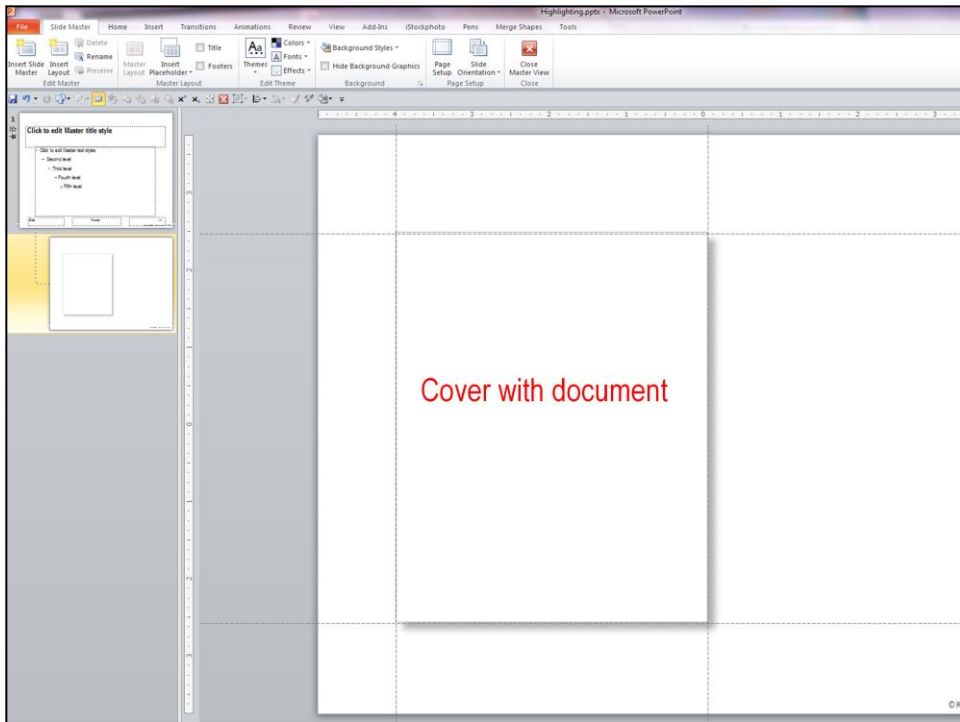


COMMENTS	NO. OF BDS	BED DAYS AVAILABLE	TITLE	INPATIENT DAYS		OTHER
				TITLE	TITLE	
10 BILLED MEDICAL FACILITY	180	65,700	1	3,775	49,841	
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100 BILLED MEDICAL FACILITY						

NO. OF BDS	BED DAYS AVAILABLE	TITLE	INPATIENT DAYS		OTHER
			TITLE	TITLE	
1	65,700	3	5,775	5	49,841
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3				XIX	
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If you are a lawyer that uses PowerPoint in mediation or opening and closing statements, you probably have the need to create “Call Outs,” like the example shown here. This example calls out specific evidence that is too small to see on the original exhibit, so we’ve enlarged the relevant information and highlighted the finer detail with yellow.



