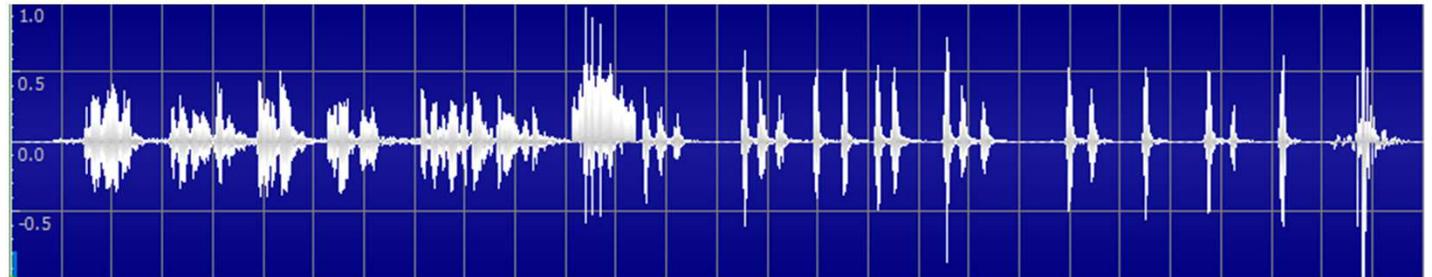




Instructions for Creating an Auto-run (Kiosk Mode) Slide Show with Voice Over

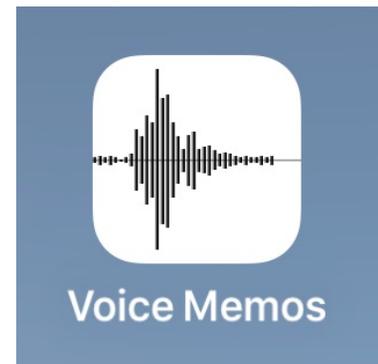


Voice files first...



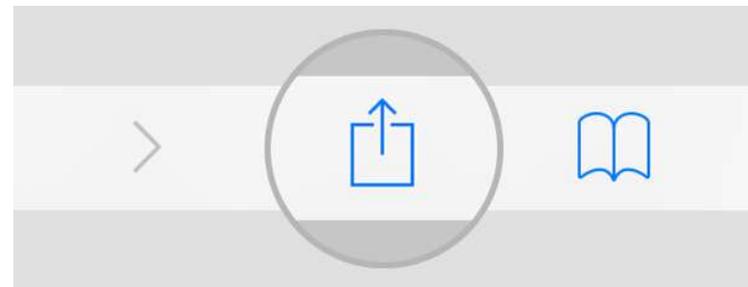
Step 1 – Record voice-over files for each slide

- Have script pre-written
- Use your phone to record voice-over files
- Save each file according to slide (ex. Slide1.mp4)



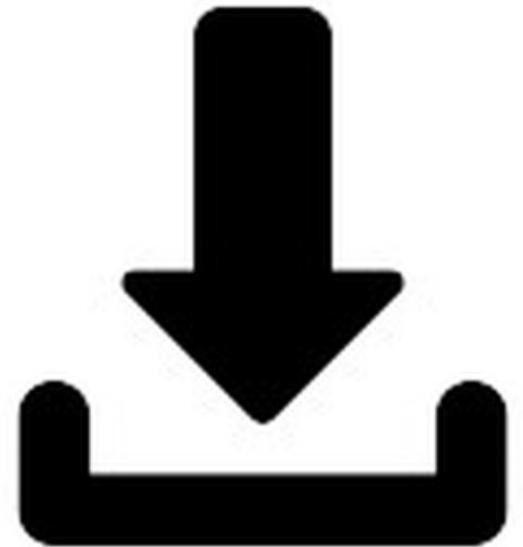
Step 2 – Email voice-over files to yourself

- On phone, share each file to your email
- Select voice file
- Share file to your email
- Send email to yourself
- Do this for each voice-over file



