Creating a Slide Show

Now that you have your slides completed it's time to create a slide show from them.
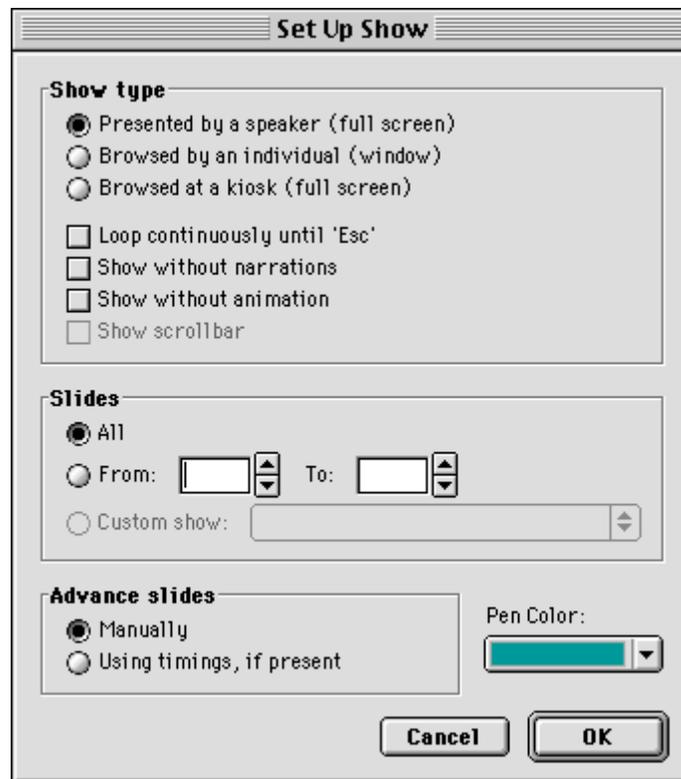
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To View the Slide Show:

To view the slide show as it is now, Highlight the *Slide Show* menu and choose *View Show*. Click your mouse to move from slide to slide. When the slide show is finished you will automatically be taken back to PowerPoint.

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To Set Up the Slide Show:

From the *Slide Show* menu choose *Set Up Show*. Click the choices you see below. Make sure that you do not have clicked *Show without animation*! If this is checked you will not be able to see your animations in *Slide Show* view.
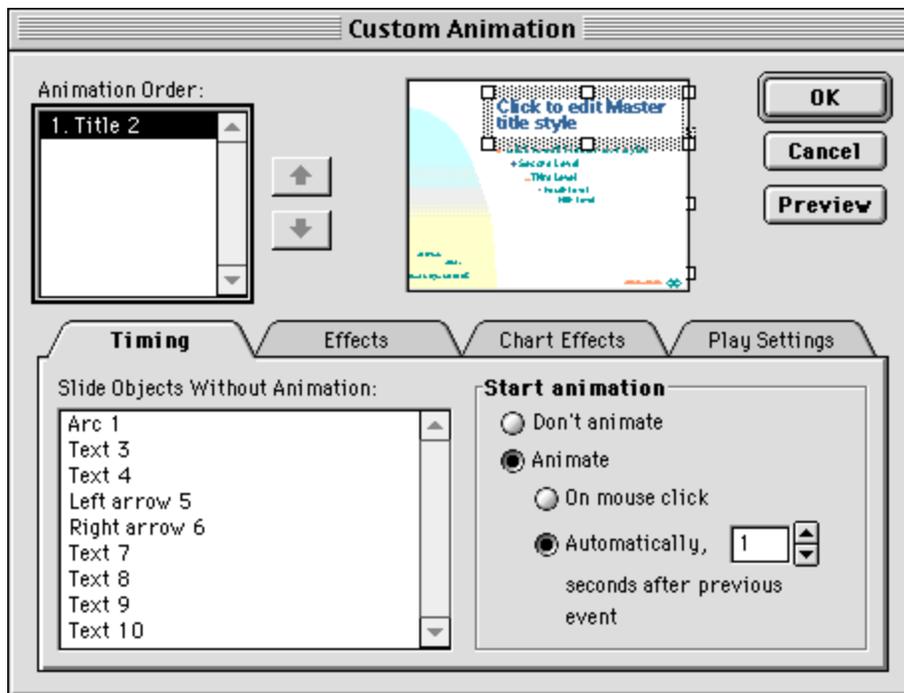

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To Animate Text and Objects:

You can animate text, graphics, sounds, movies, and other objects. Animation can include such things as having a title fly in from the right side of the slide, making bullet points appear one at a time, and by dimming or changing the color of each point as you move to the next point. You can also change the order and timing of your animations and set them to occur automatically.

