

CHAPTER 10

SETTING UP THE SHOW



INFocus

WPL_P819

Before delivering a presentation, you need to make sure that you set up the show for the required **presentation mode**, such as a speaker-led or a self-running presentation. This includes rehearsing and applying slide timings as required or recording narration for a presentation.

In this session you will:

- ✓ gain an overview of options for self-running presentations
- ✓ gain an overview of how to record narration and timings for a slide show
- ✓ learn how to set up a self-running presentation
- ✓ learn how to rehearse and apply timings for a slide show
- ✓ learn how to set up a speaker-led show.

ABOUT SELF-RUNNING PRESENTATIONS

Self-running presentations are commonly used at conventions and trade shows, or even the waiting room at your local doctor's office! Self-running presentations are designed to run without

a speaker present so the presentation should therefore provide enough time for the user to read the information, as well as to provide clear navigation cues for the audience if required.

Setting Up A Self-running Presentation

For most self-running presentations, you will set up the slides to advance automatically after a specified period of time. This is done by assigning **automatic** timings to each slide.

You can use the **Rehearse Timings** feature to apply the same timing to all slides. Alternatively you can assign variable timings to each slide, which is particularly useful where some slides contain less content than other slides (such as title slides). For example, you might read through each slide when rehearsing timings to determine how much time it will take your audience to read and absorb the information.

Adding Narration To A Self-running Presentation

You can add **narration** to a self-running presentation. As everyone absorbs information in different ways (such as auditory or visual learners) this can help to deliver your message more effectively. To add narration, you **record the slide show**. PowerPoint will record the amount of time that you spend viewing each slide, and at the same time you can record narration for the slides as required. PowerPoint will store the timing for each slide, and will also store the recorded on each slide (displayed as a speaker icon on slides). Timings applied to each slide can be viewed in **Slide Sorter** view.

Note that you will need specific hardware to record the narration, such as a sound card in your computer, a microphone and speakers. Hardware requirements are discussed in more detail on the following page.

An alternative to recording the slide show is to record specific sounds or comments on relevant slides. This is achieved by selecting **Audio** and then **Record Audio** on the **Insert** tab. Again, you will require the necessary hardware as noted above.

Enabling User Navigation

If you want your audience to be able to navigate through a presentation at their own pace, you can disable any automatic timings and instead provide navigation cues for the audience, such as **action buttons** or **hyperlinks**.

For example, you can insert an action button in the shape of an arrow with the word 'Next' as a cue to the audience that they can click on this button to advance to the next slide. Action buttons give the look and feel of a web page with easily recognisable navigation icons such as Home, Help, Next Page, Last Page, and so on.

Alternatively, you can create **hyperlinks** for custom shows (which display specific slides within your presentation), other presentations, Word or Excel files, specific addresses on the internet, or to email addresses. You can create hyperlinks from any object – including text, shapes, tables and pictures.

RECORDING A SLIDE SHOW

If you are setting up a self-running presentation for viewing by a particular audience or the general public, such as at trade show, you might decide it's a good idea to add narration to the

presentation. In this way, the presentation will be seen as well as heard! Here we give you an overview of how to record narration and timings for a self-running presentation

Hardware Required

To enable you to record and playback the narration, you will require the following hardware:

- **A sound card installed on your computer.** This enables you to hear sound. Most computers will already have this device installed.
- **Computer speakers.** Most computers today have built-in speakers which should be enabled by default. You may need to check that the volume is working. You can do this by clicking on the Speakers icon (or similar) on the **Taskbar** and check that the sound is not turned off (or unmuted), and then adjust the volume to the desired level.
- **A microphone to record your narration.** For most computers, you can simply plug the microphone into the available microphone plug (a round plug with a microphone icon just above it or labelled 'mic-in') at the rear of your computer (for desktop computers) or along the side or rear of your laptop computer.

You can then begin recording your narration in PowerPoint.

Recording The Slide Show

The following is a guide to recording narrations for a slide show.

1. When you are ready to record the narration for each slide, click on the **Slide Show** tab, then click on **Record Slide Show**. You then select **Start Recording from Beginning** or **Start Recording from Current Slide**. If you select the latter option, ensure that the required slide is displayed in the **Slides** window or selected in **Slide Sorter** view.

You do not necessarily have to record in sequence. Also you can pause during recording and resume at any time.