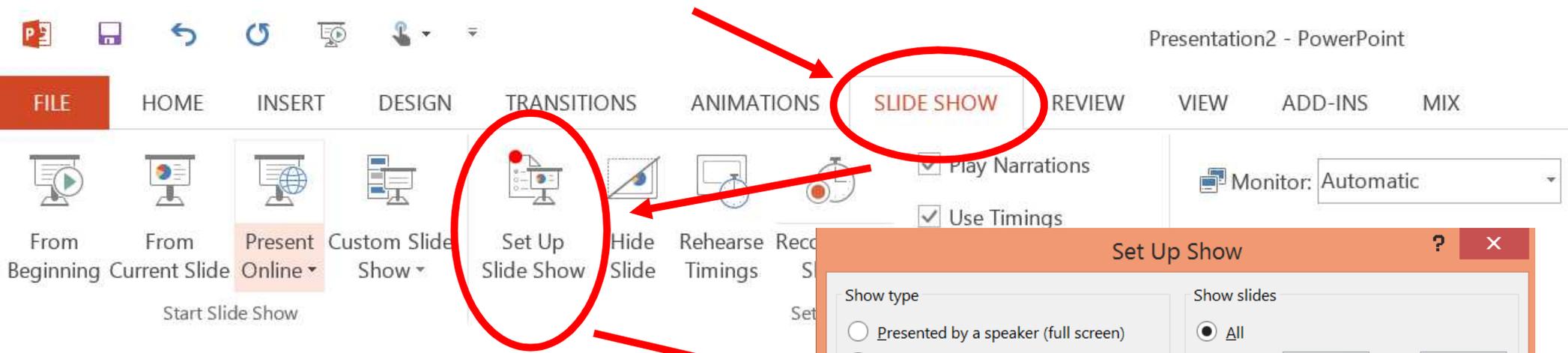
Step 3 – Download all voice files

- Once all files have been shared to your email...
- Create a folder called “Voice Files” (or something similar)
- Go to each email
- Download files into the new folder you just made
- They should all be named based on their slide so easy to figure out which voice files belong to which slide



Set up your powerpoint...



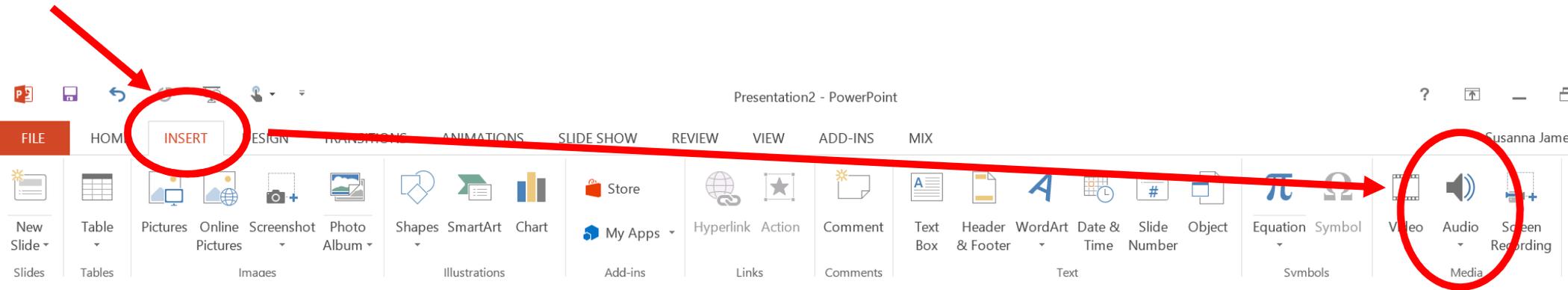


Step 4 – Set up auto play for slide show

Add your voice-over files



Step 5 – Insert audio file onto each slide



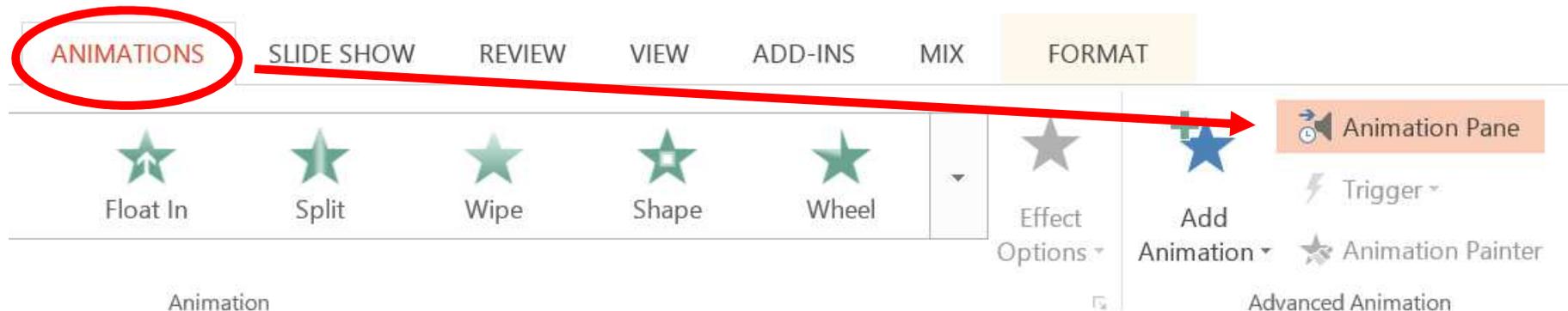
Select “Audio on my PC”

