

## FoNS Seminars PowerPoint add-in

I've made a PowerPoint 2007 add-in that can update table(s) in a running presentation with data from the FoNS seminar database. This allows a constantly running presentation on a big screen to dynamically update a slide showing upcoming seminars.

### Installing the add-in

You need to do three things to properly install the add-in.

1) Install the MySQL ODBC connector (ODBC driver for MySQL). You can get it from <http://www.mysql.com/products/connector/>

2) Configure a Data Source Name (DSN) in Windows for the FoNS seminar database:

1. Start, Control Panel, Administrative Tools, Data Sources (ODBC)
2. Click on the System DSN tab
3. Click on the Add... button
4. Use the MySQL ODBC driver.
5. Data source name: PSS, server: www.ch.ic.ac.uk, description: FoNS Seminar server, user: pss, password: chemSem-user, database: PSS. Leave the port on its default 3306. (Note all preceding is case sensitive!).
7. If you've got everything right, the Test button will report a success.

3) Install the Powerpoint add-in:

1. Copy the add-in to a suitable folder on the PC.
2. Start PowerPoint 2007.
3. Click on the Microsoft Office button (the one you use for save and save as) and choose PowerPoint Options.
4. Click on add-ins on the right
5. At the bottom, change COM add-ins to PowerPoint add-ins and click Go
6. In the add-ins window, click on Add New... and browse to the add-in
7. I'm a cheapskate and just made my own certificate, so you'll need to add my certificate to the list of trusted publishers:
8. Click on Show Signature Details, then on View Certificate, then on Install Certificate.

9. Complete the Certificate Import Wizard to add my certificate to the list of trusted publishers. The SHA1 thumbprint for my certificate is A7B43F74 AF7B34F2 6C029B38 86DBFB89 224CC8CA.
10. Click on Enable Macros.
11. Now the add-in should appear with a tick by it in the Add-ins window. You should also see that an extra tab "Seminars" has appeared on the ribbon. Close the Add-ins window.

### Using the add-in

Once the add-in is installed, any presentation will automatically be updated when it is shown with the View Slideshow button. Only PowerPoint tables that have been properly named will be updated. They are only updated once round the slideshow, when the first slide is shown (in fact, sometimes it needs to go round two or three times before the change is made, it seems). Properly named tables will be populated with the date/time of upcoming seminars, the speaker and the title. The venue can either be shown in a fourth column, or if it is not the normal one, the date/time will be marked with a \* and the name put at the bottom of the table. The normal date and time of the seminar will be shown in the last row of the table, along with unusual venues for the three column layout. Or, you can design your own custom layout using a template.

### Activating a table

To create a table that will be updated automatically use the Activate Table button on the Seminars tab that was added to the ribbon:

1. Insert or select a table with at least three columns and as many rows as you would like to show on the slide.
2. Merge the bottom row of cells together if necessary.
3. With the table selected, click the Activate Table button. A dialogue box appears.
4. Select the seminar series or groups (shown in parentheses ()) you want to display in this table. You can select more than one.
5. Select the usual time and day for the seminars. If there is no usual time and day, you can tick the box for that.
6. Select the usual venue for the seminars.
7. If you want the room to be displayed alongside the seminar in a table with four columns, select "four column layout". Select "three column layout" to have unusual locations displayed in the last row of the table. If you want your own custom layout you can use a template. See the section "Using a template" below.
8. If you want the entire table to be invisible when there are no seminars to display, tick "Hide table if there are no seminars".
9. If you want to start with a later seminar (if you're continuing a list on a second slide, for example) then you can choose how many forward to start in the "Start with the next but ... seminar" box.
10. Click OK to activate the table with these settings.
11. No text will be entered into the table at this point - that only happens when you view the slideshow. If you want representative text to be added into the table, just view the slideshow and advance to the second slide. The table will be updated and text will be put into the table.
12. Format the table as you like. The add-in only adds text into the table - you can adjust the formatting including cell font size and style, table style and column widths as you like. The row height will be adjusted automatically to fit the text that's inserted.

You can have more than one active table with different settings in one presentation.

Just view the slideshow to make it work. If the database is inaccessible at the update time, the table will be left alone.

To deactivate a table so it no longer updates automatically, select it and click Deactivate table on the Seminars tab of the ribbon. The text in the table will be left unchanged, but the table will no longer update automatically when the slideshow is viewed.

Note that because the row height is flexible, the overall height of the table can change on the slide. You might need to take this into account when formatting the table, and when entering seminar details into the database.

Rows will not be added to the table - if you put 5 rows in the table, only the next four seminars will be shown on the slide (the last row is used to display the usual time and place).

Empty tables that were hidden automatically will reappear when the show ends. If for any reason they do not, you can use the “Show templates” button to make the hidden tables reappear.

