



## How to import post script files into PowerPoint:

Ulrike Werner-Zwanziger

11/9/06

Our solid state NMR spectra are typically created as post script files. Sometimes you may want to change and edit your spectra for publication. You can import these spectra into various programs. One example is the Microsoft Power Point program. Here I explain, how to insert a \*.ps file into Power Point and work with it:

1. Open the Microsoft PowerPoint program from your “start” button or from an existing PowerPoint file.
2. Make sure you start from a “Blank Presentation”
3. Click Insert → Picture → From File.
4. You will find files and directories from where you last opened files. Navigate to the directory, where your post script file is located either by double clicking on directories in the window or by using the “up-arrow – directory” button in the tool bar.
5. Possibly the file you are trying to insert is not displayed. Under “File name” at the bottom type \*.\* and Enter. Now you should see your file. Click on it and click “Insert”. In the “Convert File” window choose “Encapsulated PostScript”.
6. Your graph probably will appear sideways. Now right click with your mouse in that picture and select “Grouping” → “ungroup”. Acknowledge the warning “This is an imported picture, not a group. Do you want to convert it to a Microsoft Office drawing object?” with “yes”. Several times now right click on the image and choose “Grouping” → “ungroup” until there is nothing more to ungroup. Make sure for this you have everything high lighted (or use “select all” in between).
7. Now click on the frame around the drawing and delete it (probably you need to do this several times, there may also be invisible boxes overlaying everything).
8. Now use the left mouse key and select in the objects you want to keep together. Right click on them and choose “Grouping” → “Group”. I usually start with the texts, then the spectra and then the axis. Be sure you get all of what you want to keep together (i.e., the complete spectrum, etc.). As last step, group everything together and then use Draw → Rotate → Right, to get everything into the correct orientation on the page.
9. Now you can ungroup the Total again and start using the PowerPoint tools to change, move, color, edit, annotate, delete etc. the way you like it.

Good luck and good presentation!