



How-to Edit Advisory Board Presentation

1 August 2016

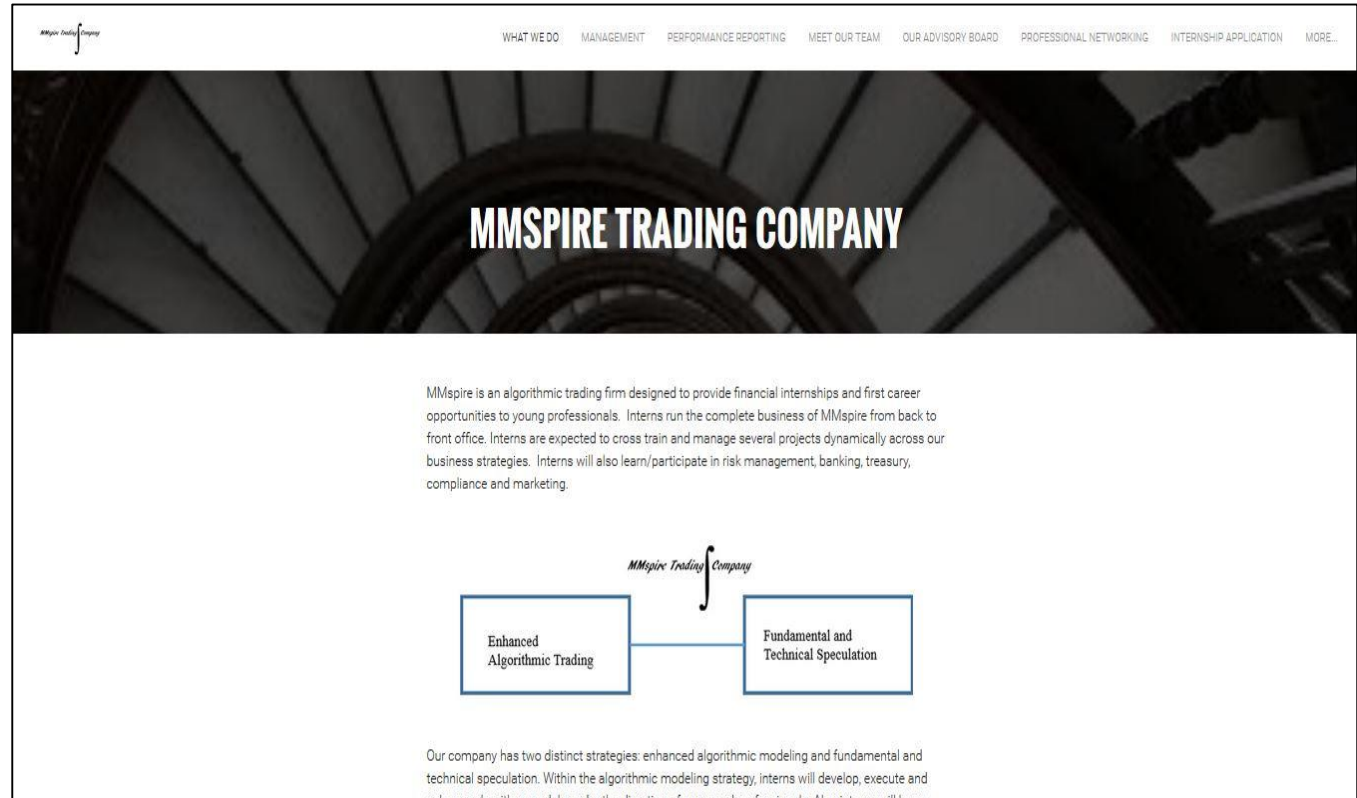
www.mmspiretrading.com

Rights of ownership remain with Professor Leslie K. McNew

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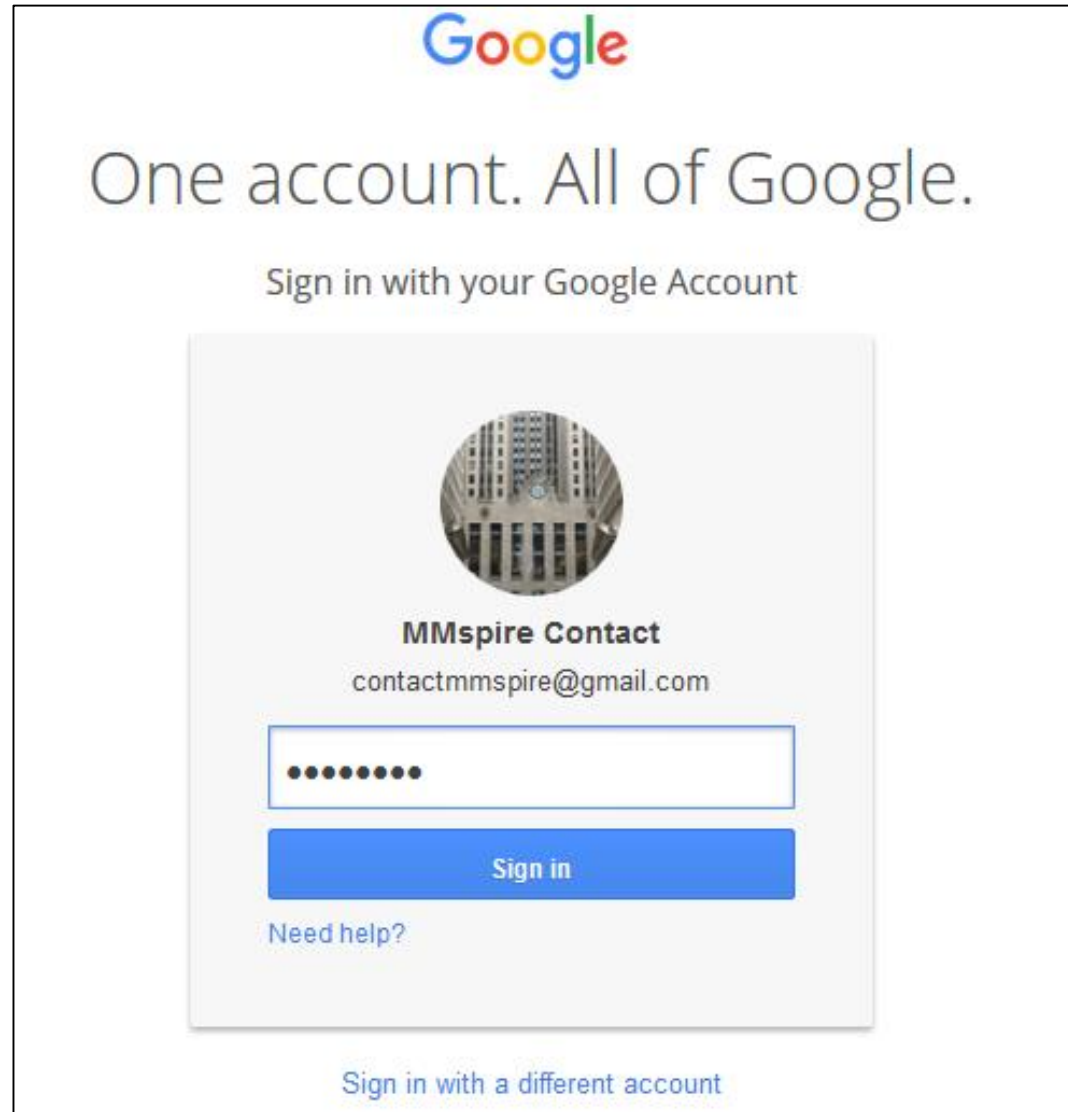
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The website of our company is the first opportunity to make an impression. It is crucial that the information we communicate using the internet is professional and accurately reflects our procedures. This means it must be routinely edited in order to remain current.