Let's first highlight *View* menu and choose *Master*, then *Slide Master*. Now from the *Slide Show* Menu choose *Custom Animation*. We will first animate the title.

- In the *Timing* box choose whichever object is your title. Click on one of the objects and look in the box at the top of the window to see which text is highlighted.
- Click *Animate.* We will click *Automatically* so that title will automatically appear after the slide has shown for one second.

- Now click the tab for *Effects*. From here you will choose what type of entry animation and sound you would like, what happens after the animation, and how you want the title to be introduced. Make your choices now.
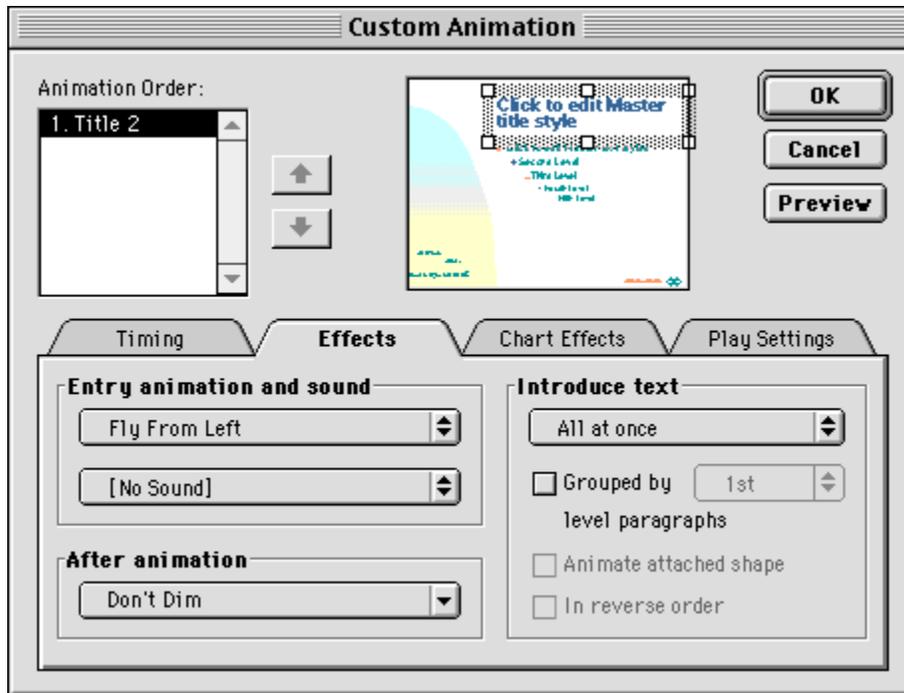
Now click the tab for *Timing* and make the same choices for the subtopics. Then Click the *Effects* tab and make your choices just as you did for the title. Remember you can preview any choices you make. Click OK to save the settings.

Preview the slide show. You will still have to click between slides or on any text that you checked the box *On mouse click*. After you view the show make any changes you would like to the animations. Remember you may also animate any of the objects you have on your slides.

To Make Transitions:

