

Self-Running Shows

PowerPoint allows you to create self-running shows that play over and over without the need to click the mouse button. Animations, sounds and narrations (voice comments) can be added to enhance the show.

Loading the Presentation

- 1 Load Microsoft PowerPoint or close the current presentation.
- 2 Display the FILE menu and select OPEN.
- 3 Access your STORAGE folder and open the WATTLE VALLEY AP file.

Setting the PowerPoint Show

When setting up a PowerPoint show you need to teach PowerPoint how long you want each slide to stay on the screen. In this case you will leave a slide on the screen for about 7 or 8 seconds. In an actual show you would leave each slide on the screen for about 30 seconds.

A Rehearsing the Timings

- 1 Display the SLIDE SHOW menu and select REHEARSE TIMINGS.



2 A TIMER will be displayed at the top left corner of the slide. It will time how long the slide has been on the screen.



3 Click on the REPEAT button to reset the timer and leave the first slide on the screen for about 8 seconds.



4 After about 8 seconds click on the PAUSE button to stop the times. This lets you prepare for the next slide.



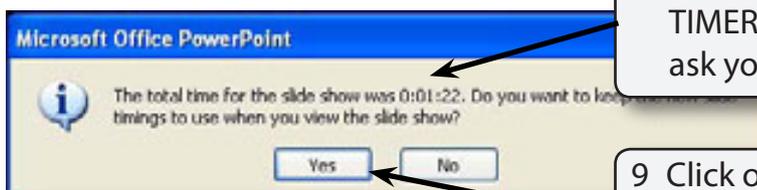
5 Click on the NEXT slide button and click the mouse button until all the text is displayed



6 Click on the NEXT button after about 8 seconds and the total time elapsed is displayed in the right timer box,

7 Click on the NEXT button for each slide when it reaches about 8 seconds. You need to click the mouse button for slides that have animations set.

NOTE: Once you have the hang of using the TIMER you might like to click on the REPEAT button and start the timings again.



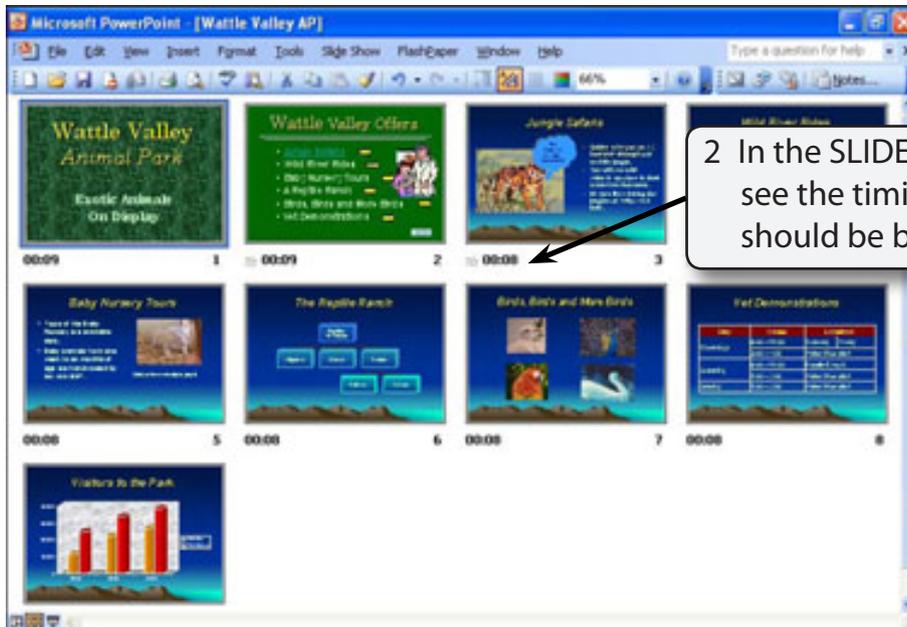
8 When you click on the NEXT button (or TIMER) for the last slide the program will ask you if you wish to keep the timings.

9 Click on YES unless you made a mistake with the times. If you made a mistake select NO and try the timings again.

NOTE: The PAUSE button can be clicked on to temporarily halt the rehearsal.

B Looking at the Timings

- 1 The screen will be set to the SLIDE SORTER view.



- 3 Click on SLIDE 1, run the slide show and you should not need to click the mouse button throughout the presentation.

Making the Slide Show Continuous

If the presentation is being run at a seminar or display you may want the presentation to continue indefinitely.

- 1 Display the SLIDE SHOW menu and select SET UP SHOW.

