

### Making a Power Point Slide Show of Photos for Open House

#### TIPs:

- Make the slide show on the computer you intend to run it on. (Why? For consistent transition speed, consistent fonts, for consistent Power Point versions, and this will be a VERY large file due to the photos.)
- Run the slide show from the C: (hard drive).

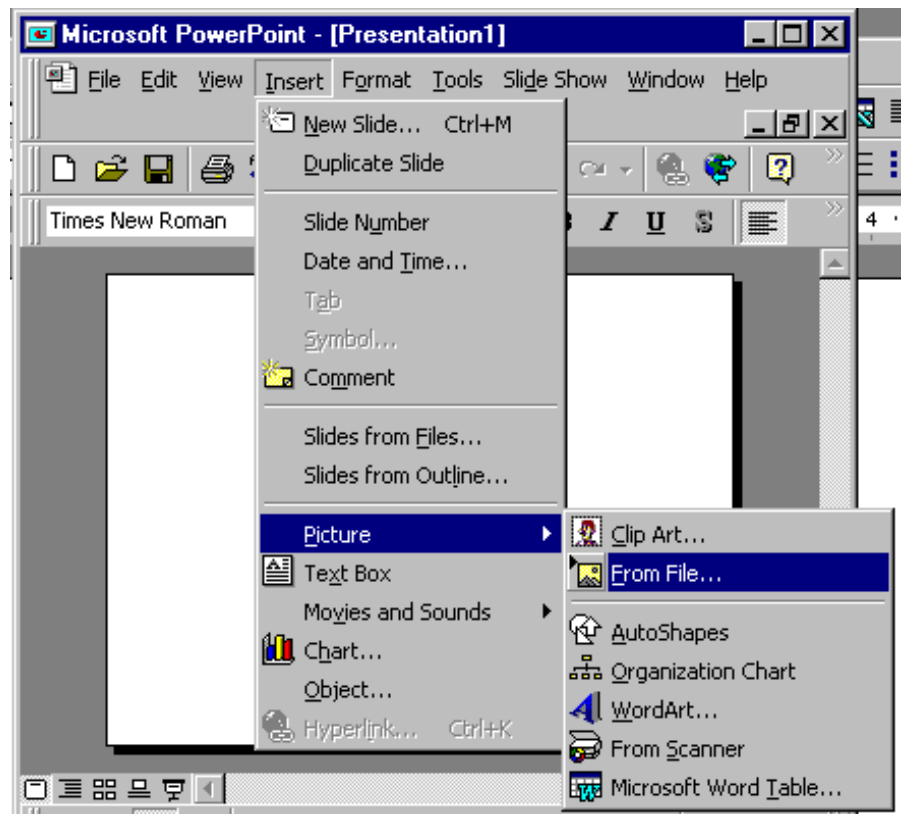
1. Open Power Point.
2. Make a new slide show.
3. Select a blank presentation when you start.
4. Select a blank slide with no text boxes.

Be careful of you background color selections. Genna recommend you customize your own of pure black.

