

Opening Dr. Gremler's Class Overheads from the Internet

Purpose:

To allow the student to access (most) PowerPoint overhead files used in class from the class web site using campus computer labs.

Procedure:

- Using your browser of choice (e.g., Netscape or Explorer), locate Dr. Gremler's web site:

<http://www.gremler.net/>

- From this web site, select the appropriate class (say, **MKT 405** or **MKT 416**) and semester in bottom left. For those of you who would prefer to type the entire address, the complete URL of the class web is:

http://www.gremler.net/MKT405_F06/ (Services Marketing)

http://www.gremler.net/MKT416_F06/ (Servicescape Design)

- From the web site for the class, select **Course Information** (tab in upper left) and then **Schedule**. Once on the Course Schedule page, scroll down and choose a chapter to view (Chapter 1, Chapter 2, etc.).
- Once you double-click on a PowerPoint chapter (300-ch01.ppt, 405-ch06.ppt, 435-ch12.ppt, etc.), you will be asked whether you want to open the file or save it somewhere. (*There is probably no reason to save the file if you are just going to print overheads.*)
- If your computer does not automatically associate PowerPoint software as the application that goes with this file, you will need to select PowerPoint as the application. (The files were created using Microsoft PowerPoint 2003; older versions of PowerPoint may not be able to open the files.)
- You can use "page up" or "page down" keys to scroll through slides, although this is not a requirement.
- If you want to print out the overheads, from the **PowerPoint** program select **File**, then **Print**.
If you want to print 1 slide per page, then Print what=**slides**.
If you want to print multiple slides per page, then Print what=**handouts**
(this option allows you to print from 2 to 9 slides per page).
- Click **OK** to begin printing.
- When finished, close the program by selecting **File** and **Exit**.