

University of Idaho

Customizing your county brochure or PowerPoint presentation

The county brochure and PowerPoint (PPT) presentation templates can be tailored to fit your own needs.

How to choose which indicators to use

Think about the story you want to tell as you work with your county brochure and PPT presentation. To choose which indicators to include in your brochure or presentation, ask the following questions:

Which indicators are of most interest to the audience or best fit the topic you have chosen to discuss?

Which indicators have shown the most change over time?

Which indicators stand out when compared to the state, the nation, or to neighboring counties?

Which indicators surprise you?

If you want to add indicators to your brochure or presentation that are not found on the [Indicators Idaho](#) website, feel free to add them (remember to add the correct citation). Additional data can be found by exploring the same data sources used for the indicators on the [Indicators Idaho](#) website, by looking at other online data sources, or by contacting local data sources. Possibilities for online and local data sources can be found in "Online data sources" and "Local data sources."

Do not forget to update your data

One difficulty of using data is that it is always changing as new data are released or older data are revised. Keep checking the [Indicators Idaho](#) website for new data and incorporate them into your county brochure or PPT presentation to keep them current. If you use other data sources, be sure to check for new data before giving a presentation or printing copies of the brochure.

Resources for editing your county brochure

The work of gathering and presenting the information for your county has already been done for you. Look closely to see if you are satisfied with the current brochure. If so, you are ready to print and distribute additional copies. If you want to add or change information, you can edit the brochure using Microsoft Publisher. **Be sure to save the new brochure as a separate document so you can go back to the original if necessary.**

To replace a chart in the brochure with a different or updated one that you see online, right-click on the online chart and choose "Save picture as." Save the chart to your computer's Desktop or other location, go to the brochure and right-click on the chart you would like to replace. Choose "Change picture | From file" and then select the chart you just saved. This will replace the chart at the exact same size as the original chart so you do not have to resize to make it fit.

UI Extension Community Data Tools

<http://www.uidaho.edu/extension/community-data-tools/toolbox>

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How to fill in the presentation template

The PPT presentation is meant to serve as a basic template, which you can use to design a presentation. As is, the template is much too large to be used in its entirety. Your job will be to pick and choose those indicators that best tell the story of your county. For some counties, picking indicators will be an easy task. For others, it will take some work.

For each indicator, go to the [Indicators Idaho](#) website, select your state and county, and select the appropriate indicator. Then, you can copy and paste the correct text and charts to fit the blanks in the template. To copy text, highlight the text you'd like to use, copy it, and then paste it in your presentation in the correct spot. To copy a chart, place your mouse's cursor over it and right-click. Then, select "Copy." Go to your presentation document, click where you'd like to place the chart, and then Paste the chart. You can then move the chart if needed.

The presentation includes much more text than most people would want to use in a presentation. Slides for the final presentation should be as simple and straightforward as possible. Much of the extraneous text in the presentation template can be moved to the Notes section of the presentation. This lets you have each indicator's background information handy as you give your presentation.

Resources for working with PowerPoint

The University of Idaho Distance & Extended Education Help provides an online PPT Tutorial. It has information and short videos on how to insert images, create templates, and more. If you need help working with PPT, view this tutorial at:

http://www.webpages.uidaho.edu/deehelp/archived/tutorials/powerpoint/tutorial_presentations.htm.