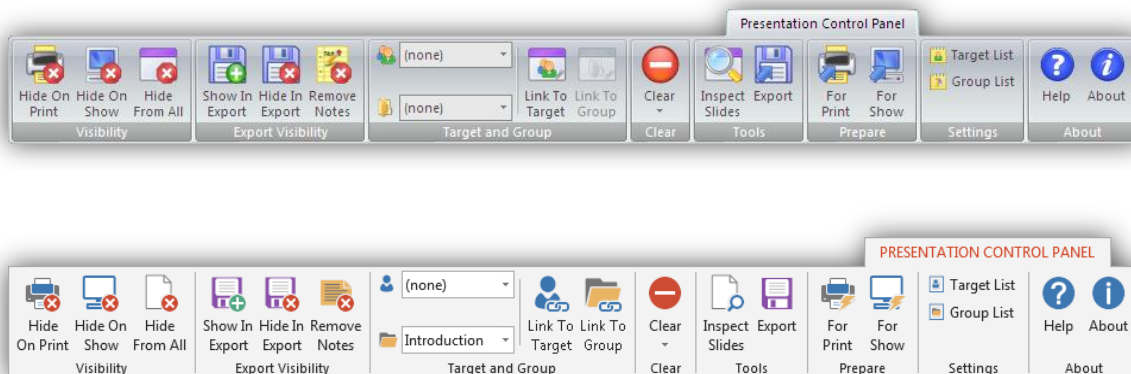
Above you can see the PCP ribbon in PowerPoint 2007 (top) and PowerPoint 2013 (bottom). PowerPoint 2010 is presented in a similar style to PowerPoint 2007. Each section and the options it contains are detailed below.

3.1 Visibility

The visibility controls are used to hide slides when the presentation is being prepared for showing or printing. By default (providing they aren't linked to particular targets or groups – more on that below), slides will be visible all the time.

Hence the visibility controls allow you to select when you want to hide a particular slide.

PowerPoint 2007 and 2010

PowerPoint 2013

Hide On Print
When a slide is tagged with this, it will be hidden when the presentation is prepared for printing. If you prepare it for showing, the slide will be visible.

Hide On Show
As its name suggests, this is the opposite of 'Hide On Print'. Slides tagged with this are hidden when the presentation is prepared for showing.

Hide From All
Sometimes, you may want to hide a slide regardless of whether you are going to show or print the presentation. This control allows you to do that. You may be wondering when you may want to do this. Well, you may have a presentation that is used by a number of people and you may want to include instructions to other users. You can include the instructions as slides, tag them with this control and they will be hidden regardless of whether it is being prepared for showing or printing.

3.2 Export Visibility

The export visibility controls are used to control the 'visibility' of slides during the presentation preparation and export processes. Unless otherwise specified, all slides will be included in the export and presentation preparation processes. This may not always be appropriate so PCP provides these controls to control this visibility.

Show In Export

When a slide is tagged with this, it will only be visible when the presentation is exported. When it is prepared for showing or printing, the slide will be hidden. You should note that if you include a print handouts script in the presentation, the main visibility settings will be used.

Hide In Export

When a slide is tagged with this, it will be excluded form the exported presentation, but will be visible (depending on its main visibility settings) when the presentation is prepared for printing and showing.
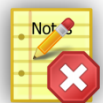
Remove Notes

During the export process, various elements are removed from the presentation, for security. The notes you attach to slides are not included in this stripping process as they can be used to convey the details of the slide. But what if you don't want your notes to be exported? Tag the slides whose notes you don't want to be included in the export with this state and they will be removed during the export process.

3.3 Target and Group

The target and group controls are used to link slides to the selected target and group. Slides can be linked to a number of different targets and groups. Whilst each slide can be linked to a number of different targets and groups, you can only select a single target during presentation preparation or export, whilst you can select any number of different groups. This allows you to prepare or export the presentation for a single target audience whilst being able to select a number of groups. For example, you may have a generalised sales presentation with different groups for different products and a collection of pages tailored specifically for potential target customers.

PowerPoint 2007 and 2010

PowerPoint 2013

Target
Using this drop down selector you can select which target the 'Link To Target' button is operating on.

Group
Using this drop down selector you can select which group the 'Link To Group' button is operating on.

Link To Target
Clicking this button will make or break the link between the current slide or slide range and the selected target.

Link To Group
Clicking this button will make or break the link between the current slide or slide range and the selected group.

3.4 Clear

Unlike the other options, the 'Clear' button pops up a menu with all the clear actions currently available. The actions are outlined below. You should exercise caution when using these commands as they are irreversible.

Clear Slide Visibility Tags
Selecting this option will clear all visibility tags on the currently selected slide or slide range.

Clear Slide Target Links
Selecting this option will clear all targeting links on the currently selected slide or slide range.

Clear Slide Group Links
Selecting this option will clear all the group links on the currently selected slide or slide range.

Clear All Links To Target
Selecting this option will remove all links to the currently selected target throughout the presentation.

Clear All Links To Group
Selecting this option will remove all links to the currently selected group throughout the presentation.

Clear All Visibility Tags In Presentation
Selecting this option will remove all visibility tags from all slides in the entire presentation.

Clear All Target Links In Presentation
Selecting this option will remove all target links from all slides in the entire presentation.

Clear All Group Links In Presentation
Selecting this option will remove all group links from all slides in the entire presentation.

3.5 Tools

This section of the ribbon provides access to the advanced tools built into PCP.

**PowerPoint
2007 and 2010**

**PowerPoint
2013**

Inspect Slides
Selecting this option will open the slide inspector. For more information please see Slide Inspector below.

Export
Selecting this option will open the export wizard. For more information, please see Export Wizard below.

3.6 Prepare

This section of the ribbon provides access to the presentation preparation tools that you will use when getting your presentation ready to print or show. For more information about the presentation preparation, please see Preparing Your Presentation below.

**PowerPoint
2007 and 2010**

**PowerPoint
2013**

For Print
Selecting this option will prepare the presentation for printing.

For Show
Selecting this option will prepare the presentation for showing.

3.7 Settings

There aren't many settings within PCP, most of them relate to specific presentations and they are the target and group lists that are used to target slides during the preparation and export processes. For more information about the target list editor please see Target and Group List Editor below.