2. The **Record Slide Show** dialog box will then appear asking you if you want to record narrations (**Narrations and laser pointer**) and timings (**Slide and animation timings**). Both of these options are selected by default. To record both narrations and slide timings, leave both of these options selected and then click on **[Start Recording]**.
3. The first (or selected) slide will appear, along with the **Recording** toolbar. The **Recording** toolbar will record the timings for each slide. You can advance to the **Next** slide when you finished recording narration for the current slide, or **Pause** recording and timing. You can also re-record by clicking on **Repeat**.
4. To end the recording at any time, press **[Esc]**.

Previewing The Narration

Timings are saved and these will be display in **Slide Sorter** view. Any recorded narration will appear as a sound icon on the slide. To listen to a recorded narration, navigate to the slide, click on the sound icon, click on the **Playback** tab, then click on **Play** in the **Preview** group. If you're not satisfied with the recording, simply press **[Del]** to delete it. To re-record narration for that slide, click on the **Slide Show** tab, then click on **Record Slide Show** and select **Start Recording from Current Slide**.

Setting Up The Show

By default, timings and narrations will be applied when you set up the presentation as a self-running presentation. To set up the presentation as a self-running presentation, click on the **Slide Show** tab, then click **Set Up Slide Show** to open the **Set Up Show** dialog box. Then click on **Browsed at a kiosk** option under **Show Type**. You can hide the sound icons on each slide by selecting the sound icon, clicking on the **Playback** tab and then clicking on **Hide During Show** in the **Audio Options** group so that it appears with a tick.





SETTING UP A SELF-RUNNING PRESENTATION

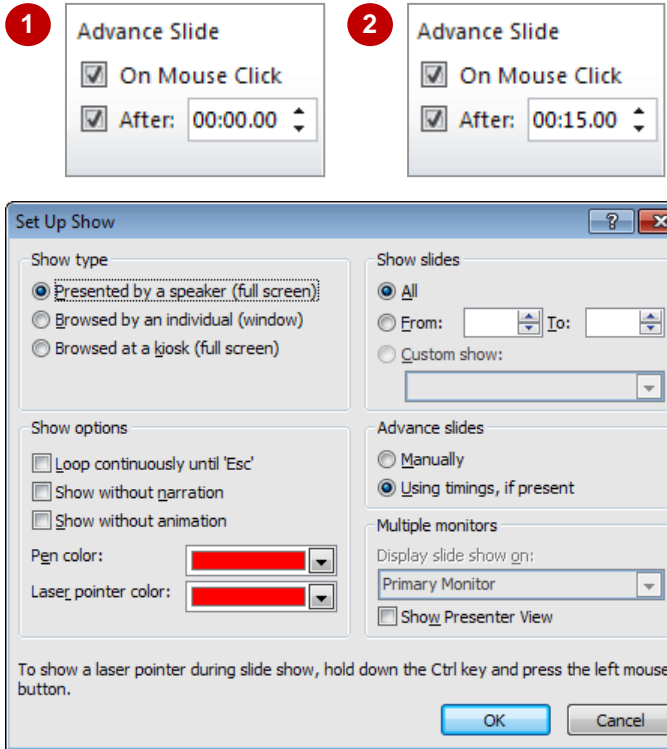
When finalising a **self-running presentation**, such as at a kiosk or trade show, the audience must have time to read and digest the content on a slide before the slide progresses to the next

one. Where you have included action buttons, for example, users can simply click on the button to progress to the next slide. Alternatively, you can apply timings for slide advancement.

Try This Yourself:

Open File Before starting this exercise you **MUST** open the file *P819 Setting Up The Show_1.pptx...*


- 1 Navigate to and display slide 1 in the **Slides** window, click on the **Transitions** tab, then click on **After** in the **Timing** group so that it appears with a tick
We'll set slide advancement for 15 seconds...
- 2 Click on the up arrow  for **After** until it reads **00:15.00**
- 3 Click on **Apply To All**  in the **Timing** group to apply this timing to all slides
Now we'll set up the show as a self-running presentation...
- 4 Click on the **Slide Show** tab, then click on **Set Up Slide Show**  in the **Set Up** group to open the **Set Up Show** dialog box
- 5 Click on **Browsed at a kiosk (full screen)** to apply this setting, ensure that **Use timings, if present** is selected for **Advance slides**, then click on **[OK]**
Self-running presentations will loop continuously by default...
- 6 Click on **Slide Show**  in the **Status** bar to preview the slide show, then press **[Esc]** when finished



For Your Reference...