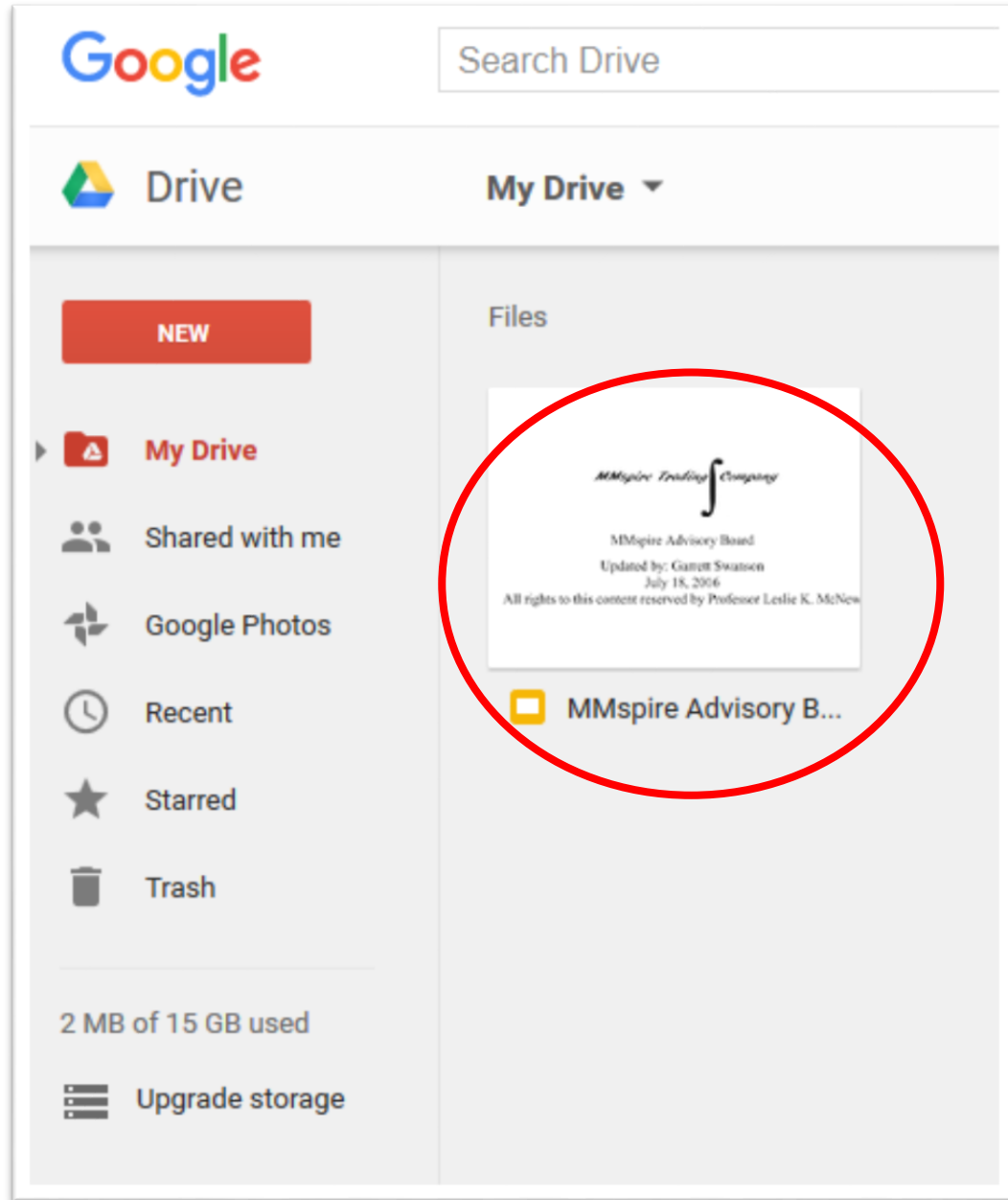
Many of the Advisory Board members contribute large amounts of time to our team. We must show our gratitude by giving them credit on our site and keeping their information correct at all times.

To edit the Advisory Board presentation, login to contactmmspire@gmail.com and enter into the Google drive using our credentials.



