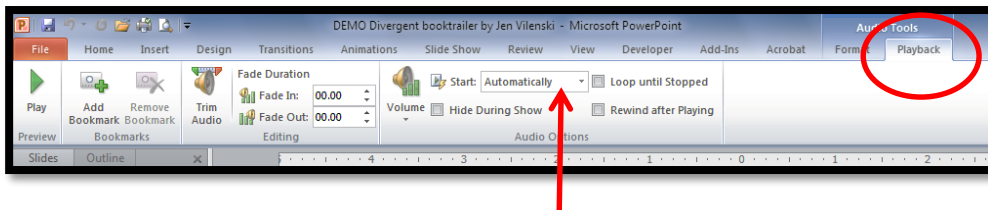# PowerPoint Directions
How to Automate your PowerPoint to Play as a Video file

A. Automate your Voice Recordings (after you've made voice recordings for each of your slides):

1. Select your first slide with a voice recording, click on the SPEAKER icon that is on your slide


2. Select the **PLAYBACK** tab

3. From the AUDIO OPTIONS section, click on the drop down arrow next to START, and choose **AUTOMATICALLY**

4. Repeat the above steps 1 – 3 for each of the voice recordings you've done on each slide

B. Automate your Transitions between each slide (after you've chosen a transition between each slide):

1. For each slide, you need to set the transition to advance automatically after your voice recording is finished. So you need to determine how long you spoke for the recording on a slide. Here's how to do that:
   a. Click on the **SPEAKER** icon that is on the slide
   b. Move the slider to see how long your voice recording went (the example at right shows the recording went for 10.88 seconds)
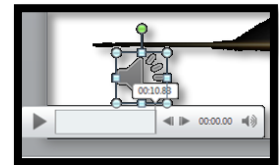

2. Now that you know how long your recording went, you need to set the transition to move to the next slide at least 1 second after that length. Here's how:
   a. Select the **TRANSITIONS** tab
   b. In the **TIMING** section, under ADVANCE SLIDE, **uncheck "On Mouse Click"** and check the box next to **AFTER**. Set the time to at least 1 second after the length of your voice recording (the example below shows 12 seconds, which is just over 1 second from the 10.88 second voice recording)
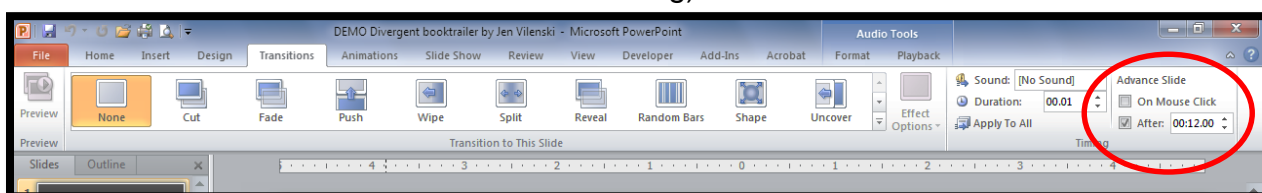
3. Repeat the preceding steps 1 – 2 for each slide

C. Automate your Animations (if you've animated any images on your slides):

1. For each slide, you need to set the animation to happen automatically once your slide appears
2. Select the image you've animated
3. Select the **ANIMATIONS** tab
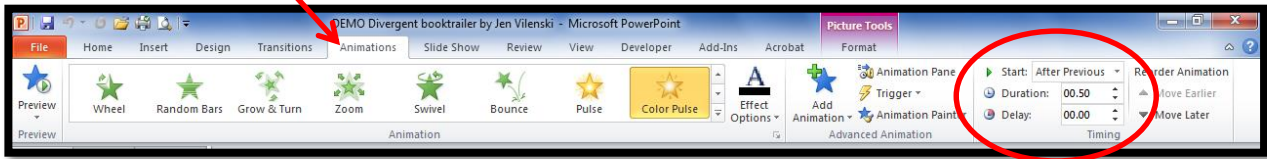
4. In the **TIMING** section, select the drop down arrow next to the **START** box, select **AFTER PREVIOUS**

D. Double check that everything plays automatically:

1. Select the **SLIDESHOW** tab
2. From the **START SLIDESHOW** section on the top left, select **FROM BEGINNING**
3. The slideshow should completely run on its own now. If any transition, sound or animation does not advance automatically, repeat the preceding steps as needed.

E. SAVE your finished project in your H Drive folder:

1. Select **FILE** > **SAVE AS**
2. In the **SAVE AS** box, navigate to your **H** drive folder
3. Navigate to your class folder you are doing the project for (science, social studies, etc.)
4. In the **FILE NAME** box, type your file name (ex- Divergent booktrailer by Jennifer Vilenski)
5. In the **SAVE AS TYPE** box, select the drop down arrow, scroll down and select **POWERPOINT SHOW**
6. Select **SAVE**

F. SAVE your finished project in your teacher's P Drive folder:

1. Select **FILE** > **SAVE AS**
2. In the **SAVE AS** box, navigate to **P drive > FWMS** > your teacher's class folder
3. In the **FILE NAME** box, type your file name (ex- Divergent booktrailer by Jennifer Vilenski)
4. In the **SAVE AS TYPE** box, select the drop down arrow, scroll down and select **POWERPOINT SHOW**
5. Select **SAVE**

<div align="center">Now it will play automatically! ☺</div>