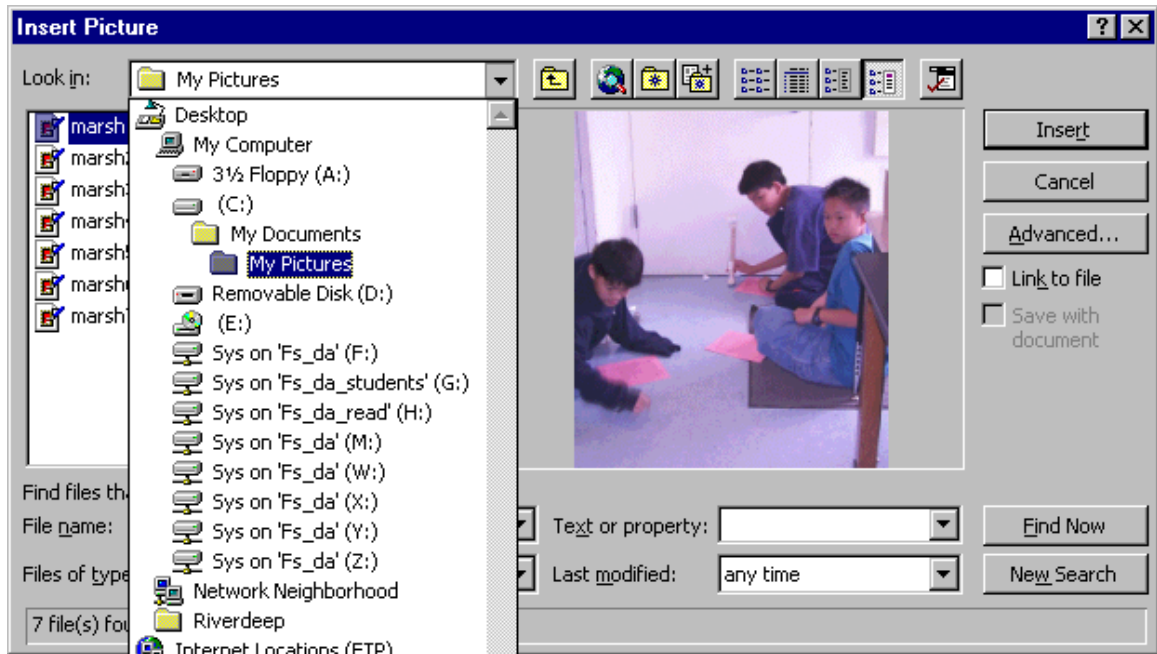
1. Pull down the Format menu.
2. Select Slide Color Scheme.
3. Click on the Custom tab.
4. Click on the background box.
5. Click on the Change Color button.
6. Click on the black spot.
7. You may also want to change the text to white.
8. Click on the button Apply to All.

#### To Insert a digital photograph

1. Pull down the **Insert** menu.
2. Select **Picture**.
3. Select **From File**.



4. Navigate to where you filed your photos. In the previous lesson we put them on



the C: drive in **My Picture**. You may have them on a disk or on the server.

5. Pick the photo you want. Click on **Insert**.

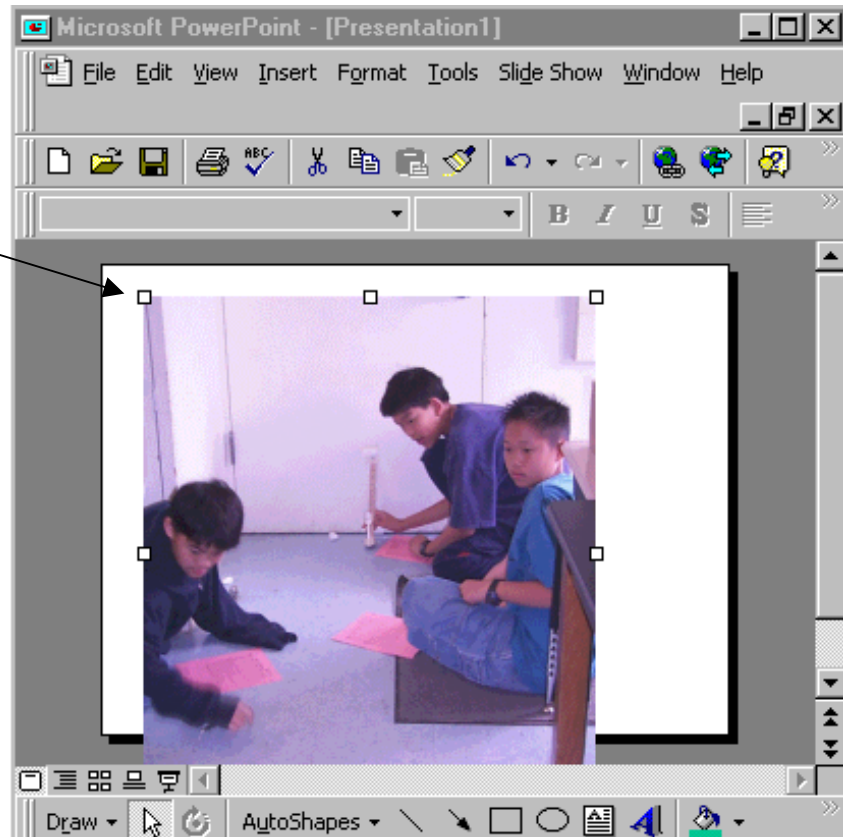
### Resize the Image

When you took the photo, do you know what resolution you set the camera for? The resolution will also determine the size of the image. If the resolution was set to a high (best) setting your image will be larger than the slide in Power Point. In this case you will need to shrink the image.

