ServSafe® Slide Show Presentation

The *ServSafe Instructor CD-ROM* contains a slide show presentation of essential ServSafe content.

Printing Instructions for the Slide Show

You may print out a file of written instructions on how to use the slide show.

To print this file, navigate and open the following file:

❶ Double-click the *My Computer* icon on the desktop.

❷ Double-click the Instructor CD-ROM icon *(Inst_CD).*

❸ Double-click the *Pwrpoint* Folder.

❹ Double-click the file *PPT_Instructions.PDF.*

This file will open with Adobe® Reader®. Click *File > Print* to print this document.

The Microsoft® PowerPoint® presentation is viewable by topic. The Topics folder contains 15 files, each corresponding to a particular food safety topic. They include:

▶ **Topic_01.PPT:**   Providing Safe Food

▶ **Topic_02.PPT:**   The Microworld

▶ **Topic_03.PPT:**   Contamination, Food Allergens, and Foodborne Illness

▶ **Topic_04.PPT:**   The Safe Foodhandler

▶ **Topic_05.PPT:**   The Flow of Food: An Introduction

▶ **Topic_06.PPT:**   The Flow of Food: Purchasing and Receiving

▶ **Topic_07.PPT:**   The Flow of Food: Storage

▶ **Topic_08.PPT:**   The Flow of Food: Preparation

▶ **Topic_09.PPT:**   The Flow of Food: Service

▶ **Topic_10.PPT:**   Food Safety Systems

▶ **Topic_11.PPT:**   Sanitary Facilities and Equipment

▶ **Topic_12.PPT:**   Cleaning and Sanitizing

▶ **Topic_13.PPT:**   Integrated Pest Management

▶ **Topic_14.PPT:**   Food Safety Regulation and Standards

▶ **Topic_15.PPT:**   Employee Food Safety Training

This document does not include specific directions for working with the Microsoft PowerPoint program. If you are a beginning user and wish to learn more about using this software, please refer to the Microsoft PowerPoint documentation or visit **www.microsoft.com.**

View topics by selecting one of 15 individual *.PPT* files, each corresponding to a particular food safety topic.

Viewing the Slide Show Presentation

❶ Open Microsoft PowerPoint.

❷ From the Microsoft PowerPoint dialogue window, select *Open an existing presentation.* Next, click *OK.*

❸ From the Look in drop-down menu, click the Instructor CD-ROM *(Inst_CD).*

❹ Double-click the *Pwrpoint* folder.

Note: You may view the presentation directly from the CD-ROM or save the files to your hard drive or other storage medium.

Saving Files to Your Hard Drive or Other Storage Medium

To save files to your hard drive or other storage medium (and view the presentation without using the CD-ROM), perform steps 1–4 under *Viewing the Slide Show Presentation.* Then do the following:

❶ Click *File,* followed by *Save As.*

❷ From the *Save in* drop-down menu, select the location to which you would like your new slides saved (local hard drive or other storage medium).

❸ Rename the file in the *File name* field.

❹ Click *Save.*

Printing Overhead Transparencies

To print the slide show files on transparencies, perform steps 1–4 under *Viewing the Slide Show Presentation.* Then do the following:

❶ Click *File,* followed by *Print.*

❷ From the *Print* dialog box, choose the *Slides* option from the pulldown menu under the *"Print what:"* area.

Printing with Instructor Notes

To print instructor notes, perform steps 1–4 under *Viewing the Slide Show Presentation.* Then do the following:

❶ Click *File,* followed by *Print.*

❷ From the *Print* dialog box, choose the *Notes Pages* option from the pulldown menu under the *"Print what:"* area.