

Using the PowerPoint Plug-in with My Favorites

The CONTENTdm PowerPoint Plug-in enables quick and easy import of images/metadata saved as "My Favorites" into PowerPoint®. The "on-the-fly" presentations can then be edited and modified using standard PowerPoint functionality.

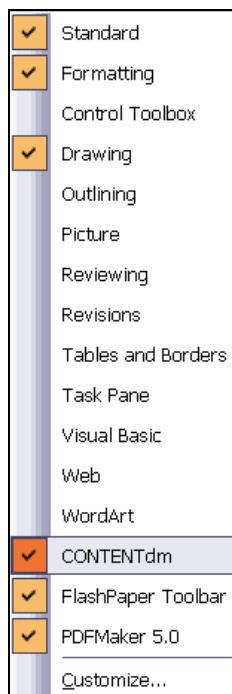
System Requirements for the ContentDM PowerPoint Plug-in

- ◆ Windows 2000 Professional, or XP
- ◆ Microsoft PowerPoint 2000, XP, 2003 or greater
- ◆ A cookies-enabled **Microsoft Internet Explorer** 5.0 or greater browser
 FireFox, Mozilla, Netscape, Opera are currently not supported.



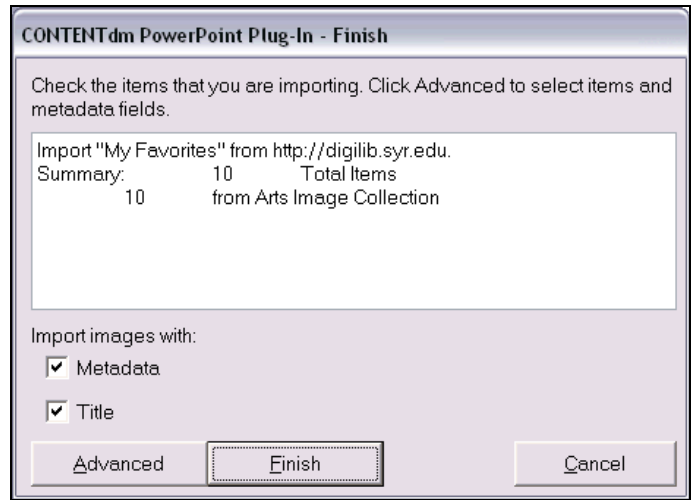
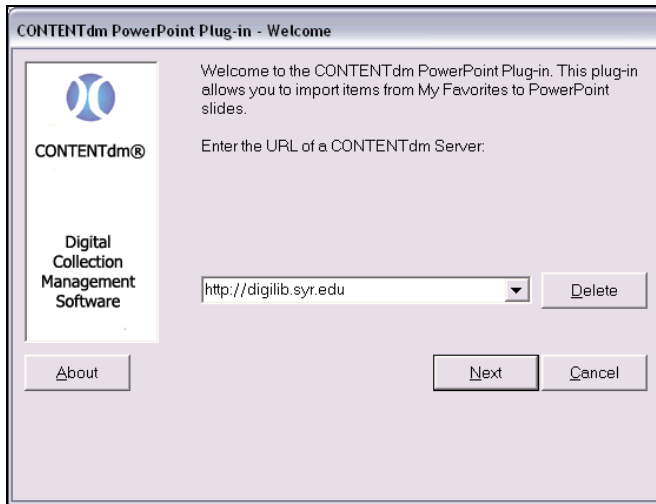
To use the CONTENTdm PowerPoint Plug-in

- ◆ Download the PowerPoint Plug-in available from the [About the Syracuse University Digital Library](http://digilib.syr.edu/cdm4/about.php) page at <http://digilib.syr.edu/cdm4/about.php>.
- ◆ Install the plug-in on your PC by following the installation directions on the screen
- ◆ Create a new, or locate existing, SU Digital Library collection in My Favorites with the Internet Explorer browser
- ◆ Open PowerPoint on your PC and click on the "CONTENTdm" button that now appears in the PowerPoint interface