**PowerPoint
2007 and 2010**

**PowerPoint
2013**

Target List
Selecting this option will open the target list editor in 'Target' mode.

Group List
Selecting this option will open the target list editor in 'Group' mode.

3.8 About

No application or tool would be complete without an 'About' section. PCP is no different, with the 'About' section providing access to the user manual PDF and the 'About…' box.

**PowerPoint
2007 and 2010**

**PowerPoint
2013**

Help
Selecting this option will open the user manual PDF allowing you quick access to the installed help.

About
Selecting this option opens the 'About…' box which is used to provide you with version information and access to on-line support facilities. It is also used to manage the software licensing used by PCP. For more information about our software licensing, please see Software Licensing below.

3.9 Button Status

There are three button states for most of the visibility and export control buttons. They are Off, On and Mixed. These states are explained below (Please note, these are indicative illustrations only. The exact look will vary depending on which version of Office you are using and which skin you have selected).

3.9.1 Off

The off state indicates the option is not enabled or in the case of group and target links that the page is not linked to the currently selected options. This state can be displayed when either a single slide or a range of slides is selected. In both cases, all selected slides do not have the option or link enabled.
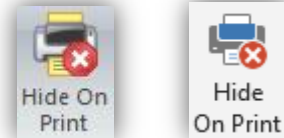
3.9.2 On

The on state indicates the option is enabled or in the case of group and target links that the page is linked to the currently selected options. This state can be displayed when either a single slide or a range of slides is selected. In both cases, all selected slides have the option or link enabled.
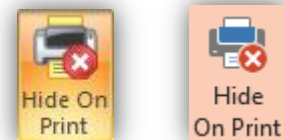
3.9.3 Mixed

The mixed state can only be displayed when a range of slides is enabled. It indicates that the slides in the range contain a mix of the on and off states. When this state is enabled, clicking the relevant option will set all slides to the enabled state.
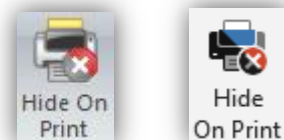
4 Preparing Your Presentation

Now you've set up your presentations slide visibility and targeting links, it's time to present. So, if you're going to print handouts, simply click 'For Print'. Otherwise, click 'For Show'. PCP will then display the targeting dialog.

Select the required target, the required groups and click 'OK'. The presentation will be prepared to your requirements with slide visibility being adjusted accordingly.
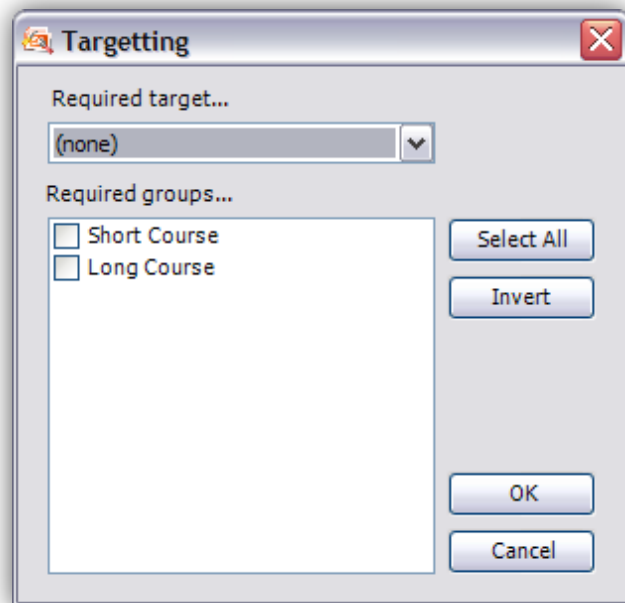
5 Slide Inspector
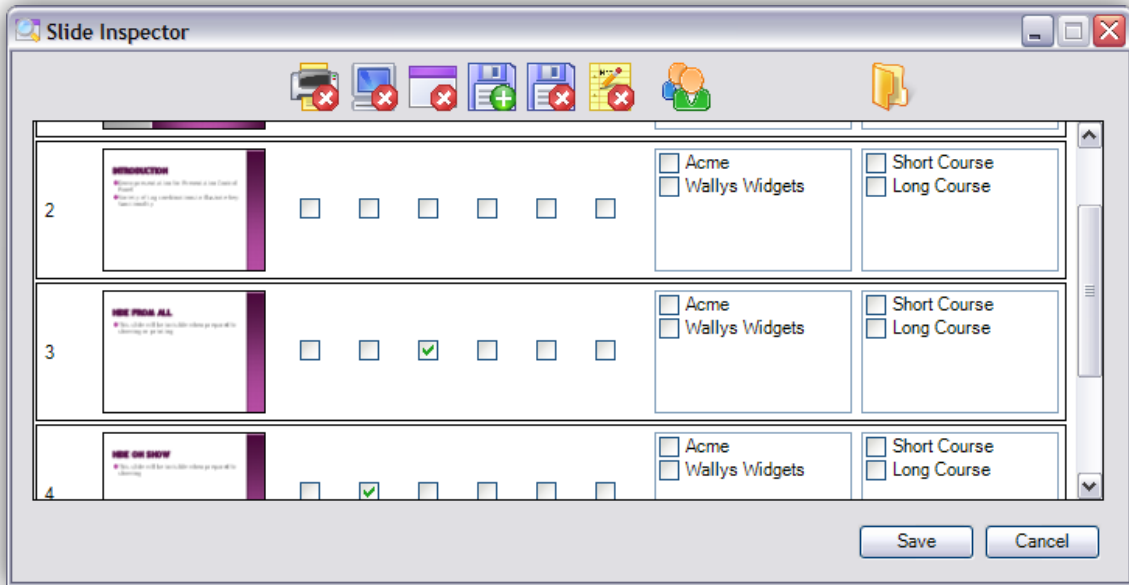
Whilst it's all very good being able to manipulate the visibility tags and target links on individual slides or a range of slides, it is easy to get a little lost in it all. To try and make things a little easier, the slide inspector was created to show you the state of all the tags and links for all the slides, allowing you to cross check sections or slides to make sure everything is just so.

What's more, you don't have to constantly change the selection in the target and group selectors to see what state the slides are in as both lists are presented as check box lists showing you the status of many items at once.

