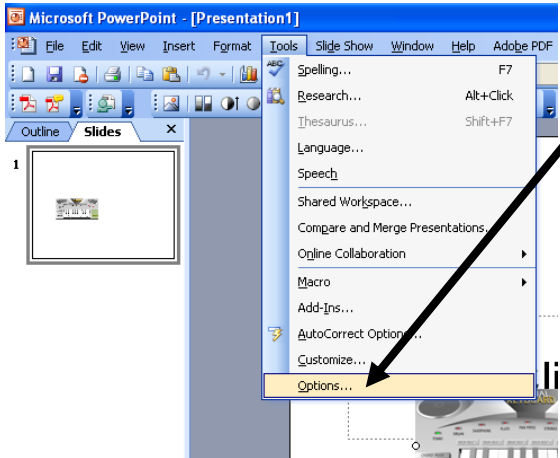


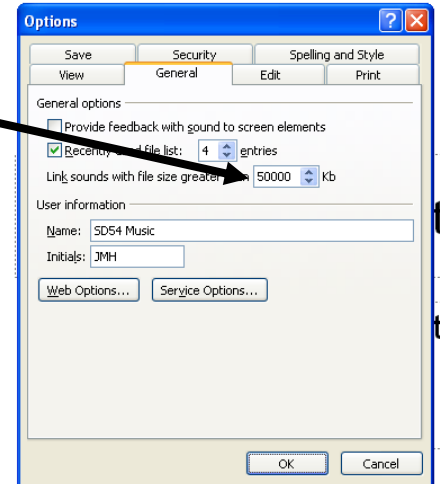
# PowerPoint Pointers

## IMBEDDING A SOUND FILE

- ♪ Sometimes when you revisit a finished slideshow inserted sound files no longer work. The way to avoid this is to imbed the sound file so that it becomes a part of the file and is no longer needed as a separate file.

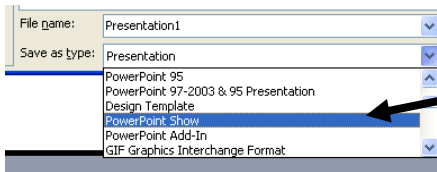


- ♪ Your sound file will need to be a .wav for this to work and you'll need to change one of your general settings.
- ♪ Go to the **Tools** menu and choose Options.
- ♪ Under the General tab, change the file size number to 50000 Kb.
- ♪ Now any sound file you insert that is less than 50 megabytes will become a part of the presentation and will not need to be included with the pwrpt file.



## POWERPOINT SHOW VS. PRESENTATION

- ♪ You can save your PowerPoint presentation so that when students open it, it goes immediately to slideshow mode.

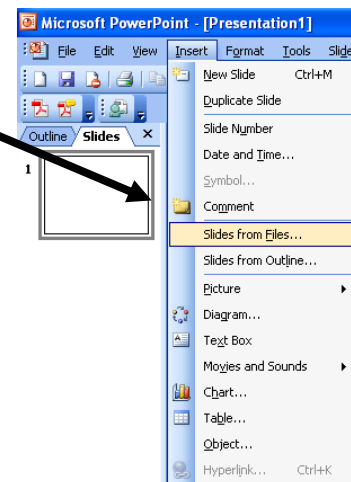


- ♪ To do this, choose Save As from the File menu and in the drop down box for "Save as type" choose PowerPoint Show. The extension will now be .pps.

- ♪ Conversely, if you have a .pps file and want to make some modifications, open the PowerPoint program first, and then choose Open from the File menu. Maneuver to where the .pps file is located and click to open it. Make your changes and save. You can also choose Save As and save it this time as a presentation instead of a show.

## ADDING OTHER SLIDES FROM A DIFFERENT PRESENTATION

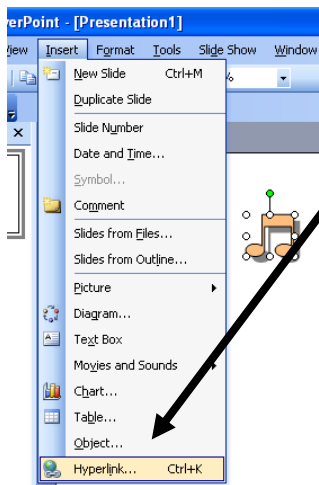
- ♪ From the Insert menu, choose Slides from Files.
- ♪ Use "Browse" to find the file which has slides you want to use and when each slide shows up under Select Slides, click on the one(s) you want to insert into your other slideshow.