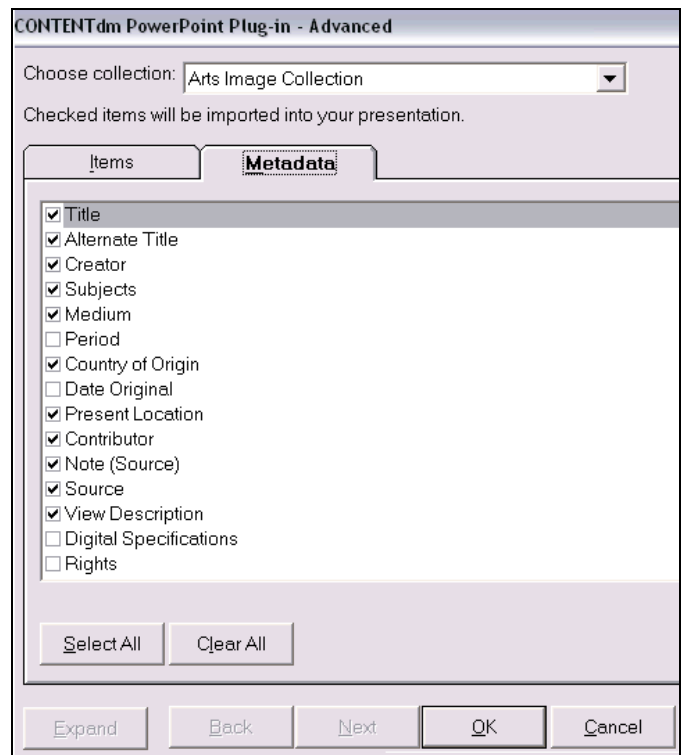
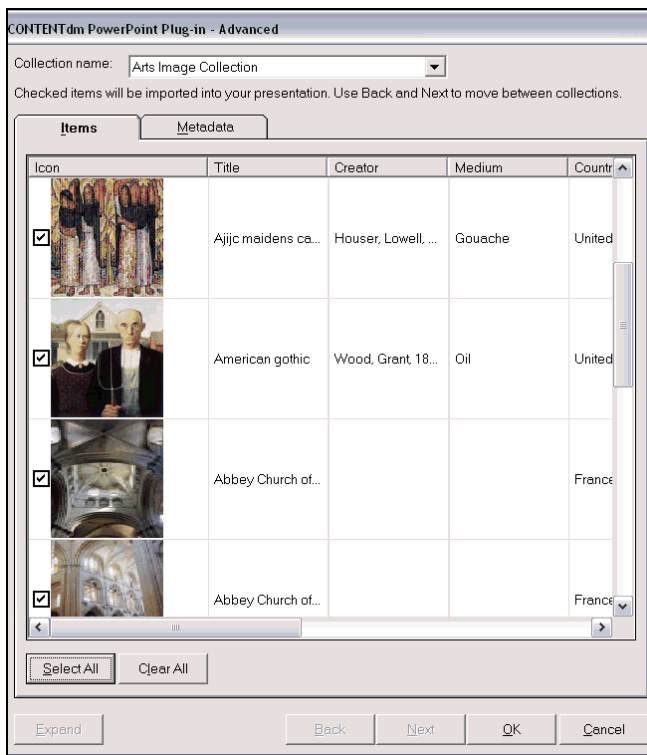


NOTE: If the button does not automatically appear, right click on your PowerPoint toolbar and select CONTENTdm from the list. The button will then appear on your toolbar.

- ◆ When prompted for the URL of a CONTENTdm server, enter "**http://digilib.syr.edu**" and click "Next"
- ◆ Click on "Advanced" to specify item display and metadata preferences