When running in PowerPoint 2013, the icons used in the slide inspector look like this:-
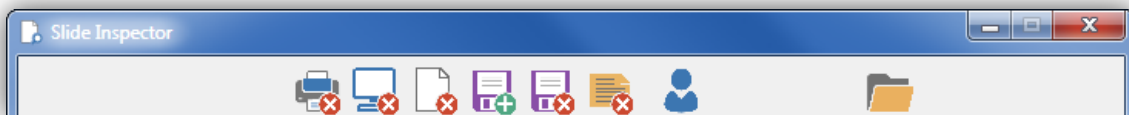
The icons used on the inspector are the same as the buttons on the ribbon menu, so from left to right, the control columns are:-

- Hide on print
- Hide on show
- Hide from all
- Include in export
- Exclude from export
- Remote notes on export
- Target list
- Group list

Unfortunately, PowerPoint, as mighty a beast as it is, does not provide a slide preview that we can use, so when the inspector opens, it has to systematically create all the previews. For a large presentation, this can take a little while. When this process is occurring, the form displays a progress bar to keep you informed of how it's doing. This can be seen in the screenshot below.
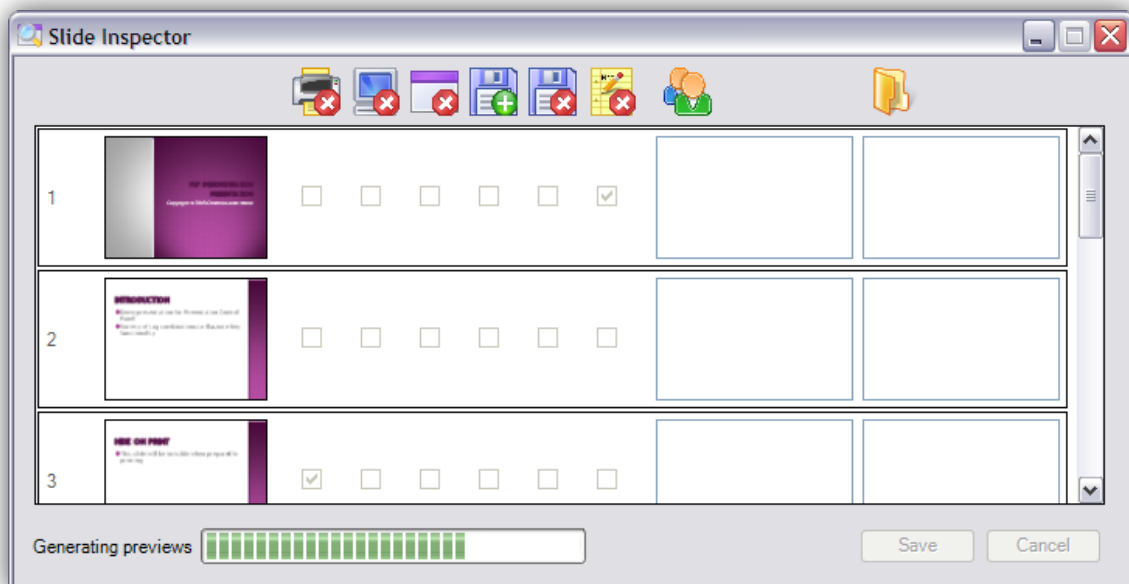
Likewise, when you click 'Save', all the settings are written back to the presentation. This too can take a while, so the progress bar will also be displayed then.
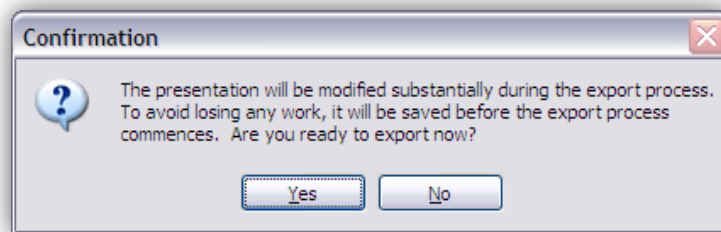
IMPORTANT NOTE:- When running in demonstration mode, the slide inspector is still available, but the changes are not written back to the presentation. It is made available in this way to allow you to more accurately assess the usefulness of the features provided by the full version.

6 Export Wizard

As well as providing a quick and easy means of preparing a presentation for showing or printing, PCP also provides a means of exporting a presentation. This allows you to leave a copy of the presentation you gave (during a training session for example) with your customers without leaving them with anything you may not want them to see.

What might you not want them to see? Slides that were not presented to them (e.g. slides destined for other targets that may contain sensitive information), your slide notes and of course the list of targets and groups. Primary visibility information (whether to hide a slide for showing or printing is retained), as are print versions of the slides.

When you select the export option from the PCP ribbon, you will be presented with the familiar targeting dialog. Simply select the required targeting and click OK. You will be presented with the following dialog.

When you click yes, your presentation will be saved to ensure nothing is lost as substantial changes are made before the presentation is saved again, this time with '_exported' tacked onto the filename. The output file will be saved in the same directory as the original.

IMPORTANT NOTE:- When running in demonstration mode, the export wizard is still available, but it will only include the first 16 slides in the export process. If several of these slides are hidden during export or they are linked to targets or groups not included in the export, then the exported presentation will be considerably smaller than 16 slides. It is made available in this way to allow you to more accurately assess the usefulness of the features provided by the full version.

6.1 Printing Exported Presentations

Exported presentations are prepared as though they are going to be shown, but you may wish to allow the user to print them. To do this you will need to add some scripting to the presentation before it is exported. You will also need to add a page that provides the user with instructions and a button that will do the printing. The visibility for this page can be set so that it only appears in the exported presentation, typically you should set the 'Hide on print' and 'Show in export' visibility options.

The script you should include in your presentation is shown in appendix A and is included in the PCP install folder (Normally this is C:\Program Files\Soft-Answer\Presentation Control Panel) as 'PCP Print Handouts Script.TXT'. You are free to use this script in presentations prepared with PCP only. It must not be used in any other presentations.

The rest of this section will talk you through adding the script and setting up a page to perform the printing.

6.1.1 Step 1- Accessing the 'Developer' tab

The first step in setting up the print wizard is to check whether you have access to the 'Developer' tab in the Office ribbon. If you don't see the 'Developer' tab, you can enable it using the steps below. If you already have access to the 'Developer' tab proceed to 6.1.2 below.