Go to the *Slide Sorter* View where you will see miniatures of all your slides. Choose *Select All* from the *Edit* menu. From the *Slide Show* menu choose *Slide Transition*. You will choose the effect, how you want to advance each card, and any sound that will play during a transition. Click *Apply to all* to apply the transition to all slides. If you want an individual card to have something different go to that individual card to make the change. Preview your slide show again (Highlight the *Slide Show* menu and choose *View Show*) and make any changes you would like.
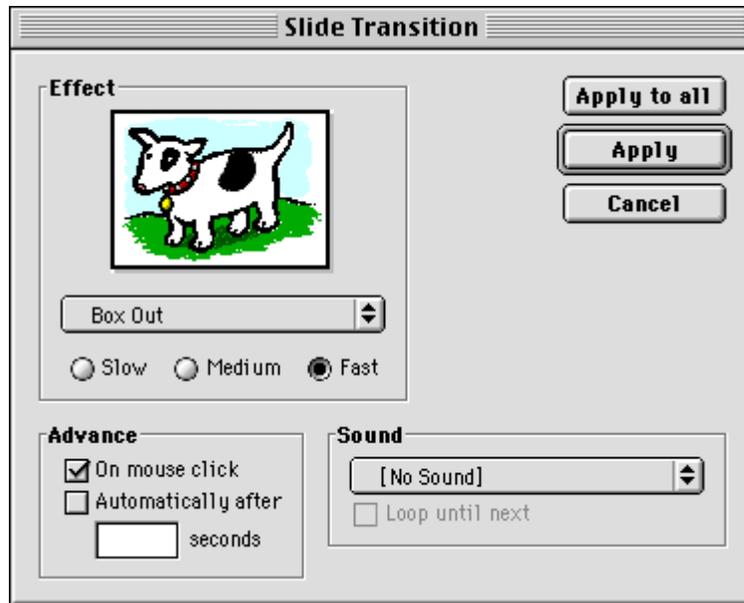
Additional Features
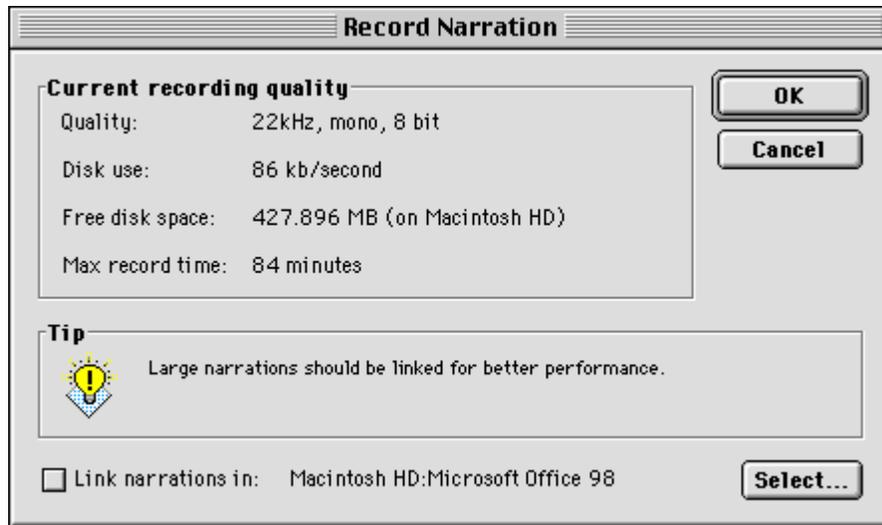
To Create an Automatic Slide Show:

You would only want to create an automatic slide show if you wanted someone to view the show without any narration. From the *Slide Show* menu choose *Record Timings*. This will take you to the slide show where you will want to go through the slide show as you would like for it to run automatically. This means that if you have chosen for an animation to work only when you click the mouse, you will need to click the mouse during the timing. You will see a running clock on the bottom right-hand side of the slides. When you have reached the last slide a save dialog box will ask you to save the timings. Click yes. View the show again and make any changes you would like.

To Record a Narration:

You may record a narration on any slide. Remember this takes a lot of computer memory so you will want to make it as short as possible unless you can move it to another storage device external to the computer.
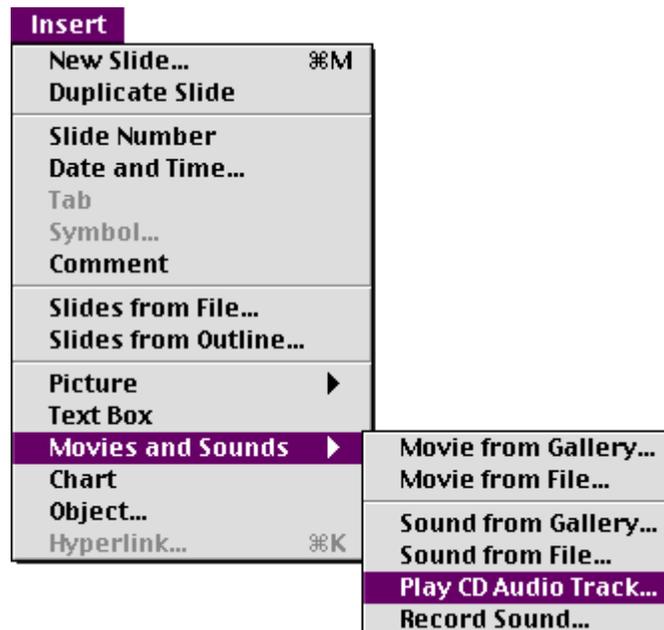
Record Narration

Current recording quality

Quality: 22kHz, mono, 8 bit

Disk use: 86 kb/second

Free disk space: 427.896 MB (on Macintosh HD)

Max record time: 84 minutes

OK

Cancel

Tip

Large narrations should be linked for better performance.

☐ Link narrations in: Macintosh HD:Microsoft Office 98   Select...

