

Inventory & Return with red pull-out box

- Step 1:** Insert picture into slide
- Step 2:** We are now going to copy the picture so that we can crop it. Right click on picture. Left click on “copy”. Right click on picture again. Left click on “paste”. You have now copied the picture.
- Step 3:** Crop the top picture to the writing or object you want to put in the red box. We are now going to size the cropped picture to the desired size. Left click on the background area to get out of crop mode. Left click on cropped picture and grab the corner and size to the desired size. Move the pull-out box so it does not cover the same writing on the bottom picture (so the jury can see where the pull-out came from).
- Step 4:** We are now going to put the red triangle on the bottom picture. Left click on “Insert” in the tool bar. Left click on “Shape”. Left click on . Then left click on picture where you want the top corner of your bottom red box to begin. Hold down left click and drag to where you want the bottom right corner of your box to stop. You have now created a rectangle.
- Step 5:** Ah, but your rectangle covers up the writing on the picture. We are no going to make the rectangle see-through. Left click on the rectangle. Left click on “Home” in the tool bar and you will see a tool bar that looks like this:



The “Shape Fill” allows you to change the color of your rectangle or allows you to get rid of the color by clicking “No Fill”

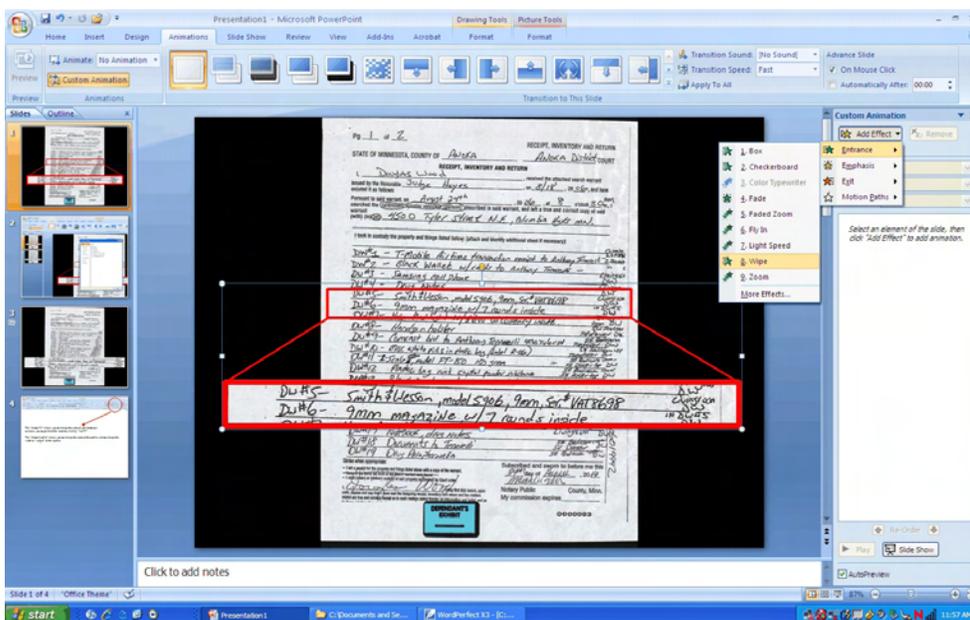
The “Shape Outline” allows you to change the color of the outline and to change the width or “weight” of the outline

- Step 6:** We are now going to put a red outline around the pull-out box. Click “Home”.
- Step 7:** Left click on “Shape Outline”. You will now be able to pick the color and weight of your pull-out box outline.

You have now created a totally cool slide. You can get really fancy by animating the rectangle around the picture, the red lines and the pull-out box.

Here’s How:

- Step 1:** First, we are going to group together the red rectangle, the two lines and the pull-out box. Left click on red rectangle. While holding down the “Ctrl” button on your keyboard, left click on the left red line. Continue to hold the “Ctrl” button and left click on right red line and then on the side of the pull-out box. Release the “Ctrl” button. Right click and a screen will pop up. Left click on “Group”. Another screen will pop up. Left click on “Group”. Now when you animate, all the objects will flow as one.
- Step 2:** We are now going to animate the rectangle, lines and pull-out box. Left click “Animations”. Left click “Custom Animations”. You will see on the right side of your screen, the custom animation work area. Left click on the item you wish to animate. Since they are all grouped together, you can left click on any of the objects (pull-out box). Left click on “Add Effect”. Left click on “Entrance”. Left click on “Wipe”.