6.1.1.1 Office 2007

First, select the 'Office Button' at the top left corner of the PowerPoint window. A menu will drop down that should look something like this:-
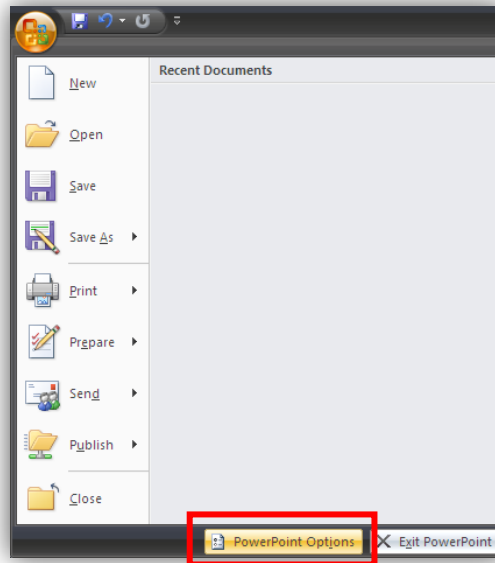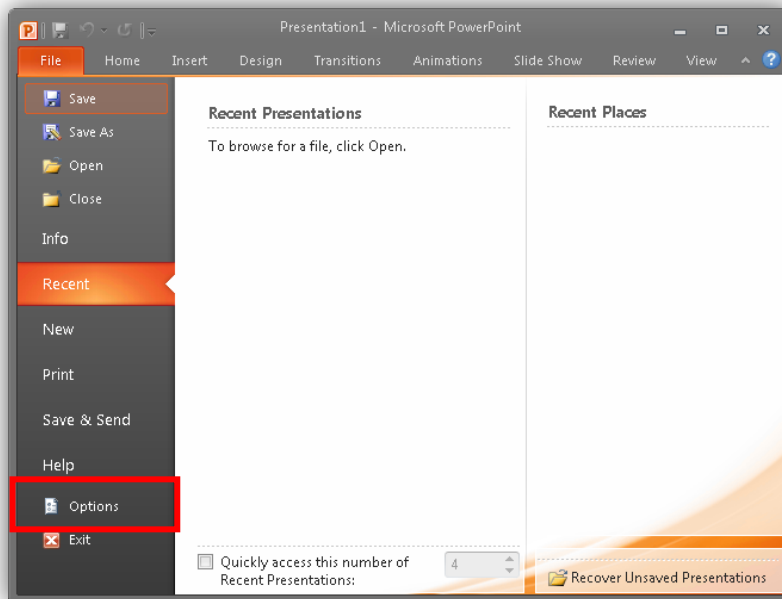

Select the 'PowerPoint Options' button at the bottom of the menu and the options dialog will be displayed as shown below.
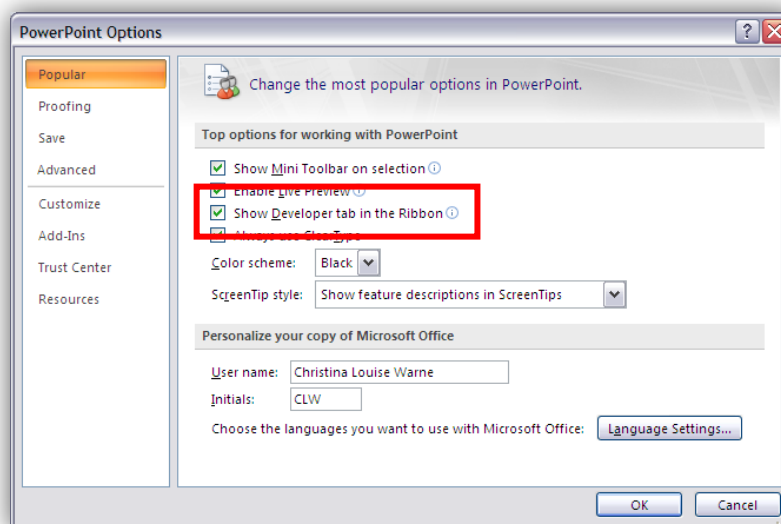
To enable the 'Developer' tab, simply check the box highlighted in the screenshot above and click 'OK'. The 'Developer' tab should now be visible in the ribbon menu.

6.1.1.2 Office 2010 and Office 2013

First select the 'File' menu at the top left corner of the PowerPoint window. The window should now look something like this:-

Select 'Options' from the menu on the left hand side. The options dialog will be displayed. Select the 'Customize Ribbon' option from the menu on the left hand side and the dialog should look like this:-
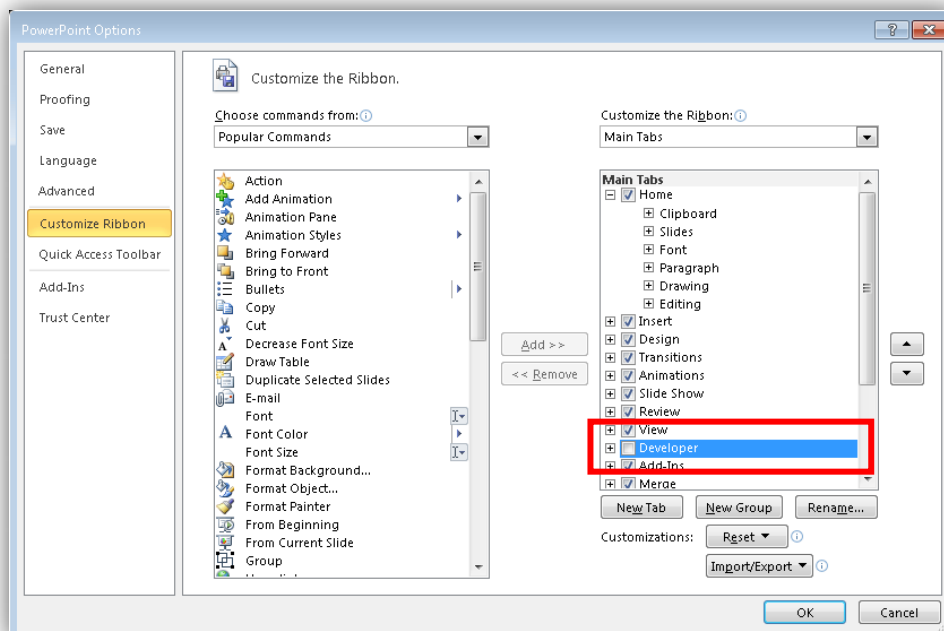

To enable the 'Developer' tab, simply check the box highlighted in the screenshot above and click 'OK'. The 'Developer' tab should now be visible in the ribbon menu.