To Add Movies, Sounds, or Charts:

From the Insert menu choose movies and sounds. Make sure that you have an Audio or other CD (such as an electronic encyclopedia) in your CD drive or have the sound or movie file saved on your hard drive. The pop up menus will allow you to insert these objects and adjust the way they look, how long they play, along with other features of each object.

Insert

New Slide... ⌘M
Duplicate Slide

Slide Number
Date and Time...
Tab
Symbol...
Comment

Slides from File...
Slides from Outline...

Picture ▶
Text Box
Movies and Sounds ▶
Chart
Object...
Hyperlink... ⌘K

Movie from Gallery...
Movie from File...

Sound from Gallery...
Sound from File...
Play CD Audio Track...
Record Sound...

After placing the object on your slide you can move it by placing your mouse in the middle of the object and dragging it to another place on the slide or you can resize it by dragging one the handles on a corner.

To edit the button make sure that you first click the object one time so that the handles are showing. Go to the *Edit* menu and choose *Edit sound*. (This option will change depending on what object you insert)

To Add Buttons:

You can add additional buttons to the slides that will allow a viewer to navigate independently through the slide show. You can apply an action to these buttons that will allow the viewer to do such things as get information or help, view movies or sounds at the click of the mouse, or go to any slide in the presentation.

Idea!

You could make the first slide in your show nonautomatic, (viewer would have to click to move to the next slide), have music from an audio CD track playing before the viewer starts the show, and place buttons on this slide so that a viewer could click to start running the presentation.

From the *Slide Show* menu choose *Action Buttons*. Then add the type of button you want to insert. Other menus will pop up so that you can individualize each button. (See sample of Movie menu)

Sample submenu
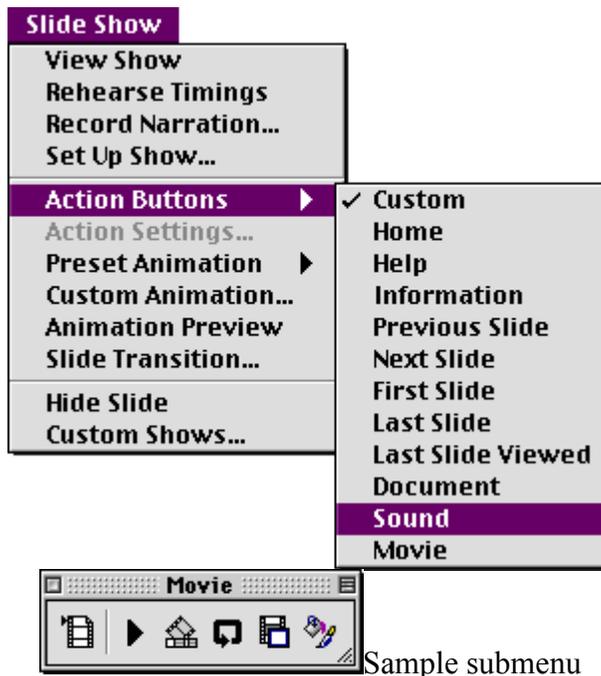
Remember to Save your work!

Presenting a Slide Show

Ways to Run a Slide Show:

Go to the *Slide Show* menu and choose *Set Up Show*. You may select to show your slide show in one of three ways

1. Presented by a speaker: (full screen presentation)
    o The speaker has complete control of the show and can run the show automatically or manually. You can also use this mode to project the show on a larger screen.
2. Browsed by an individual: (smaller screen presentation)
    o Commands are available that allow an individual to move through the show. The viewer would move through the show using the scroll bar.
3. Browsed at a kiosk (full screen presentation)
    o Can be set up to be a self running presentation or one that the viewer moves from slide to slide
    o Can leave unattended
   o Menus and commands can be hidden
    o Show can restart automatically
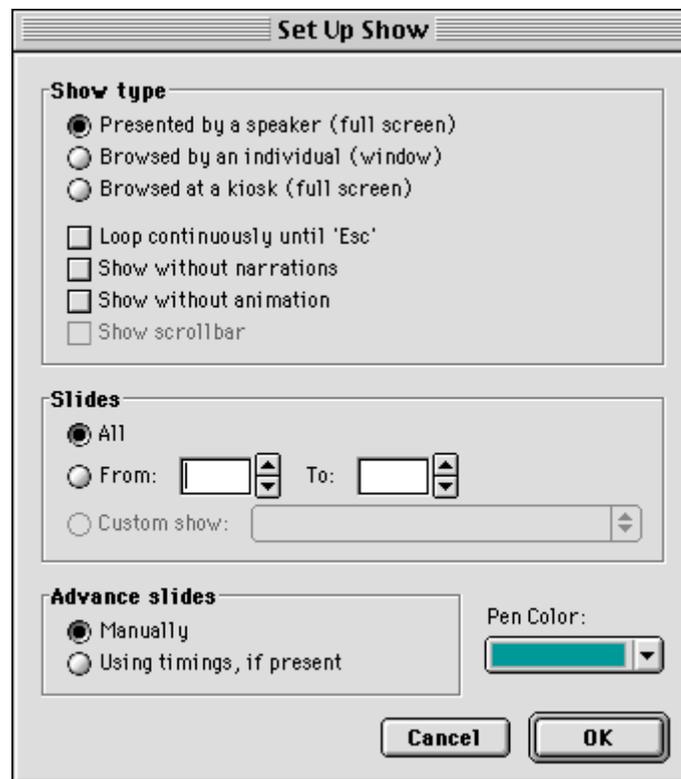
Saving the Slide Show:

You can save the slide show as a file for prevention from the computer or as an HTML file for presenting on the Internet.

For viewing from a computer: (either from the monitor or projected on a large screen)

If you save for viewing on the computer you will go to the *File* menu and choose *Save as* and name your file. When you want to view the presentation you will simply open the saved file, go to the *Slide Show* menu, and choose *View Show*. If you have saved in the kiosk mode the presentation will open in read-only format so that viewers can not make changes to the file.
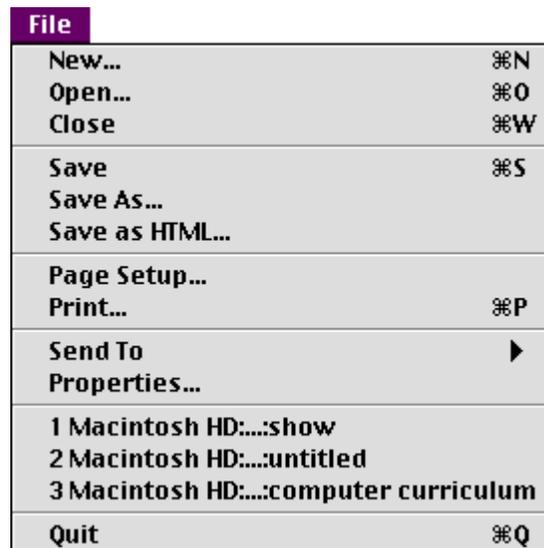
For viewing on the Internet:

If you save for viewing on the internet you will go to the *File* menu and choose *Save as HTML* A series of dialog boxes will appear from which you will need to make some choices.

1. Type of layout you want to see on the web page where your show will appear
2. Type of graphic in which the program will save your images (gif or jpeg)
3. Size of graphic that will appear on your web page (actual slides)
4. Extra information to appear on the page (such as home page address)
5. Type of colors and buttons that appear on web page

6. Layout options for placement of buttons and slides
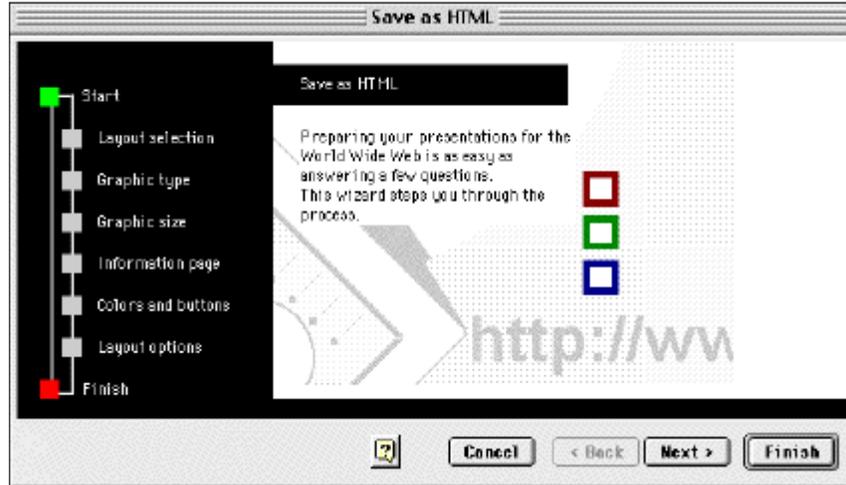
After making all choices you will click finish and the presentation will be saved in HTML format. You will need need to place the files on a server to be viewed on the web. To see how your presentation will look on the internet you can open the index.htm file in a browser and view the presentation.

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