Presentation Maker

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ClinicalKey Medical Education LEARN users will be able to export images and their citation and copyright information into a PowerPoint presentation.

Overview

ClinicalKey Medical Education LEARN users will be able to select an Image from Browse or Search results, save it to a Presentation, and download the Presentation as a PowerPoint file. The citation and copyright information will be saved with the Image. From the My Presentations area, users may create, view, rename, or delete a Presentation or delete Images within a Presentation. Users may access the My Presentations area when saving an Image or by selecting it from the menu drop-down in the upper-right corner of any page.

The main steps to export images into a PowerPoint presentation using the Presentation Maker are listed below. Each step links to corresponding details in the Illustrated Steps section.

Versions affected: ClinicalKey Medical Education LEARN (All versions)

Illustrated Steps: Contents

Click link to jump to step in this document.

- 1. Click an Image from the Browse or Search results.
- 2. <u>Click the "Add to Presentation" link at the bottom of the Image.</u>
- 3. Indicate the Presentation to which the Image should be added.
 - Select an existing Presentation.
 - <u>Create a new Presentation.</u>
- 4. Choose "Add" or "Add and View Presentation."
 - <u>Add.</u>
 - Add and View Presentation.
- 5. Visit My Presentations Area.
 - <u>Navigate from an Image through the "Add and View Presentation" button.</u>
 - Navigate from the menu drop-down.
- 6. Select Options from My Presentations Area.
 - <u>Create New Presentation.</u>
 - <u>Rename Presentation.</u>
 - Download Presentation.
 - Delete Presentation.

Illustrated Steps

Step 1: Click an Image from the Browse or Search results.

Users may activate Presentation Maker options by opening an Image.



Step 2: Click the "Add to Presentation" link at the bottom of the Image.



Step 3: Indicate the Presentation to which the Image should be added.

Option A: Select an existing Presentation.

If the Presentation already exists, select it from the drop-down menu on the left.





Option B: Create a new Presentation.

To create a new Presentation:

1) Click the "+Create New Presentation" link.

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2) Fill in the name.

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- 3) Click "Save."
- 4) The name of the new Presentation will appear on the left.

Step 4: Choose "Add" or "Add and View Presentation."

Option A: Add.

1) Select "Add" to add the Image without opening the Presentation.

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2) A confirmation message will indicate the Image has been added.



3) Click the X in the upper-right corner to close the Image and return to the Browse or Search results.

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Option B: Add and View Presentation.

Select "Add and View Presentation" to navigate to the My Presentations area, which offers the following options in the upper-right corner of the screen: Create New Presentation, Rename, Download, and Delete.





Step 5: Visit My Presentations Area.

Option A: Navigate from an Image through the "Add and View Presentation" button.

For details, see Step 4, Option B.

Option B: Navigate from the menu drop-down.

Click Menu button in the upper-right corner of any screen, and select "My Presentations."





Step 6: Select Options from My Presentations Area.

Option A: Create New Presentation.

For details, see Step 3, Option B.

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Option B: Rename Presentation.

To change the name of the Presentation, click the "Rename" link, type a new name, and click "Rename."





Option C: Download Presentation.

Download the Presentation as a PowerPoint (.ppt) file by clicking the "Download" link. A pop-up window will let you know the Presentation was downloaded successfully. Click "OK" or the X in the upper-right corner to close the pop-up.

Open the downloaded file to view the Presentation as a PowerPoint (.ppt) file. The citation information and copyright line appear below the image.





Option D: Delete Presentation.

Delete the Presentation by clicking the "Delete" link. A pop-up window will ask whether you are sure you want to delete the Presentation. Click "Delete" to delete the Presentation, or click "Cancel" or the X in the upper-right corner to close the pop-up without deleting the Presentation.