6.1.2 Step 2 - Adding the script

The next step is to add the print wizard script to the presentation. To do this, select the 'Developer' tab. You should not that there are minor differences between Office 2007 and Office 2010, but the options we will be using are the same in both.

The 'Developer' tab for Office 2007 is shown below.

Select the 'Visual Basic' option on the tab. The Visual Basic editor will be displayed as shown below. Again, there are minor differences between Office 2007 and Office 2010 but, like the ribbon, the options we will be using are the same.
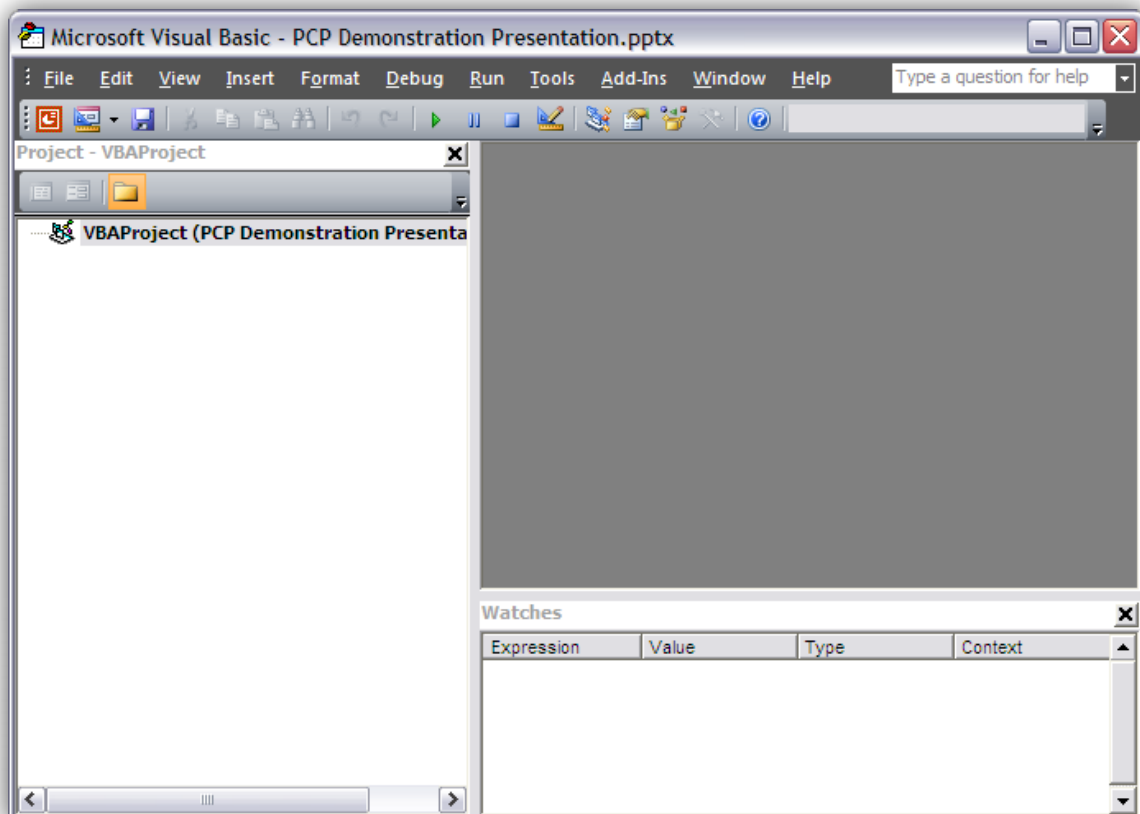
To add the script to your presentation, right click the 'VBAProject' node in the tree on the left hand side of the editor. A pop-up menu will be displayed, select 'Insert' followed by 'Module'. This menu is shown below.
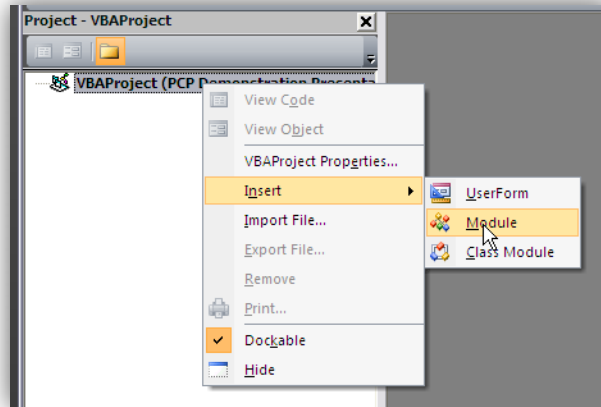
When clicked, this will create a code container module in your presentation. Simply copy and paste the contents of 'PCP Print Handouts Wizard.TXT' into this module. If you wish to customise the printing options (by default, the wizard prints notes pages in full colour, without collation). You may, proceed to step 3, if you're happy with the defaults close the VBA project by selecting the 'Close' option from the 'File' menu. If you are asked whether you want to save changes, click 'Yes'.

6.1.3 Step 3 – Setting print options

If you are a long time user of PowerPoint, you will undoubtedly be familiar with it's printing options. The print handouts script does not provide this dialog, so you should set up some basic options in the script itself. By default, the wizard prints notes pages in full colour, without collation. You may

The three configuration options are defined below.

6.1.3.1 Collation

Collation controls the order in which pages are printed. Lets say you have a presentation with 3 slides and you want three copies.

With collation enabled (msoTrue), the pages will be printed in this order:- 1,2,3 – 1,2,3 – 1,2,3. With collation disabled (msoFalse), the pages will be printed in this order:- 1,1,1 – 2,2,2 – 3,3,3.

Depending on quantities and the speed of your printer you may find it quicker to print with collation disabled.

6.1.3.2 Print output type

You will no doubt have noticed that PowerPoint provides a number of page layout options when printing. Using the print wizard script you must select the one you deem most suitable within the script itself.