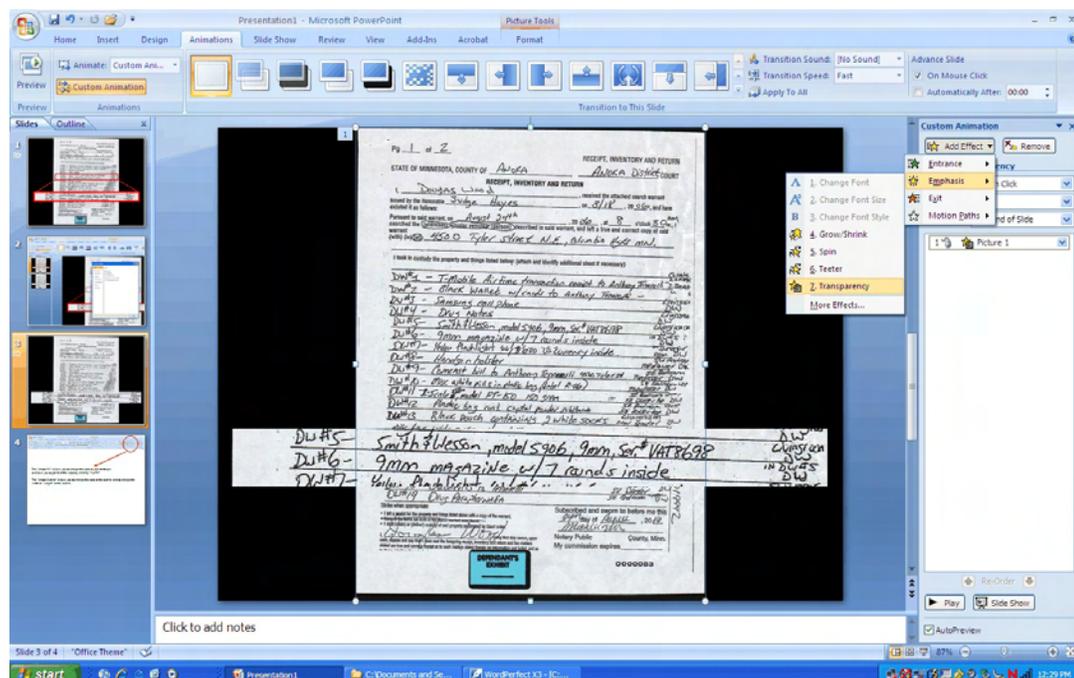


Once you complete this, you can choose where the “Wipe” starts – from the bottom, left, right, top. This looks good if it starts from the top, because then the red box is first, then lines, then pull-out box.

- Step 3:** Push “F5” on your keyboard. You are now in presentation mode. You should see your picture. Left click or push the $\leftarrow \rightarrow$ button on your keyboard. The red rectangle, lines and pull-out should then come in. Cool, huh? To get back to the drafting mode of Powerpoint, push the “Esc” button on your keyboard.

Transparent Inventory and Return

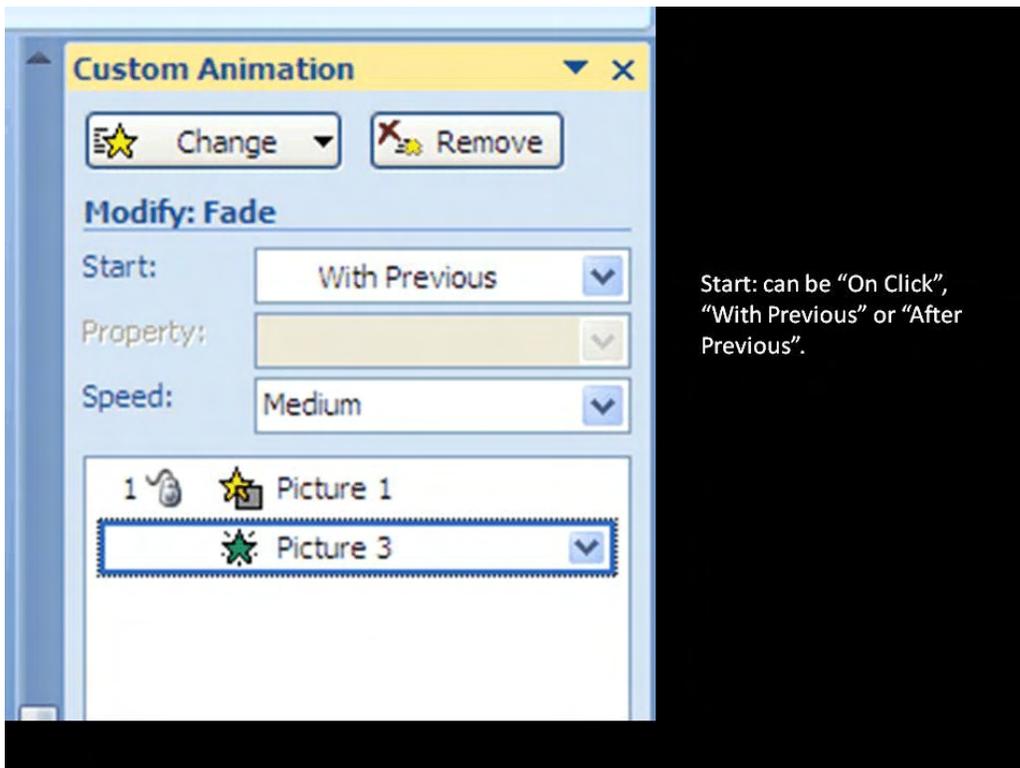
- Step 1:** Insert picture
- Step 2:** We are now going to copy the picture so that we can crop the copy. Left click on picture. Right click. Left click on “copy”, right click, left click on “paste”. You have now copied the picture. Crop the top copy down to what you want to pull-out.
- Step 3:** We are going to copy the cropped picture. Left click on cropped picture. Copy the picture as shown in StepTwo.
- Step 4:** Move one of the cropped pictures directly on top of the original picture in the exact location from where it came. The reason we are doing that is because when we make the background picture transparent, we want the cropped area to stay lit up.
- Step 5:** Enlarge the second cropped picture by left clicking on it. Grab the corner and drag it to the side of the slide. Do the same with the opposite corner. Move this picture to where ever you want it but above or below the section from where it comes.
- Step 6:** We are now going to make the background picture transparent. Left click on “Animations”. Left click on the background picture so the program knows which object you want to animate. Left click on “Add Effect”. Left click on “Emphasis”. Left click on “Transparency”.