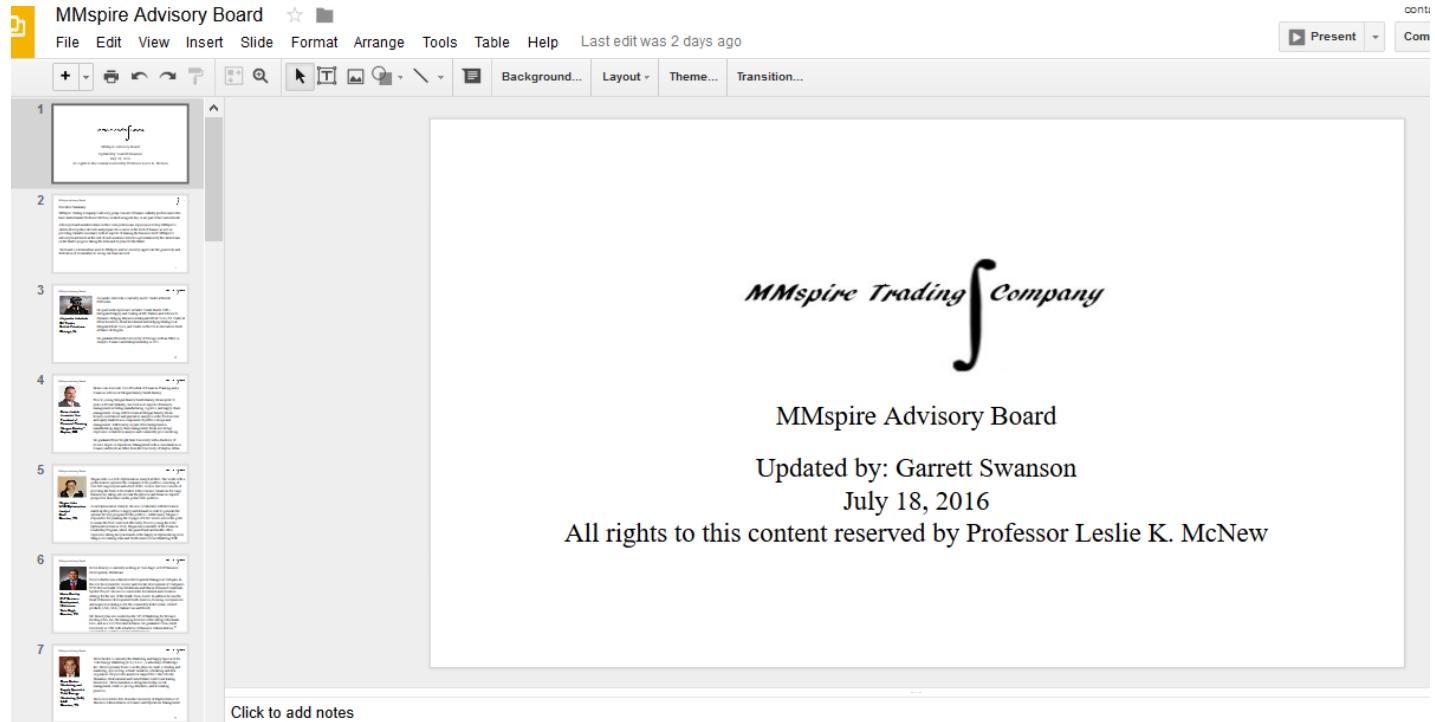
You will immediately find a file called MMspire Advisory Board.

By clicking, you will be redirected to a new window that will allow you to make edits to the presentation, such as moving, deleting, and editing both photos and text.