The options available to you are shown below.

ppPrintOutputSlides
This mode prints one slide per page with the slides occupying nearly a full page.

ppPrintOutputOneSlideHandouts
This mode prints each slide on it's own page with room for notes.
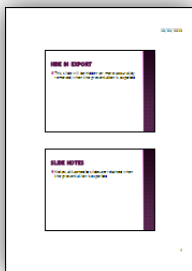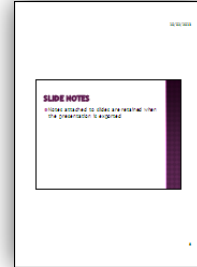
ppPrintOutputTwoSlideHandouts
This mode prints two slides per page with room for notes.

ppPrintOutputThreeSlideHandouts
This mode prints three slides per page with a small dedicated area to the right of each slide for notes.
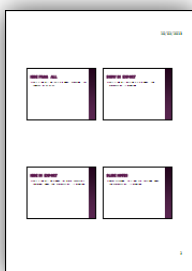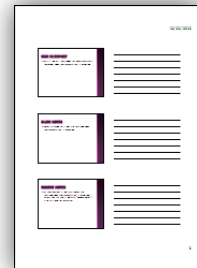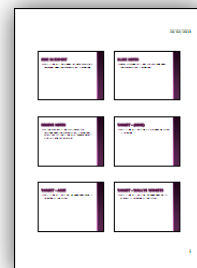
ppPrintOutputFourSlideHandouts
This mode prints four slides per page with some room for notes.

ppPrintOutputSixSlideHandouts
This mode prints six slides per page with a minimal amount of room for notes.

ppPrintOutputNineSlideHandouts
This mode prints nine slides per page. There is
more room for notes, but the slides are quite small.

ppPrintOutputNotesPages
This mode allows you to include your slide notes
(assuming you haven't removed them all). This can
be handy for providing more detailed information
to users of the presentation. There is also ample
room (unless your notes are quite long) for users to
make handwritten notes.
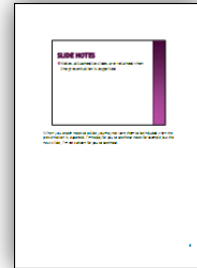
6.1.3.3   Print colour

You can elect to print in plain black and white without grey scaling (ppPrintPureBlackAndWhite),
black and white with grey scaling (ppPrintBlackAndWhite) or colour (ppPrintColour).

When you have decided on your preferred options, you should modify the section of the script that
controls these options. This is clearly visible within the script but it shown below for easy reference.

```
''--------------------------------------------------------------------
'' PrintHandouts configuration
''
'' Collation - Possible options are:-
''     msoTrue
''     msoFalse
.Collate = msoFalse
'' Output type - Possible options are:-
''     ppPrintOutputSlides
''     ppPrintOutputNotesPages
''     ppPrintOutputOneSlideHandouts
''     ppPrintOutputTwoSlideHandouts
''     ppPrintOutputThreeSlideHandouts
''     ppPrintOutputFourSlideHandouts
''     ppPrintOutputSixSlideHandouts
''     ppPrintOutputNineSlideHandouts
.OutputType = ppPrintOutputNotesPages
'' Color Type - Possible options are:-
''     ppPrintPureBlackAndWhite
''     ppPrintBlackAndWhite
''     ppPrintColor
.PrintColorType = ppPrintColor
''
'' You should not change anything else in this script as it could adversely
'' affect the operation of the 'Print Handouts' functionality
''--------------------------------------------------------------------
```

When you've finished modifying the printing options, close the VBA project by selecting the 'Close'
option from the 'File' menu. If you are asked whether you want to save changes, click 'Yes'.

6.1.4 Step 4 - Adding the button

This is the final step to providing a print handouts wizard in your presentation. You should select (or create) a slide that will contain the 'Print Handouts' button. The exact content of this slide will of course vary depending on what information you wish to provide to the user.

The slide itself should be configured with the following visibility:-

To add the button, you should select the 'Developer' tab and click the icon highlighted below:-
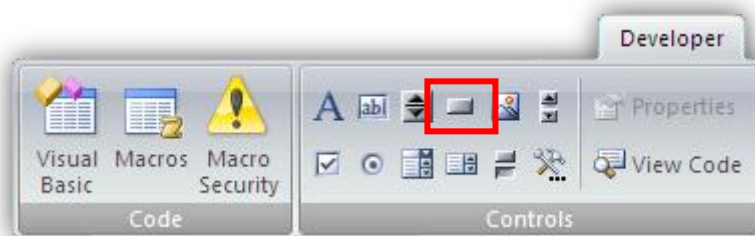
Now, click and drag an outline in the slide. You cannot do this over a text area. When you have finished a button will be added to the slide as shown below:-

If it isn't already selected, click the button. Within the 'Developer' tab, the 'Properties' option should be enabled as shown below.

Click it to open the property inspector.
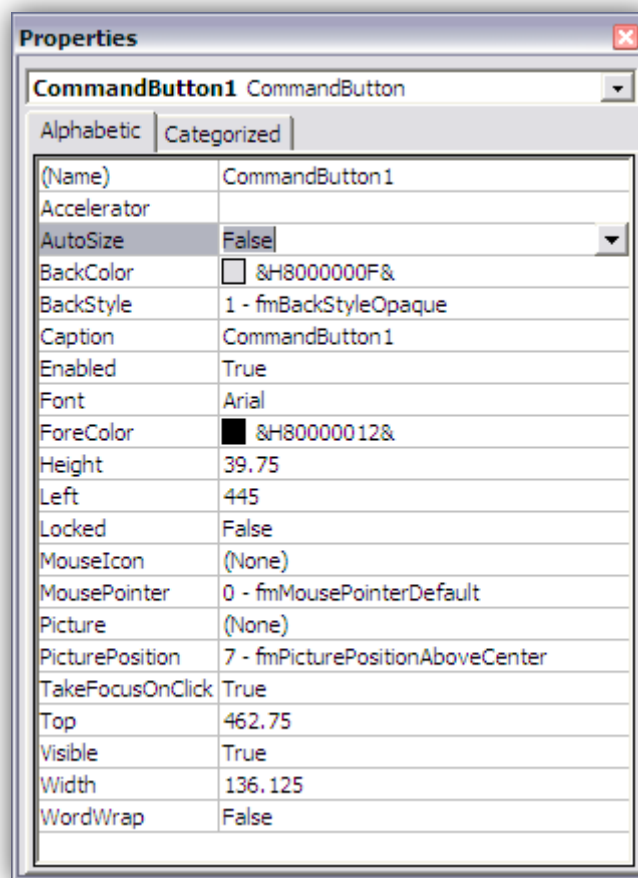
The text that is displayed within the button can be changed using the 'Caption' property. Simply click in the cell you wish to change and modify it accordingly. When you're happy with the buttons appearance and the text it contains, double click it.