- To **set up** a **self-running presentation**:
1. Click on the **Transitions** tab, click on **After**, set a timing in **After**, then click on **Apply to All** to apply to all slides
 2. Click on the **Slide Show** tab, click on **Set Up Slide Show**, select **Browsed at a kiosk (full screen)** and click on **[OK]**

Handy to Know...

- You can set different timings for each slide. This is useful when you want shorter slide progressions for title slides, for example. To do this, click on **Slide Sorter View**  in the **Status** bar, click on a slide to select it, click on the **Transitions** tab and apply the required timing in **After** in the **Timing** group.



REHEARSING TIMINGS

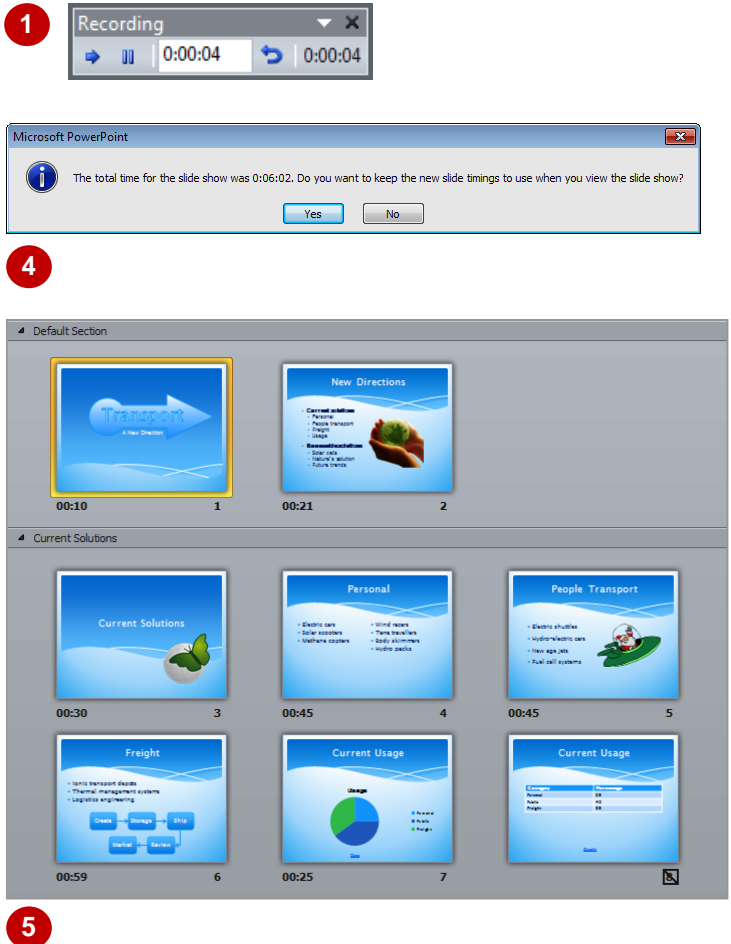
Instead of applying the same timing to each slide or guessing an approximate timing for each one, you can use the **rehearse timings** feature to record exactly how much time is required to read

or speak during each slide. These slide timings can then be automatically applied to the presentation if desired. This feature is useful for both self-running and speaker-led presentations.



Try This Yourself:

Open File Before starting this exercise you **MUST** open the file *P819 Setting Up The Show_2.pptx...*




- 1 Click on the **Slide Show** tab, then click on **Rehearse Timings**  in the **Set Up** group
The slide show will begin and the Recording toolbar will appear, showing the timing of the current slide as well as the overall slide show time...
- 2 Pretend you are presenting the content on the slide, or pretend you are the audience reading the slide (such as at a kiosk), then click on **Next**  on the **Recording** toolbar to progress to the next slide
- 3 Repeat the above step for each slide until you arrive at the last slide (title slide)
- 4 Right-click on the slide and select **End Show**
A message box will appear telling you the length of the show and asking if you want to keep the new timings...
- 5 Click on **[Yes]** to save the timings
The slides will appear in Slide Sorter view with the timings displayed below each slide...
- 5 Return to **Normal** view



For Your Reference...

- To **rehearse slide timings**:
1. Click on the **Slide Show** tab, then click on **Rehearse Timings**  in the **Set Up** group
 2. Read/rehearse the presentation, and click on **Next**  to progress through each slide
 3. Click on **[Yes]** to retain the timings

Handy to Know...