### **Using a template**

If you want to use your own custom design of table for displaying seminar information, you can make a template table. The template table records what text should be displayed in each cell of the activated table, and it is copied into the activated table each the presentation is updated. Some special fields allow you to insert the seminar information into the activated table. Template tables are visible when you are editing the presentation but are hidden when it runs. You can hide the templates with the “Hide templates” button if you want to see what your presentation will look like when it is running. Show them again with the “Show templates” button.

To create a template:

1. Insert or select a table into the presentation.
2. Enter text and fields into the table. Fields are enclosed in square brackets ([ ]) and are replaced with their result in the activated table. Items in double quotes (“”) and the character following a backslash (\) are treated literally (not as fields or separators), and the quotes or backslash are stripped from the text. To insert a quote into template text, use \”.
3. Click Mark as Template.

4. Enter a name for your template.

To use a template:

Activate another table as in “activating a table” above, but select “Use template” for the layout and then select your template from the dropdown box next to it.

For best results, you should have the same number of rows and columns in the activated table as in the template. If there are less columns or rows in the active table, the extra cells in the template will be ignored. If there are more columns or rows in the activated table, these will be empty.

Position and format the activated table, not the template. The formatting is not copied from the template to the activated table. (If you wish you can apply formatting to the template to make it easier to identify.)

You can apply a template to more than one table. Changes to the template will affect all of the tables using it.

## Fields

If you are using a template, the following fields are available to allow you to specify details about the seminar. Fields can be mixed with text in the template table cells, and you can use more than one field in a cell if you need.

### [DATE “default format”, “non default format”]

Displays the date of the seminar using one of the formatting strings. If the date is the usual day for the seminar, the default format string is used. If the day is unusual, the non-default format string is used. The formatting strings correspond to the Visual Basic “Format” command specification. Some common formatting strings: d mmm yy = day, month (abbreviated), year (two digit). ddd d mmmm yyyy = day of the week (abbreviated), day, month (full name) year (four digit).

### [TIME “default format”, “non default format”]

Displays the time of the seminar using one of the formatting strings. If the time is the usual time for the seminar, the default format string is used. If the day is unusual, the non-default format string is used. Only hours and minutes are compared. The formatting strings correspond to the Visual Basic “Format” command specification. Some common formatting strings: hh:nn = hour: minute (24 hour), h:nn am/pm = hour:minute am/pm (12 hour clock)

### [VENUE “default text”, “non default text”]

Displays “default text” if the venue is the default venue, and displays “non default text” if not. You can use fields in “default text” and “non default text”. To display the actual venue name, use [venueOfSeminar]

#### **[DEFDAYTIME “format”]**

Displays the usual day of the week and/or time using “format” as the formatting string. The formatting string corresponds to the Visual Basic “Format” command specification. Requesting the day, month or year may result in an unexpected date.

#### **[DEFVENUE]**

Displays the usual venue specified when activating the table.

#### **[VM]**

Displays the venue marker for this seminar. Each unusual venue is assigned a marker (a number of \*s). This is useful to create custom layouts similar to the three column layout.

#### **[VL]**

Displays a venue legend that details the venue marker and each unusual venue. This is useful to create custom layouts similar to the three column layout. Note that the legend is not completely built until all venues are encountered when processing the table.

#### **[EOF “text if no seminar”, “text if seminar”]**

Displays “text if no seminar” if there is no seminar to display, and “text if seminar” if there is. You can use fields in “text if no seminar” and “text if seminar”.

#### **[USUALDAY “usual day text”, “unusual day text”]**

Displays “usual day text” if the seminar is on the usual day of the week, and “unusual day text” if not. You can use fields in “usual day text” and “unusual day text”.

#### **[USUALTIME “usual time text”, “unusual time text”]**

Displays “usual time text” if the seminar is at the usual time, and “unusual time text” if not. You can use fields in “usual time text” and “unusual time text”.

#### **[TODAY “today text”, “not today text”]**

Displays “today text” if the seminar is today, and “not today text” if not. You can use fields in “today text” and “not today text”.

## **[NEXT]**

Moves to processing the next seminar in the database. Useful if you are trying to build up a single table showing many seminars, like the three column and four column layouts. Seminars are always ordered by date with the next one first. Templates are processed from the top left moving from left to right and then from top to bottom.

## **[<databasefieldname>]**

Anything that is not recognized as one of the other fields will be treated as a field in the Seminar Database, and its value will be returned. If there is no corresponding database field, or there is no seminar the field will be empty. Useful database fields are:

### **[nameOfSpeaker]**

### **[institutionOfSpeaker]**

### **[titleOfSeminar]**

### **[venueOfSeminar]**

**[deptName]** – useful if you have chosen a group – this gives the name of the series or department