

User's Guide
U.S.A. Suicide Statistics for the Year 2022
2022 Slide Set

PDF Format. The Slide Set is made available in PDF format due to problems with the fonts utilized in the slides and the possibility that newer computers do not have the same fonts installed. Without those fonts installed, the appearance of the slides would be altered, as would possibly the readability and useability of the slides. The PDF file embeds the fonts that are needed to maintain the designed appearance of the slides. PDF format also discourages changes in these **copyrighted** slides and their content. We ask that users do not modify the slides. The slides have not been password or otherwise protected so users have the ability to select and arrange slides in an order and with topics that fit their needs.

In addition to the slide PDF file, the slide set contains an index of the slides and their titles as well as a separate index of several topics and themes (e.g., youth suicide, suicide methods, etc.). Also included is a PDF file of "handouts" that are small images of the slides that may be useful in the selection of slides for use.

Selecting and Moving/Reordering Slides. With a full version of *Adobe Acrobat* installed on a PC or Mac, slides can be moved around at will. [Unfortunately, this is not possible with the free *Adobe Acrobat Reader*. The slide set file can be viewed and reviewed as a presentation with *Adobe Acrobat Reader* (PC or Mac) or *Microsoft Edge* (PC), but it is not possible to select and reorder the slides or create a set of images for a unique presentation. There may be other PC software that permits selecting and reordering.] On a Mac, Apple's *Preview* also permits selecting and reordering of slides (*Preview* comes with all Apple computers).

Adobe Acrobat. From the menu, select "View," then "Tools" from the drop down menu, and then "Organize Pages" (View>Tools>Organize Pages). At this point, a screen with 8 or more slides should be visible (and the rest visible by scrolling). This allows quicker and easier reordering, moving, etc. Be aware that when slides are moved and reordered, the slide number displayed with the thumbnail image on the screen will change. The number on the slides themselves will not change though. A column of thumbnails of the slides in a sidebar can also be viewed by clicking on the left-facing triangle on the left side of the screen. This will still allow for slides to be selected and reordered but while viewing fewer slides at a time than with the multiple images option.

When slides are arranged in the desired order, they can be presented full screen (or projected if using a projector) with the key commands Command -L. Slides can be advanced using the arrow keys or by mouse clicks (with the back arrow key moving in reverse order). When finished with the slide presentation, Command-L will take you back to the regular file view (i.e., leave full screen view). Pressing the escape key is another way to exit full screen mode.

Preview. These steps are similar on a Mac without *Adobe Acrobat* when *Preview* is used. To see multiple slides so they can be reordered and moved, select "View" from the menu and then "Contact Sheet." Alternatively, to see a column of small slide images on the left-hand side of the window (the Sidebar) that can also be selected and moved, click on "View" and then select "Thumbnails."

When the slides are arranged in the desired order, the slides can be shown (and projected with a projector) in full screen mode by clicking "View" and then selecting "Full Screen" [NOT "Slideshow," unless preparing a timed presentation that runs on its own]. Exit back to the normal screen view in *Preview* by hitting the escape key. [Note: Unlike *Acrobat*, Command-L does not toggle the screen from normal to full screen or full screen to normal. It will rotate the slide so that it is in a different orientation.]

Suggestion: With any of these steps to reorder the slides, there might come a time when making a duplicate copy of the file is desired. Saving the file will retain the selected slide order, replacing the original slide order of the file.

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2022 data

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