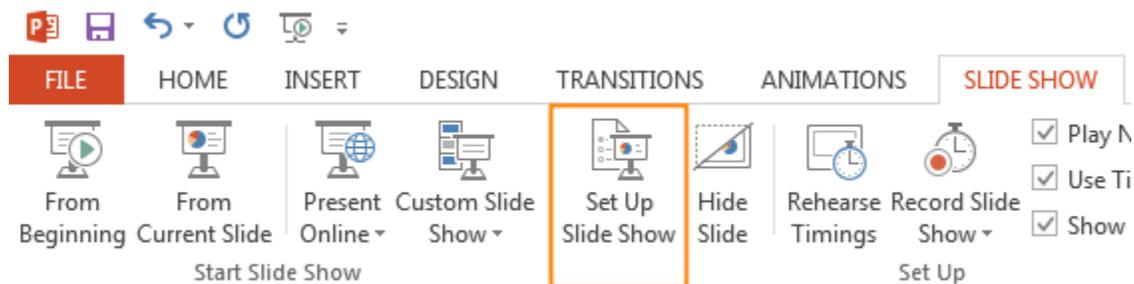


Creating Self-Running Presentations

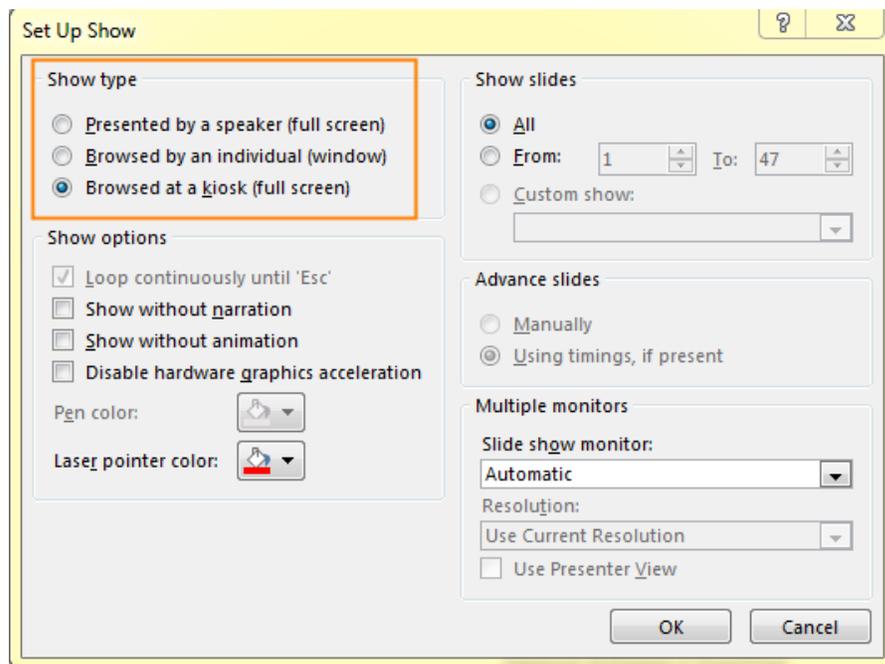
Step-by-Step Guide for Kiosk Mode

SETTING UP A SELF-RUNNING PRESENTATION:

1. On the Slide Show tab, click Set-Up Slide Show:



2. This is the Set Up Show dialogue box. There are three options available. Select the third – Browsed at a kiosk. This is the option that allows the presentation to loop:

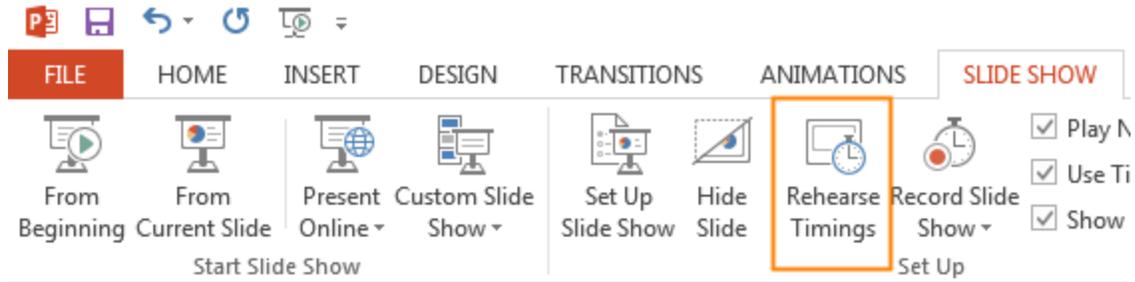


3. Click OK.

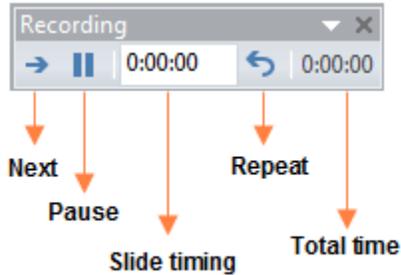
REHEARSE AND RECORD SLIDE TIMINGS:

The next step is to rehearse and record timings for effects and slides in your presentation.

1. On the Slide Show tab, click Rehearse Timings. As soon as you click this, the presentation timer begins.

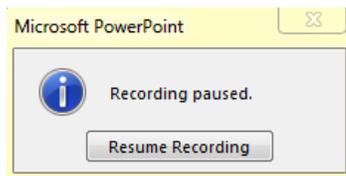


2. The Rehearsal toolbar will appear and the Slide Time box starts timing your presentation.

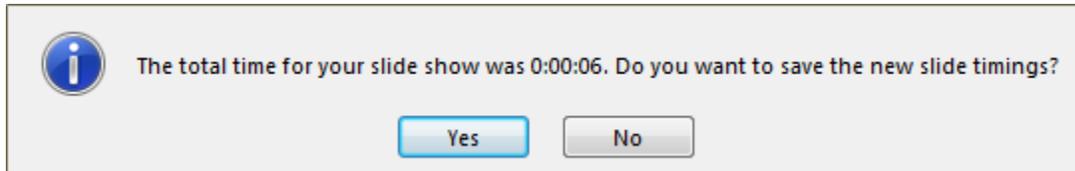


3. During the recording process, you control the presentation by moving each slide forward dependent on the time needed for each slide:

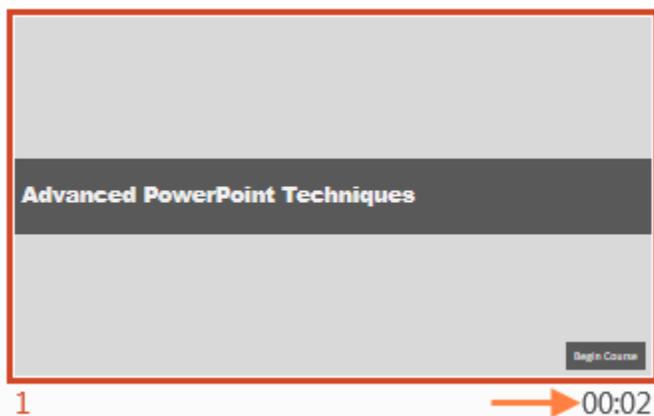
- Click next to move to the next slide.
- Clicking pause will stop the recording until you click on Resume Recording.



- You can customize the length of time on a slide by typing a time into the box as well.
 - The Repeat option allows you to restart the recording process on the current slide
4. When the timing on the last slide is set, a message box displays the total time and asks if you want to save the new slide timings.