The Visual Basic editor will be displayed with an empty routine as shown below.
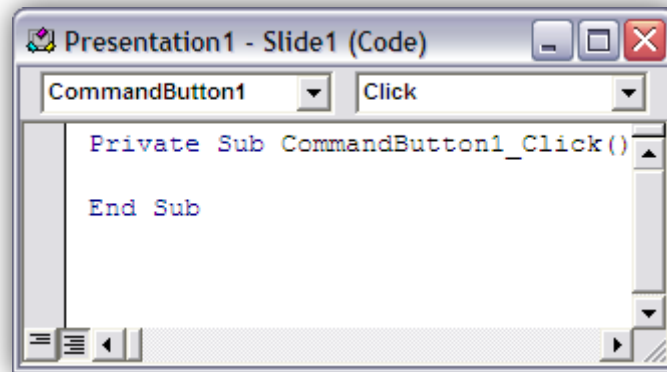
Add the command 'printHandouts'.
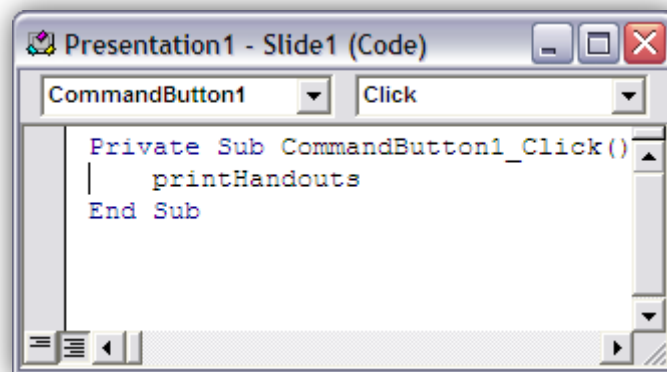
Close the visual basic editor and that completes the addition of the print handouts script to your presentation. When the presentation is shown, the user should click the button in the presentation display area (it will not work if clicked in the presenter view). When they do, the following dialog will be displayed to ask how many copies they would like to print.
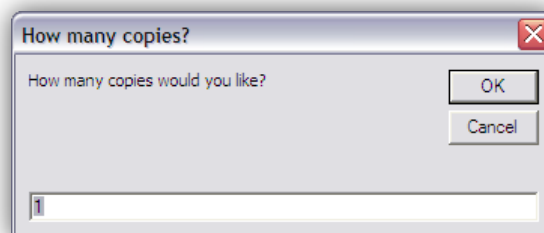
They simply enter how many copies they want and click 'OK'. Clicking 'Cancel' will cancel the print operation.

NOTE:- You must tell the users of exported presentations that they may be asked if they want to enable macros when they view the presentation. If they want to print from it, they must enable macros.

7 Target and Group List Editor

Before you can use the advanced target and group linking features you must provide a list of valid targets and groups.

When you select the 'Target List' or 'Group List' options from the settings section of the ribbon (For more information about the ribbon, see The Presentation Control Panel Ribbon above), the list editor is displayed as shown on the right.

In this example, the list is operating in target list mode and contains two targets 'ACME Widgets Incorporated' and 'Blogton Widgets'.

This form is easy to use, simply enter the list of targets in the text area on the left. Each target should be on it's own line. When you have finished editing your list, click 'Save' and the changes will be saved. If you change your mind, clicking 'Cancel' will close the list editor without saving, just as clicking the 'Close' icon in the top right does.

To clear the list and start over, click the 'Clear' button.

NOTE:- If you remove an item from the list and save the changes, the system will automatically go through the slides and remove all references to the removed item.

IMPORTANT NOTE:- When running in demonstration mode, the list is limited to 2 items.
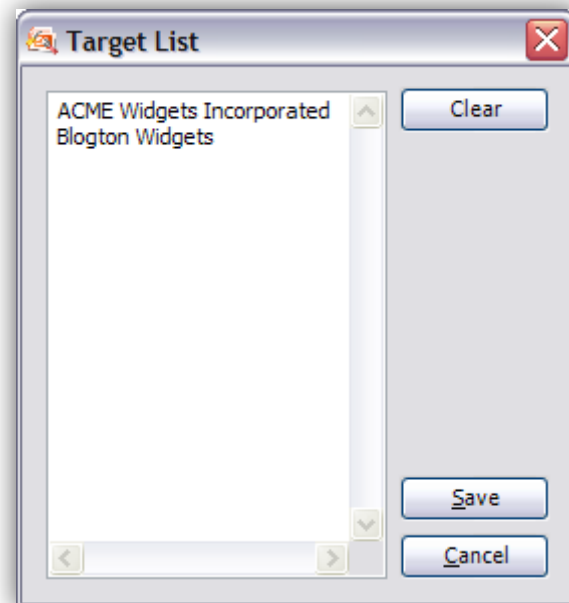
8 PowerPoint Compatibility

Presentation Control Panel is compatible with PowerPoint 2007, 2010 and 2013 and includes an Office 2013 compatible visual theme.

9 Example Presentation

PCP comes with a demonstration presentation that is pre-configured with a number of targets and groups to allow you to begin evaluating it immediately. Since it is less than 16 slides long and only includes two targets and two groups, it can be fully processed by the demonstration version allowing you to use it for evaluation purposes.

10 Demo Mode Limitations

When operating in demonstration mode, PCP operates with the limitations outlined below.

- The target list is limited to two items
- The group list is limited to two items
- The slide inspector will not save the changes made during its use
- The presentation export will only process the first sixteen slides of the source presentation
- The presentation processor (used to prepare the presentation for display or printing) will only process the first sixteen slides

11 Software Licensing

I operate a no nonsense licence policy. Each licence key you purchase entitles a single user to use the product on up to two machines. That's it. If three people use the same machine, then each of them must have a valid licence.