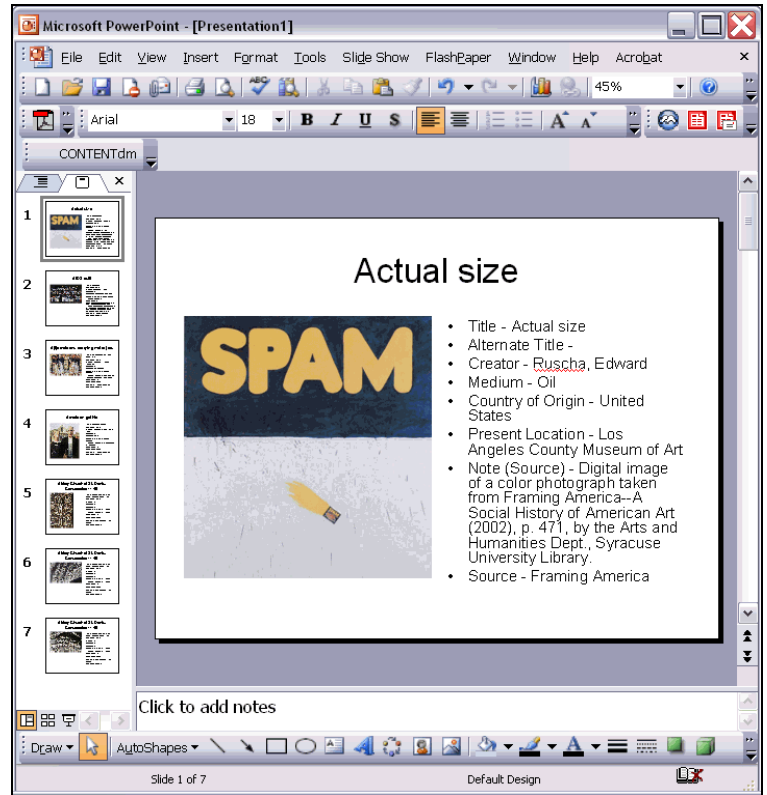
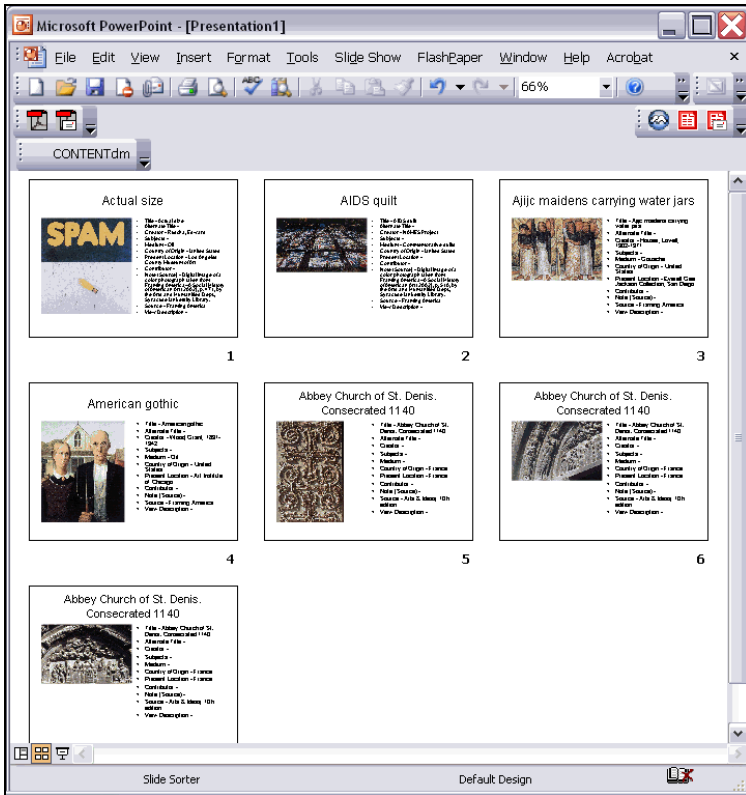


- ◆ Review the information on the "Items" and "Metadata" tabs. This is the information that will be transferred into PowerPoint.



- ◆ Click "OK"
- ◆ Click "Finish"

- ◆ The resulting PowerPoint presentation is ready for class use or additional edits:



- ◆ The ContentDM PowerPoint Plug-in currently only supports JPEG, GIF, and BMP files formats

For detailed information on how to use the ContentDM PowerPoint Plug-in, please refer to the [PowerPoint Plug in guide](#).