Then go to the folder where your voice files are and insert the voice file that corresponds with the slide you are inserting the file ton



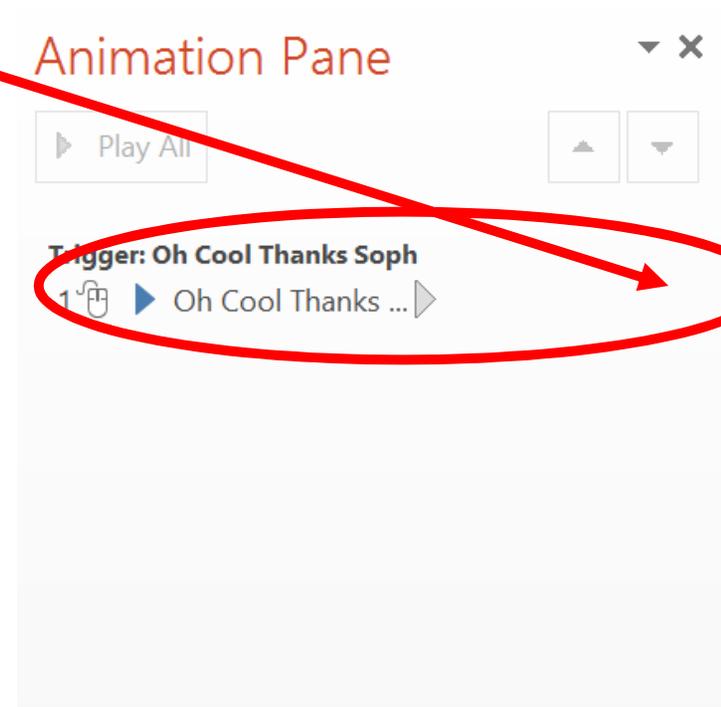
Step 6 – Set animation and delay to each audio file

- Select your audio file
- Open animation pane



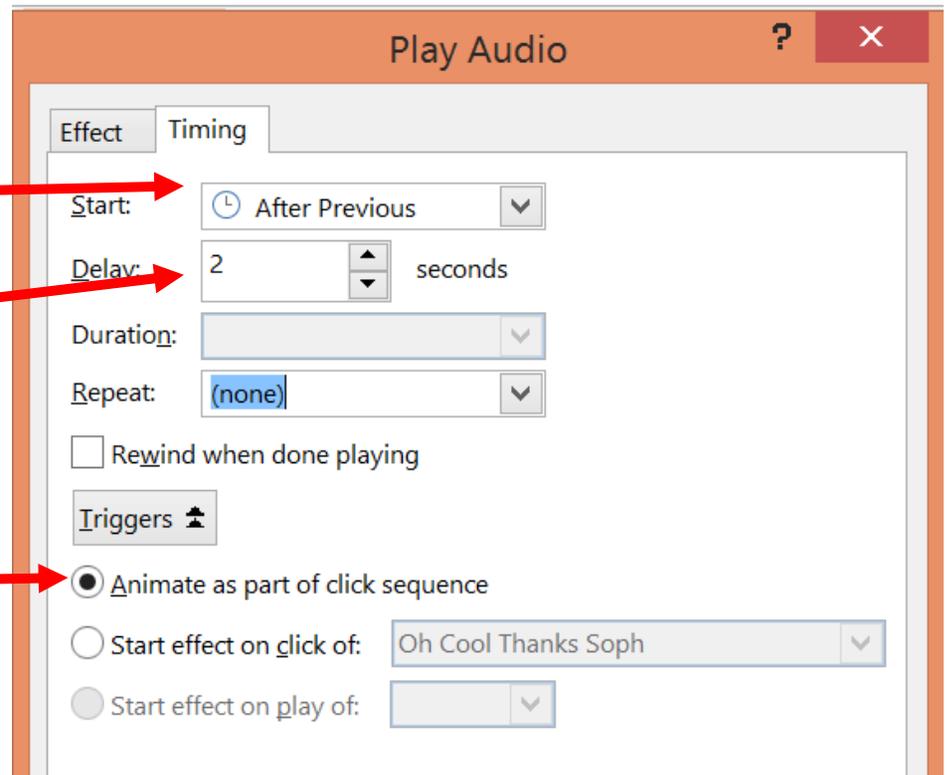
Step 6 (cont'd)