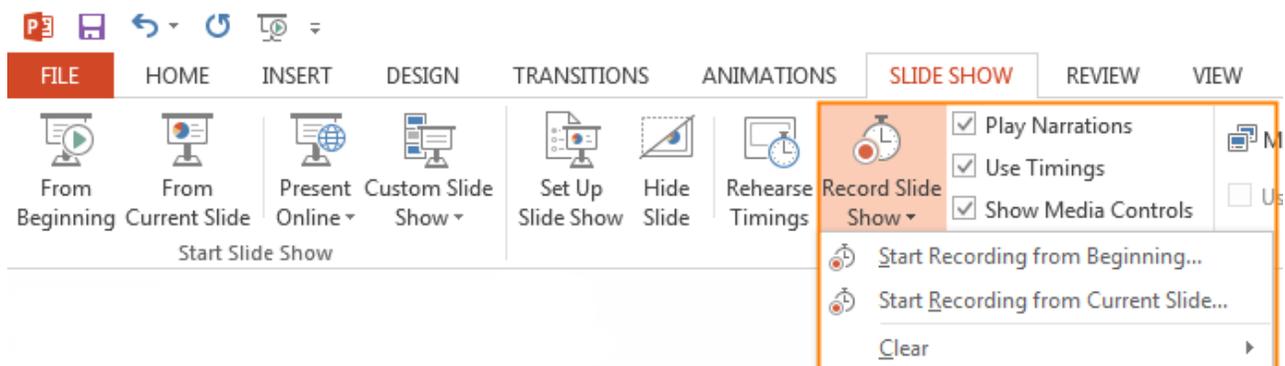
5. Slide Sorter view will appear indicating the time for each slide.



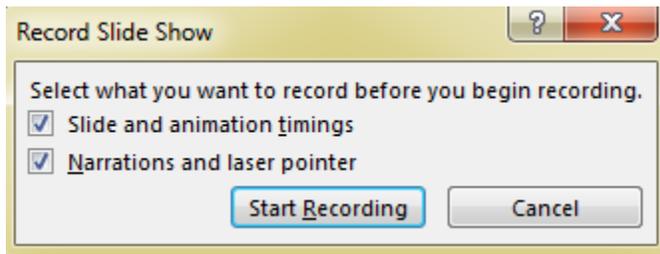
ADDING NARRATION

You may want to add your own narration to your self-running presentation. It is best to use a good microphone headset for better sound quality. You can record your narration before or during a slide show.

On the Slide Show tab click the Record Slide Show Button and select Start Recording from Beginning or Start Recording from Current Slide depending on what you need to do.

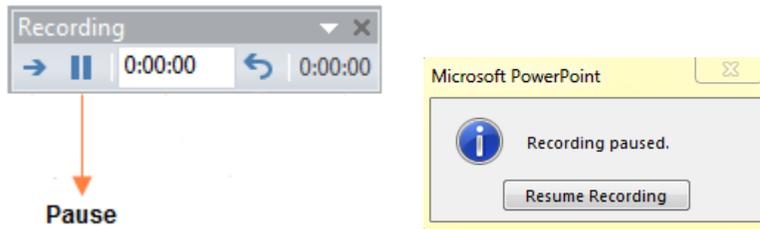


1. Make the appropriate selection in the Record Slide Show dialog box that appears.



2. Click Start Recording.

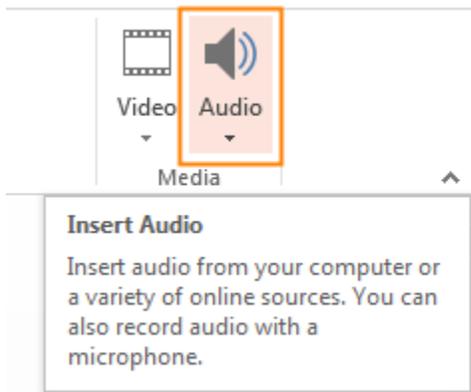
- If you need to pause your narration, click pause in the Recording menu and then resume to begin again.



- End your recording by right clicking the slide and selecting End Show. Your timings are now saved.

If you need to record narration on a specific slide, you can do that by selecting the slide you need to work with. This is helpful if you need re re-record a particular slide since you don't have to re-record the entire presentation.

1. After you have selected the slide, from the insert tab, select Audio.



2. Select Record Audio.



3. Name your sound/narration and click the record button, the red button.