- The **Recording** toolbar tools are as follows:
-  **Next**: to move to the next slide
 -  **Pause**: to pause recording
 - Slide Time**: displays the timing; you can also type an exact timing into this box
 -  **Repeat**: to re-record the current slide.

SETTING UP A SPEAKER-LED SHOW


The most common mode of presentation delivery is the **speaker-led show**. During this type of presentation, the speaker will manually advance each slide when required, thereby giving the

speaker full control over the presentation. As such, timings for slide advancement will usually be disabled, however, the speaker can apply and rehearse timings if desired.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *P819 Setting Up The Show_3.pptx...*

1 Click on the **Slide Show** tab, then click on **Set Up Slide Show**  in the **Set Up** group to open the **Set Up Show** dialog box

First we need to select the type of show...

2 Click on **Presented by a speaker (full screen)** for **Show type**

This is the standard option for a speaker-led presentation. As the presenter will be speaking during the show, we'll also disable the narration option...

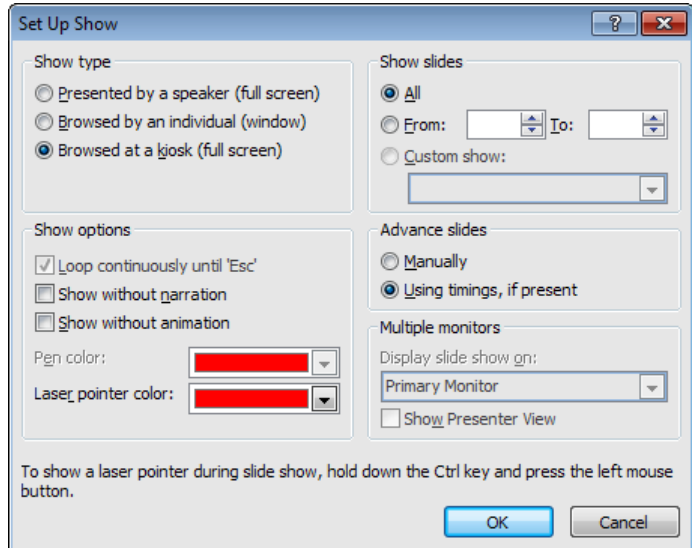
3 Click on **Show without narration** under **Show options** so that it appears with a tick

Although timings have been set, we'll turn these off so that the speaker can manually advance each slide when required...

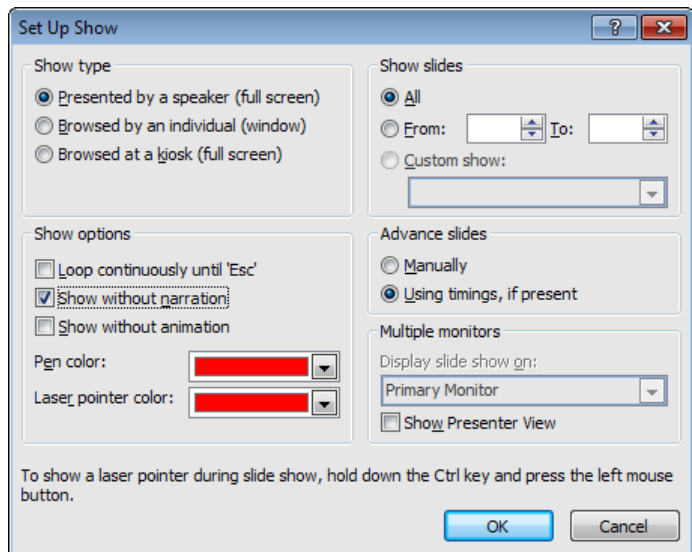
4 Click on **Manually** for **Advance slides** to select this option, then click on **[OK]** to apply the settings

5 Click on **From Beginning**  in the **Start Slide Show** group to start the show

6 Click to advance each slide, then press **[Esc]** to end the show




1



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For Your Reference...

To **set up** a **speaker-led** show:

1. Click on **Set Up Slide Show**  in the **Set Up** group on the **Slide Show** tab
2. Click on **Presented by a speaker (full screen)**, then click on **Manually**
3. Click on **[OK]**

Handy to Know...

- If you have applied animations to text and objects, it may take a significant time to get through the presentation. This is fine if you have plenty of time, but if you don't you can disable the animations by selecting **Show without animation** under **Show options** in the **Set Up Show** dialog box.