Step 7: We are now going to make the pull-out section “fade” in on the screen. Left click on pull-out so the program knows what you want to animate. Left click on “Animations”. Left click on “Add Effect”. Left click on “Fade”.

Step 8: We are now going to make the pull-out fade in at the exact time that we make the background document go transparent.

You have now created the second totally cool slide.



Go to “Start:” It should say “On Click”. Left click on the little button, then left click on “With Previous”.

Push F5 on your keyboard. You are now in presentation mode. You should see the original picture. Left click or push the  button. The original picture should go transparent and the pull-out box should come forward, leaving the area behind it lit up.

At this point, you have successfully taken the hard copy document, scanned it, which turns it into a picture, inserted it into a Powerpoint slide, cropped it, and animated it.

Hint: When preparing a case for trial, I always create a file folder on my desktop which contains all of the exhibits, scanned documents and discovery for the case. That way, everything is easily accessible.

GETTING A CASSETTE TAPE INTO YOUR COMPUTER

B. Cassette Tapes - Often we get wire tap cases in which all of the calls are saved on cassette tapes. One or two of the 100s of tapes may actually help your client. How do you get the cassette tape into the computer so you can use it in the most efficient way?

1. How do I get this stuff into my computer?

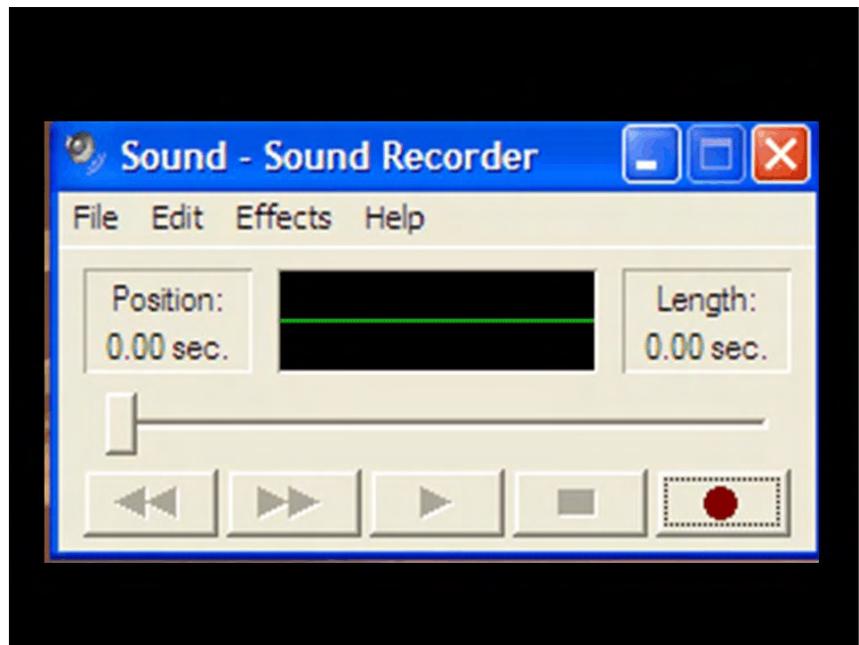
Step 1: Get a boom box or cassette player

Step 2: Buy an audio cable with 1/8th inch plugs on both ends. I call this the double knobber cord. It costs around \$12.00 at Best Buy or Radio Shack.

Step 3: Put one end of the cable into the boom box headset hole. Put the other end of the cable into the computer's microphone hole.

Step 4: Go to Sound Recorder, it is a program on your computer. You can find it at start, Programs, Accessories, Entertainment, Sound Recorder. It looks like this:

The red button in the bottom corner is Record. Click on that button, then hit the play button on your boom box. Sound Recorder will record all that comes out of your boom box. You are now digitalizing your cassette tape.



Step 5: Hit record on "Sound Recorder", then hit play on your boom box. Once the audio is done, you can then edit it.