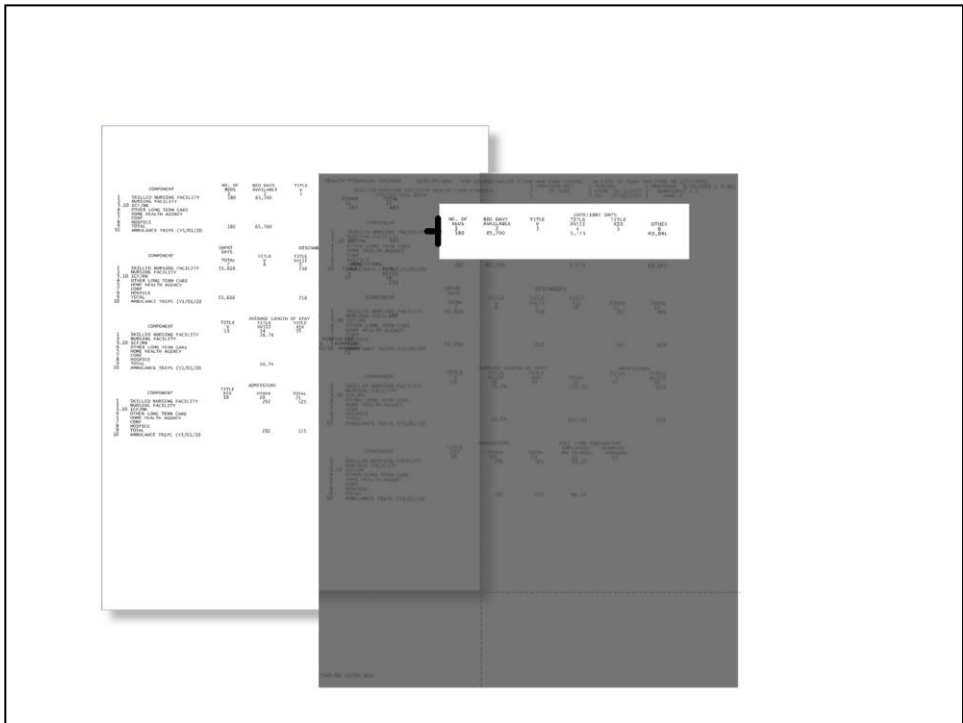
## Step 1

Create a Master slide for Documents. This way you will ensure that your documents are neatly and consistently placed. Documents that appear to be “moving” from slide to slide can distract your audience from important evidence.

COMPARISON	NO. OF	NO. OF	TYPE	DISCOUNT RATE		OTHER
				10%	15%	
10	100	100	1	100	100	100
15	100	100	1	100	100	100
20	100	100	1	100	100	100
25	100	100	1	100	100	100
30	100	100	1	100	100	100
35	100	100	1	100	100	100
40	100	100	1	100	100	100
45	100	100	1	100	100	100
50	100	100	1	100	100	100
55	100	100	1	100	100	100
60	100	100	1	100	100	100
65	100	100	1	100	100	100
70	100	100	1	100	100	100
75	100	100	1	100	100	100
80	100	100	1	100	100	100
85	100	100	1	100	100	100
90	100	100	1	100	100	100
95	100	100	1	100	100	100
100	100	100	1	100	100	100

