



### It's News To You!

#### Multi-Lingual PowerPoint

ASIST is often called upon to translate PowerPoint presentations. Here are some tips that make the process easier.

1. As much as possible, always create titles (and other text in the "sub-levels") in the *Outline*—rather than creating and editing text in the slides themselves.
2. Foreign language text is typically longer than the English original! If you're already pushing the size limits of a slide with English text, consider breaking it up into several slides.
3. Images and diagrams you place into PowerPoint ("pictures" inserted from a file) often also include text. Remember to include original source files for these, so they can also be translated!
4. If you use external sound files in your presentation, be sure to provide them. Naturally, if these include spoken phrases, we can also translate and record them for you in any target language.
5. If using the *Notes Page* to print audience handouts, please indicate that we should also translate this for you.

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### Say What?

We can't resist occasionally sharing "interesting" translations from around the world. Enjoy!

- Stop. Drive sideways.  
*(Detour sign in Japan)*

If you are using the *Notes Page* for presenter's notes instead, let us know whether this text should be left in English, translated, or both.

6. Learn how to use the *Pack and Go* command! This gathers together all presentation files including externally linked files, and, if required, embeds required fonts. Even when not translating to other languages, this ensures presentations will look and play identically on other computers. Including the *Viewer* option allows presentations to run even on computers without PowerPoint (or where installed versions in your host country are older than yours!).

7. Even if the correct version of PowerPoint is on the computer provided for you, as a presenter you still might want to pack presentations with a stand-alone *Viewer* (or even bring your own copy of PowerPoint). When onsite, it can be very disconcerting to negotiate PowerPoint menus and dialog boxes in a language you don't understand!

- Confidence of creating deliciousness. This tastiness can not be carried even by both hands.  
*(On package of Japanese custard cakes)*
- Our wines leave you nothing to hope for.  
*(On a Swiss restaurant menu)*

- Ladies, leave your clothes here and spend the afternoon having a good time.  
*(At a laundry in Rome)*
- Please leave your values at the front desk.  
*(In a Paris hotel)*
- In case of fire, do your utmost to alarm the porter.  
*(In a Vienna hotel)*



### Travel Tips

- To keep clothes smelling fresh while traveling, toss a dryer sheet in your luggage.
- When traveling abroad, it's often a good idea to leave your passport locked up in the hotel safe. Carry one photocopy with you, and leave another with someone at home, just in case. In certain countries, however, the U.S. Dept. of State may specifically recommend keeping your original passport on your person at all times. Check the Consular Information Sheet (and travel warnings) for that country on their website if you're in doubt: [travel.state.gov/travel\\_warnings.html](http://travel.state.gov/travel_warnings.html). Also, when you *do* carry your passport with you for any reason (e.g., a trip to the bank or consulate) always leave a photocopy back at your hotel, separated from your valuables.



### Famous Quotes

- "El mundo debería reír más. Pero después de haber comido." (The world should laugh more. But after having eaten.)  
 – *Cantinflas*
- "In Paris they simply stared when I spoke to them in French; I never did succeed in making those idiots understand their language."  
 – *Mark Twain*
- "If I were in this business only for the business, I wouldn't be in this business."  
 – *Sam Goldwyn*
- "For every complex problem, there is an answer that is short, simple, and wrong."  
 – *H.L. Mencken*
- "Never mistake a clear view for a short distance."  
 – *Paul Hoffe*
- "Outside of a dog, man's best friend is a book. Inside a dog it's too dark to read."  
 – *Groucho Marx*



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### Comment Corner

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