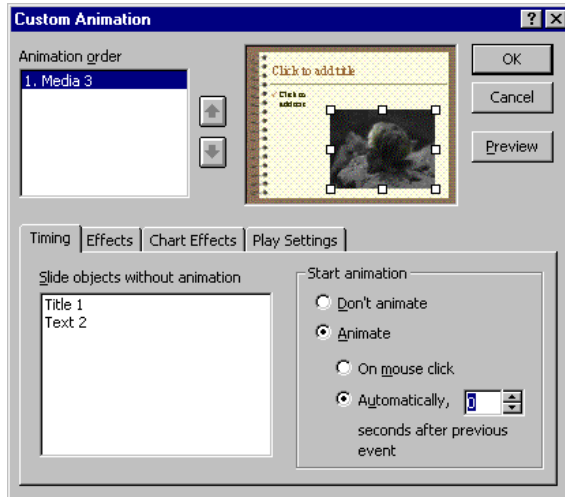




Run PowerPoint and load your lemmings presentation. Pull down the **Slide Show** menu and choose **View show**. As it stands right now, the only way to get through your slide show is to hit the ENTER or space key or click on the mouse in order to move to the next slide. We want your slide show to run on its own, and run in a loop.



You can also use custom animation to bring elements (titles, pictures, text, movies) onto or off the screen in any order you want. Go to your first slide, and right click on the title. Choose **Custom Animation**.

The effects tab should be selected. Under **Entry animation and sound**, pull down the first combo box (presently set to **No Effect**) and choose an entry effect for the title (this is how the title will appear). Please do not assign a sound – it’s annoying! Under the Introduce text, you can

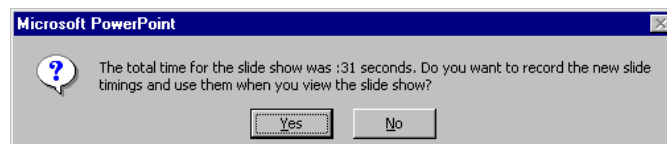
choose to have the text appear all at once, one word at a time or one letter at a time (if choose one letter at a time, it should be a short title). Click on the **Preview** button to see if it suits you. If it’s OK, you can now animate the Sub-title. Click on the **Timing** tab, and on the bottom left are all the other elements on your slide that are not animated at this time. Choose the sub-title (it might say **Text2**). Check the Animate button. When you do this, **Text2** is removed from the bottom and moved to the top left window (**Animation Order**). In this window, you can change the order in which elements appear on your screen. Under **Start Animation**, make sure the **On Mouse Click** button is selected (for now anyway).

Use this method to “jazz up” all your slides. When you are done, take a look at your slide show by pulling down the **Slide Show** menu and choosing **Choose Show**. To get through each animation, click the mouse or hit ENTER.



When you are happy with your show, you can now time everything out so it works automatically. In Slide Sorter view, click on the **Rehearse Timings** icon. As you go through your slide show, make sure you allow time for a viewer

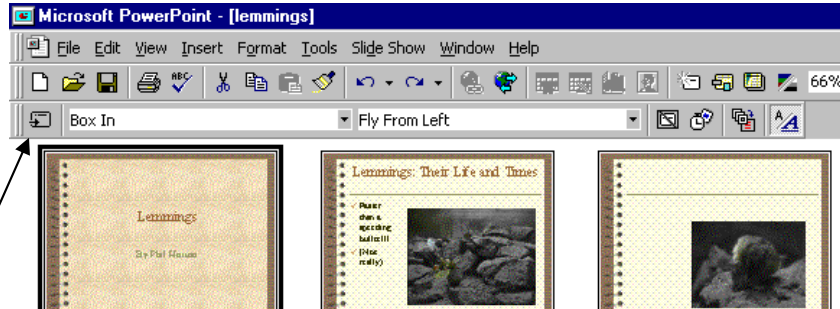
of your show to read the text and view the pictures and movie. In the **Rehearse Timings** mode, the program will



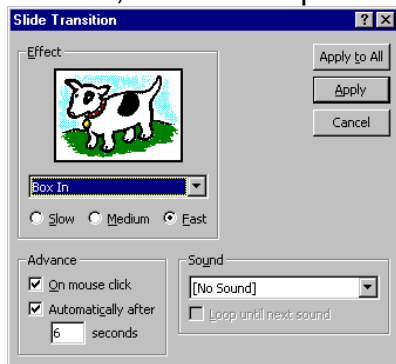


keep track of the timing you use when you run through the presentation. When you reach the end, the program will ask if you want to use the timings in your slide show. If everything went smoothly, click on **Yes**. If you made a mistake, click on **No** and try again.

Finally, you can change the way each slide transitions into the other. This is easily done in slide sorter view. Click on a slide (once only) and then click on the slide transition



button (far left, towards the top). A box will appear offering a number of transition choices, as well as option to add a sound to your transition, control the speed of the transition, and the ability to add this transition to just this slide, or all your slides. Assign transitions for each of your slides using this method.



Your slide show should now be complete! Make a final check of your show, checking for proper spelling, making sure there is enough time for a viewer to read all the text displayed, and also making sure your show loops on its own. If your show doesn't loop, pull down the **Slide Show** menu and choose **Set Up Show**. Click on the **Browsed**

at a kiosk option.

Email your final lemming presentation to rhp@denovodental.com. The subject line is **compapp 16-3 lastname**.