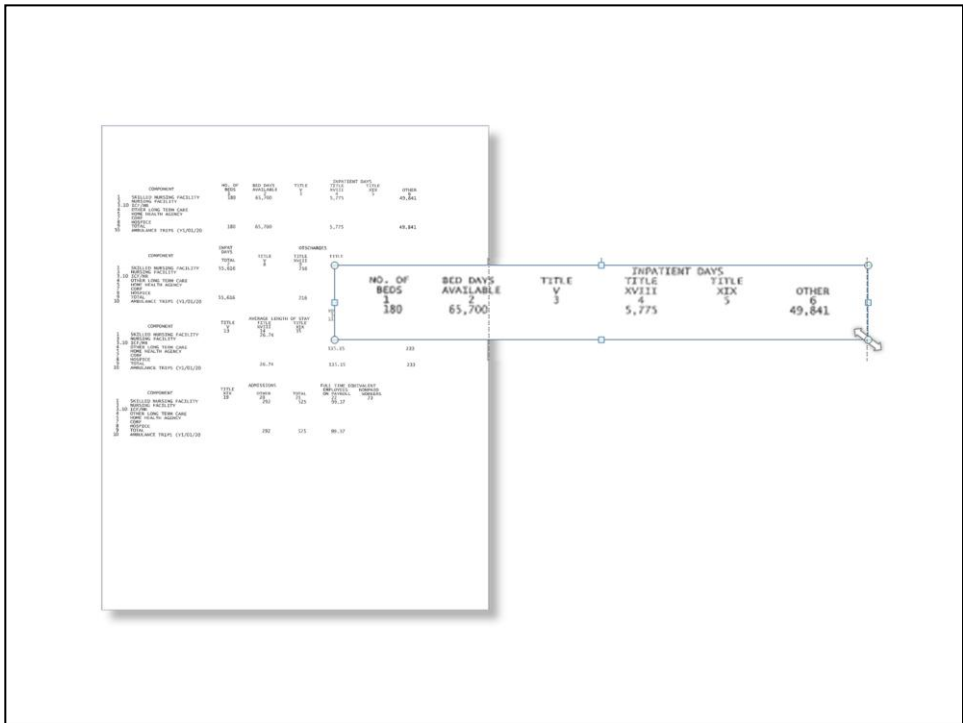
**Step 2**

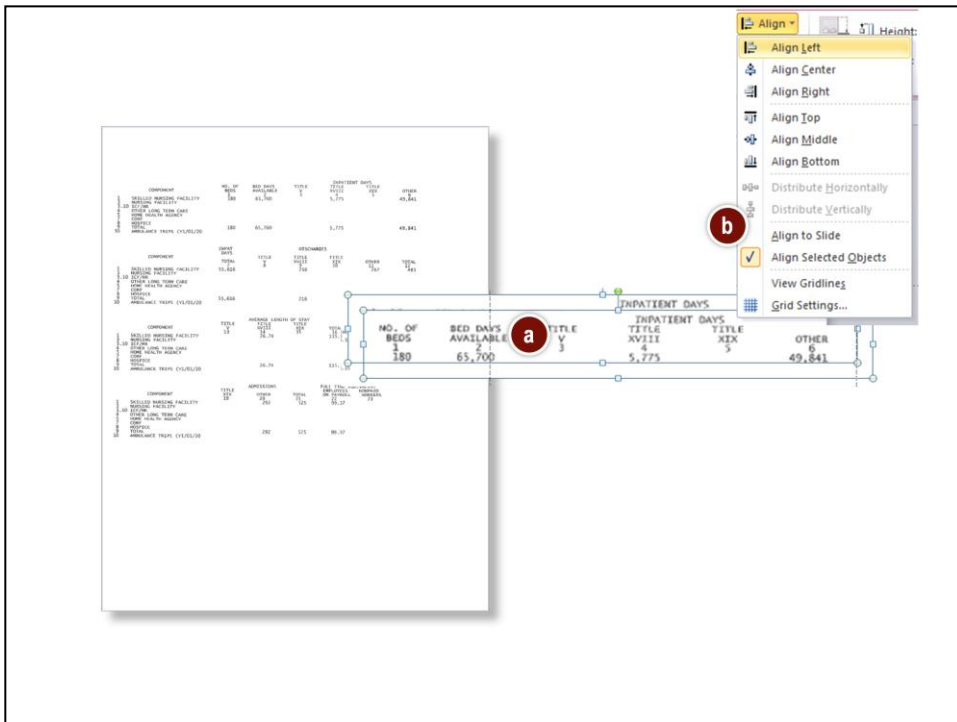
Paste the exhibit in the document area. Make it as large as possible and still fit within the outline of the document area. If you are copying from a PDF file (using the Snapshot tool) it's a good idea to enlarge the PDF view to at least 200% before copying. This will ensure a sufficient image quality when pasted in to the PowerPoint slide.



### Step 3

Duplicate the document. Then, using your picture crop tool, crop out all the irrelevant content and focus on the area you wish to “call out.”





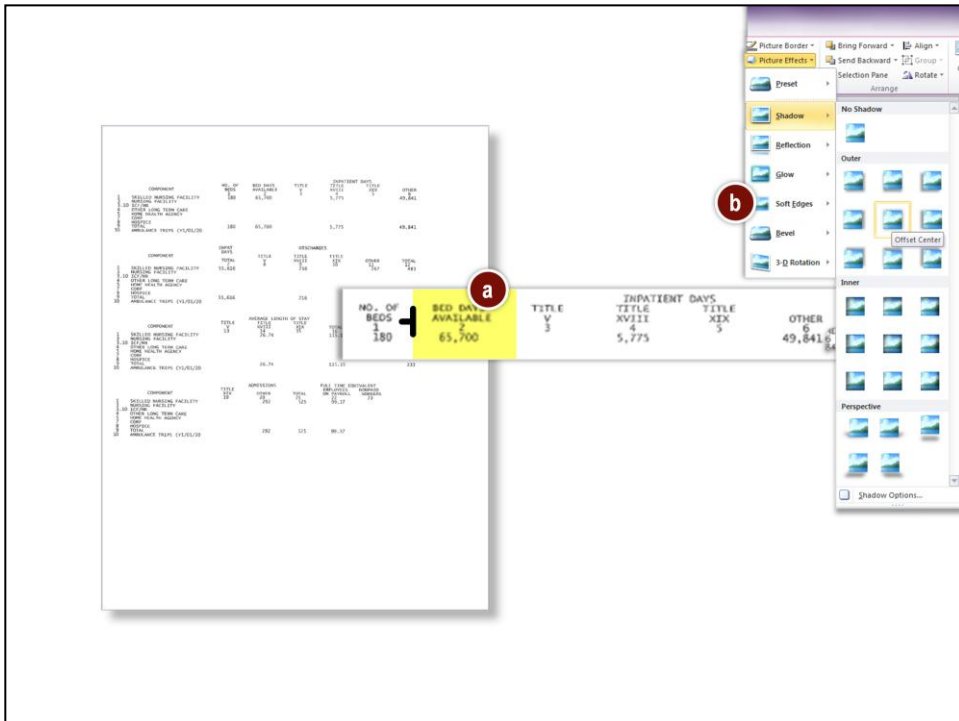
## Step 5

To add the yellow highlight to text you can 1) draw a rectangle over the area to be highlighted and fill it with 50% yellow (this will muddy the text) or 2) Use the Picture color tool to change the color of the “paper” of the call out. We will show you option 2.

Steps for Option 2

- a. Duplicate call out.
- b. Select both call outs then Align Top and Align Left





## Step 5 cont.

- Crop the yellow call out to reveal only your select information.
- Add a gray border and drop shadow to the back call out to differentiate it from the document and slide background.