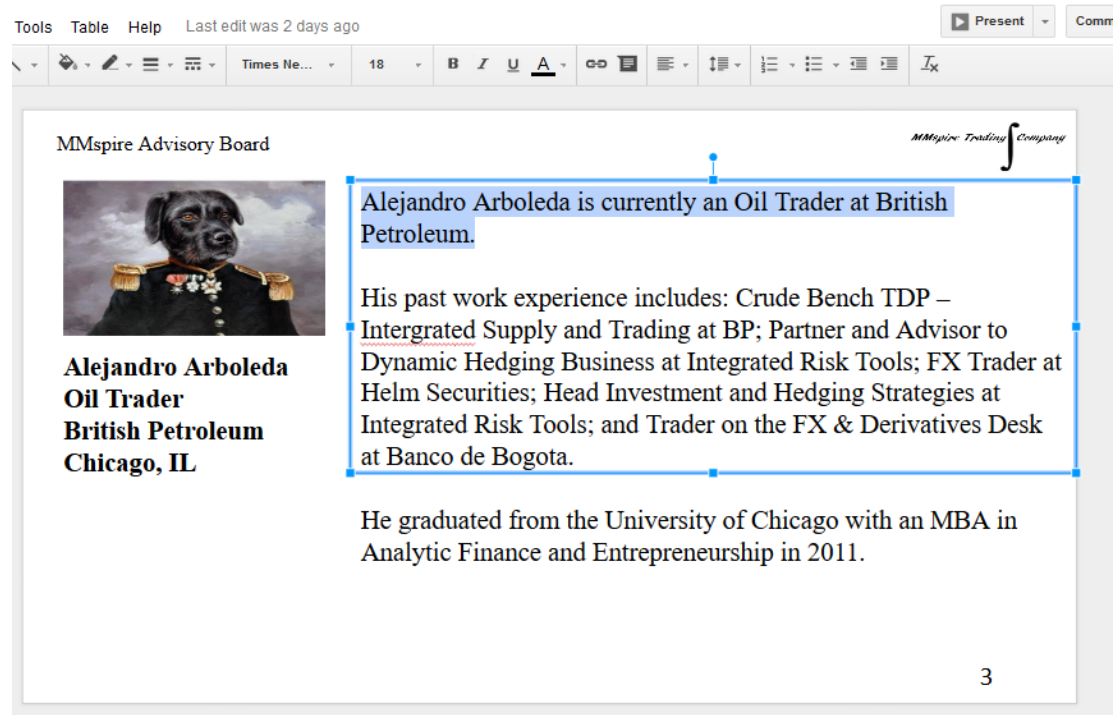


This window will give you the same editing capability as Microsoft PowerPoint. You may now delete a member, modify their title, or even upload a more recent picture.

Scroll through the slides on the left to navigate through the presentation.



Edits will automatically sync to the embedded video within the MMspire "Our Advisory Board" tab. There is no need to save the Google Presentation, or click Publish on the Weebly website. All changes will be live as you go.



The screenshot shows a Google Presentation editor interface. At the top, there are menu options: "Tools", "Table", "Help", and "Last edit was 2 days ago". On the right, there are buttons for "Present" and "Comm". Below the menu is a toolbar with various editing tools like undo, redo, bold, italic, underline, text color, background color, and alignment. The main content area is titled "MMspire Advisory Board" and features the MMspire Trading Company logo in the top right corner. On the left, there is a portrait of a dog in a military-style uniform. Below the image, the text reads: "Alejandro Arboleda", "Oil Trader", "British Petroleum", and "Chicago, IL". To the right of the image, there is a text box with a blue border containing the following text: "Alejandro Arboleda is currently an Oil Trader at British Petroleum." Below this, there is a paragraph: "His past work experience includes: Crude Bench TDP – Intergrated Supply and Trading at BP; Partner and Advisor to Dynamic Hedging Business at Integrated Risk Tools; FX Trader at Helm Securities; Head Investment and Hedging Strategies at Integrated Risk Tools; and Trader on the FX & Derivatives Desk at Banco de Bogota." At the bottom of the text box, it says: "He graduated from the University of Chicago with an MBA in Analytic Finance and Entrepreneurship in 2011." The page number "3" is visible in the bottom right corner of the presentation slide.

You can refer back to the MMspire Our Advisory Board tab on our Weebly page to make sure all changes are satisfactory.

If you wish to re-arrange the position of the presentation on the page, click until an options box pops up and align as necessary.

The image shows a Weebly website editor interface. At the top, there are navigation tabs: MANAGEMENT, PERFORMANCE, Custom HTML, BOARD, and PROFESSIONAL. The 'Custom HTML' tab is active, displaying a 'Position' field with three alignment icons (left, center, right). A red circle highlights these icons. Below the editor, a preview of the 'MMspire Advisory Board' slide is shown. The slide features a profile for Alejandro Arboleda, an Oil Trader at British Petroleum, with his bio and education details. The slide is titled 'MMspire Advisory Board' and includes the MMspire logo. The slide number '3' is visible in the bottom right corner. The Google Slides interface is visible at the bottom of the preview.

Also on Weebly, the presentation may be increased or decreased in size by choosing to “Edit Custom HTML”.

Skim through the code until you find the area describing width and height. Make both numbers larger or smaller by the same amount to proportionately change the size of the display.

The screenshot shows the Weebly Custom HTML editor interface. At the top, there are navigation tabs: "TWE DO", "MANAGEMENT", "PERFORMANCE", "BOARD", and "PROFESSIONAL NETWORKING". The main heading is "Custom HTML" with a sub-heading "Edit Custom HTML". Below this is a "Position" dropdown menu with three options. The main content area is a dark image with the letter "O" visible. At the bottom, a code editor shows an iframe code snippet: `<iframe src="https://docs.google.com/presentation/d/1hF_AE4gdP6G2XE4-.../embed?start=false&loop=false&delayms=3000" frameborder="0" width="590" height="499" allowfullscreen="true" mozallowfullscreen="true" webkitallowfullscreen="true"></iframe>`. The values "590" and "499" are circled in red.