## ADDING A MOVIE

- ♪ Mpeg's or .mpg's are the only file types that I've found can be inserted in a slide and they're not terribly dependable. Be sure the movie file is in the same folder as the slideshow.

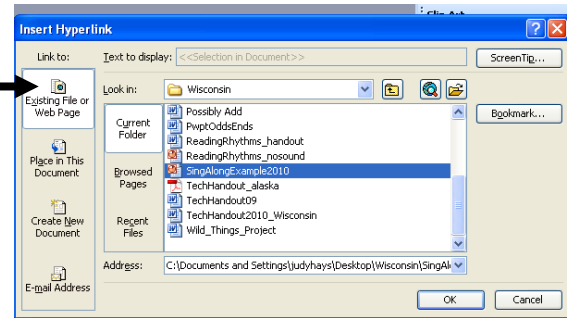
## CONNECTING SLIDESHOWS



♪ Insert a small picture on the slide from which you want to get to another slideshow.

♪ Choose Hyperlink from the Insert menu.

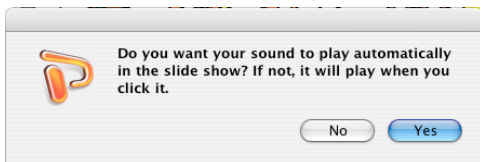
♪ Choose “Existing File” and then maneuver to where the other slideshow is stored. (Create a folder where both of these slideshows will be held for best results.) Click on the file you want to link and choose ok.



♪ When running in slideshow mode, when the attached slideshow is finished, it will return to the original slide to which it was linked.

## PLAYING A SOUND FILE OVER MULTIPLE SLIDES

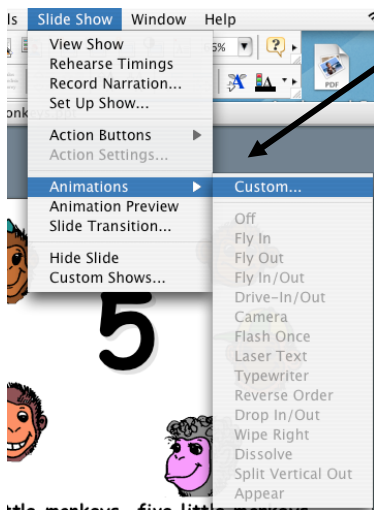
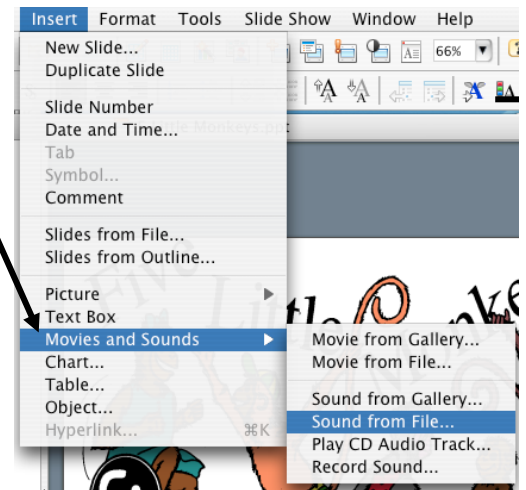
♪ Go to Insert—Movies and Sounds—Sound from File and choose your sound file.



♪ Answer this question. If “Yes” move the speaker icon to where you want it on the page.

If “No” move the speaker icon to where you’ll be able to click on it to play the sound file.

♪ Now go to the SlideShow menu—Animations—Custom



♪ Highlight your Media then choose the Options tab.

♪ Mark the “Continue slide show” option and then “After \_\_\_” options.

♪ Set the timing of your slides by going to the Slide Show menu—“Rehearse timings”.

(Depending on how exact your slides have to fit the music, you may want to just advance manually instead.)