To try and enforce some of these limitations, you must activate and deactivate your software with an active internet connection so PCP can communicate with my licensing service. Once licensed, PCP will check on a random basis whether the licence details are still valid… if not, the licence on that machine will be deactivated.

Once activated, you cannot deactivate a licence within a specified period of time, nor can you deactivate a licence more than 4 times in a 12 month period.

12 Support

Support for Presentation Control Panel is provided via my support website at:-

http://support.soft-answer.co.uk

Before raising a support request, please ensure you have fully read the user manual and the FAQs available on the support site relating to the product and the licensing service. When posting a request for help, you should include your licence number and registered user name.

You can also email support directly from Presentation Control Panel using the options on the 'About' dialog. Please do not remove the licence information as this will be required before support is provided.

If you are using the demonstration version and you have a question, please understand I have limited time (I have a day job) so it will be directed mainly to paying customers. However, I appreciate people may have questions they would like answering before a purchase. If you have such a question, please ensure it is clearly marked as such (please include 'Pre-sales question' in the subject line) so I can readily identify them and give them priority over non-customer support.

This product came into being because I had a need that it fulfils very well, but it may be that it doesn't quite meet your requirements exactly, so if you have feature suggestions please feel free to send them to me.

13 About the Author

I am a software industry veteran with (at the time of writing) nearly 20 years commercial experience. I write with what ever tool seems most appropriate (that includes C – normally for Microchip PIC devices, PHP, Pascal and C#) but my go to tool for general application development is Delphi and it's particular flavour of Pascal.

In my spare time I maintain a number of WordPress plugins, I try and write for (and provide website administration services to) the Pascal Game Development website. I also maintain my own blog, my Soft-Answer brand and when I'm not doing any of those things, I might be writing, listening to or writing music, knitting or any one of a number of other pastimes (of which I have a lot).

If you have a specific software or PIC based project you think I may be able to help with, please get in touch to discuss it. Please note though, I do have a full time job which I thoroughly enjoy (leading a small team of engineers producing software for the emergency services here in the UK) so I'm not looking for employment opportunities, just spare time projects.

Thanks for reading, and hopefully, thanks for purchasing one of my products.

Christina

14 Appendix A – Print Handouts Script

```
''-------------------------------------------------------------------
''
'' Presentation Control Panel - Print Handouts Script
''
'' Copyright (C) 2010-2013 Christina Louise Warne
''
''-------------------------------------------------------------------

Option Explicit

Private Const TAG_VIS = "PCP_VIS" '' Flag storage tag
Private Const FLAG_HIDEONSHOW As String = "HS"
Private Const FLAG_HIDEONPRINT As String = "HP"

'' Wrapper around inStr to check for existence of
'' a substring
Function inString(aTagContent, aFlag)
    inString = (InStr(1, aTagContent, aFlag, vbTextCompare) > 0)
End Function

'' Query the status of a flag in the control tag for
'' the active slide
Function isControlFlagSet(aSlide As Slide, aFlag)
    Dim tagVal As String
    If (aSlide.Tags.Count > 0) Then
        tagVal = aSlide.Tags(TAG_VIS)
        If (tagVal <> "") Then
            isControlFlagSet = inString(tagVal, aFlag)
        Else
            isControlFlagSet = False
        End If
    Else
        isControlFlagSet = False
    End If
End Function

'' Hide slides which have the specified flag in their flag tag
'' show all others
Private Sub hideSlidesWithFlagSet(flag As String)
    Dim S As Slide
    For Each S In ActivePresentation.Slides
        S.SlideShowTransition.Hidden = False
        If (isControlFlagSet(S, flag)) Then
            S.SlideShowTransition.Hidden = True
        End If
    Next
End Sub

'' Prepare the presentation for print
'' (hide the slides we don't want printed)
Private Sub prepareToPrint()
    hideSlidesWithFlagSet FLAG_HIDEONPRINT
End Sub

'' Prepare the presentation for show
'' (hide the slides we don't want shown)
Private Sub prepareToShow()
    hideSlidesWithFlagSet FLAG_HIDEONSHOW
End Sub

'' Configure the presentation and print
Public Sub printHandouts()
    Dim copiesStr As String
    Dim copies As Integer
    copies = 0
    copiesStr = "1"
    While (copiesStr <> "") And (copies <= 0)
        copiesStr = InputBox("How many copies would you like?", "How many copies?", 1)
        copies = Val(copiesStr)
    Wend
    If (copiesStr <> "") And (copies > 0) Then
        prepareToPrint
        With ActivePresentation.PrintOptions
            ''-------------------------------------------------------------------
            '' PrintHandouts configuration
            ''
            '' Collation - Possible options are:-
            ''     msoTrue
            ''     msoFalse
            .Collate = msoFalse
            '' Output type - Possible options are:-
            ''     ppPrintOutputSlides
```

```
''      ppPrintOutputNotesPages
''      ppPrintOutputOneSlideHandouts
''      ppPrintOutputFourSlideHandouts
''      ppPrintOutputSixSlideHandouts
''      ppPrintOutputNineSlideHandouts
.OutputType = ppPrintOutputNotesPages
'' Color Type - Possible options are:-
''      ppPrintPureBlackAndWhite
''      ppPrintBlackAndWhite
''      ppPrintColor
.PrintColorType = ppPrintColor
''
'' You should not change anything else in this script as it could adversely
'' affect the operation of the 'Print Handouts' functionality
''--------------------------------------------------------------------
.PrintHiddenSlides = msoFalse
.RangeType = ppPrintAll
.NumberOfCopies = copies
.PrintInBackground = msoFalse
.FitToPage = msoTrue
.FrameSlides = msoTrue
End With
ActivePresentation.PrintOut
prepareToShow
ActivePresentation.Saved = msoTrue
End If
End Sub
```

15 Appendix B – Software Revision History

Date	Version	Changes
25th September 2013	1.1.2	**New -** Added Office 2013 visual style **New -** Modified list editor – Icon now reflects current operation **Change -** Reduced licensing request timeout to 5 seconds to prevent unnecessarily long start-up time when not connected to the internet
	1.1.1	Original release

16 Appendix C – Document Revision History

Date	Version	Changes
25th September 2013	1.2	Updated to reflect support for PowerPoint 2013
	1.1	Original release