In the future for Power Point photos you can set the resolution low. A lower resolution setting will also make smaller image files, leading to a Power Point file easier to manage.

4. You may need to resize your photo. You can do this by grabbing the handle in the corner of the photo. Click on the corner and drag the mouse in the direction of shrinking the photo.

5. You can then click in the middle of the photo and drag the whole image to the center of the slide.



6. Insert a new slide.
7. Repeat the above process until all your photos are on their own slide.

### For videos:

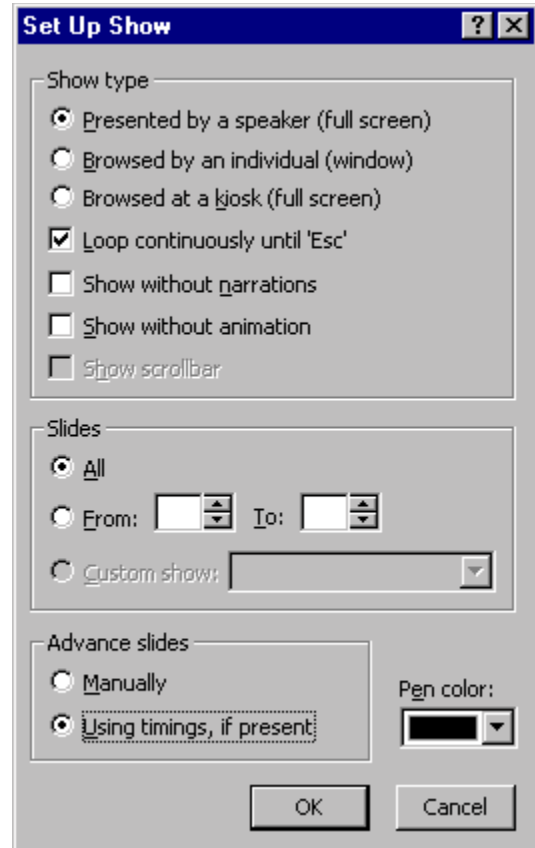
1. Pull down the Insert menu.
2. Select Movies and Sounds.
3. Select Movie from file.

\* Power Point is limited in the types of videos it will play and can be funny on different computers depending on the plug-ins installed. Create the slide show and test the slide show movie on the computer you intend to use for presentations. \*

Adjust your slide show settings.

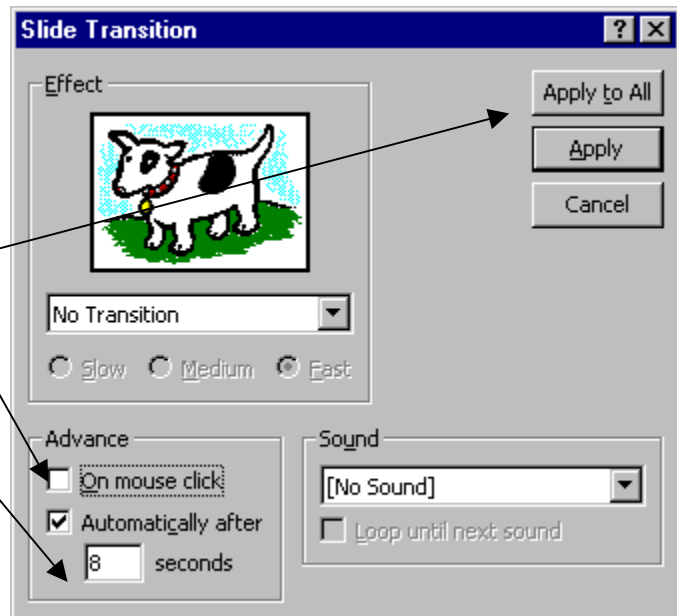
I like to put it on auto run for Open House.

1. Pull down the **Slide Show** menu.
2. Select **Set Up Show**.
3. Select **Loop Continuously**.
4. Select **Using timings**.



Now we need to adjust the timing.

1. Pull down the **Slide Show**.
2. Select **Slide Transition**.
3. Un-check **On mouse click**.
4. Check **Automatically after 8 seconds**. Type in 8.
5. Click on **Apply to All**.



THAT'S IT. Run your slideshow.