- Select audio file and click on down arrow on the right hand side



Step 6 (cont'd)

- Select “Timing”
- Change “Start” to “After Previous”
- Change “Delay” to 1.5 or 2 seconds
- Make sure “Animate as part of click sequence” is selected

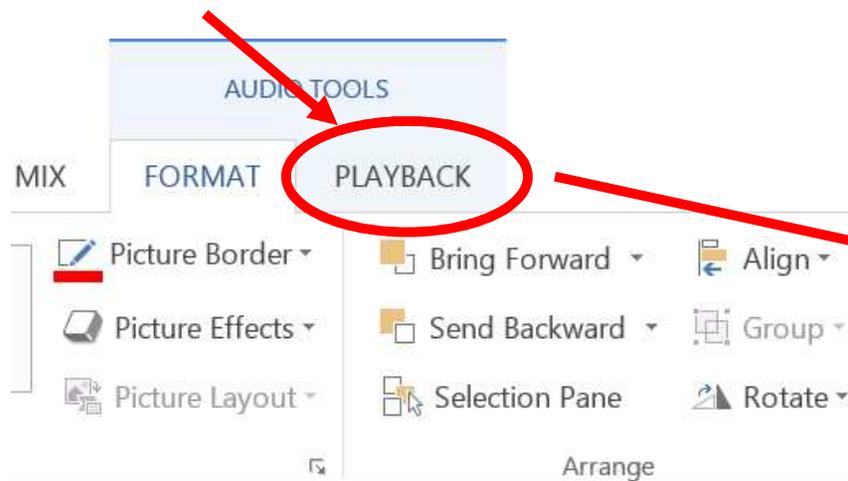


Repeat for every audio file you insert into each slide

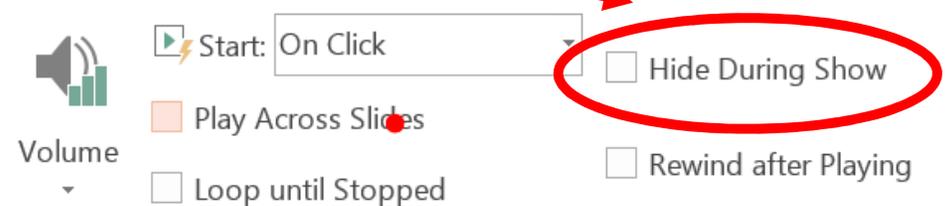
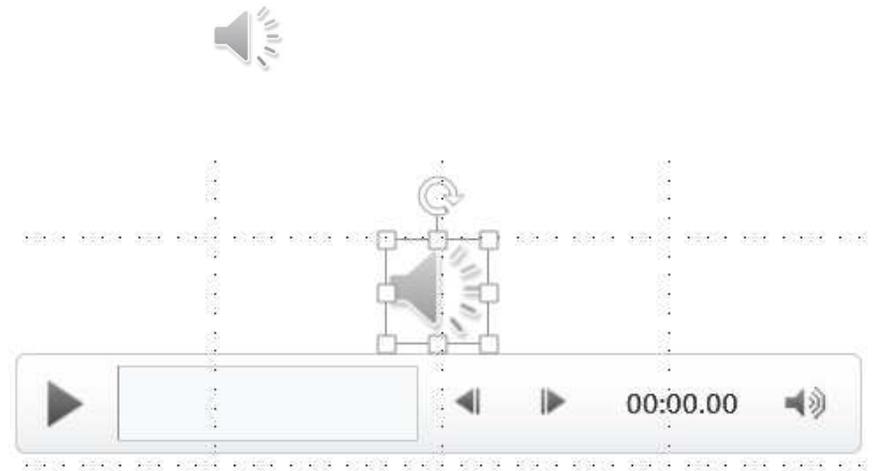


Step 7 – Hide audio icon

- Double click on audio icon
- Select Playback tab



- Click on “Hide During Show” to turn on function

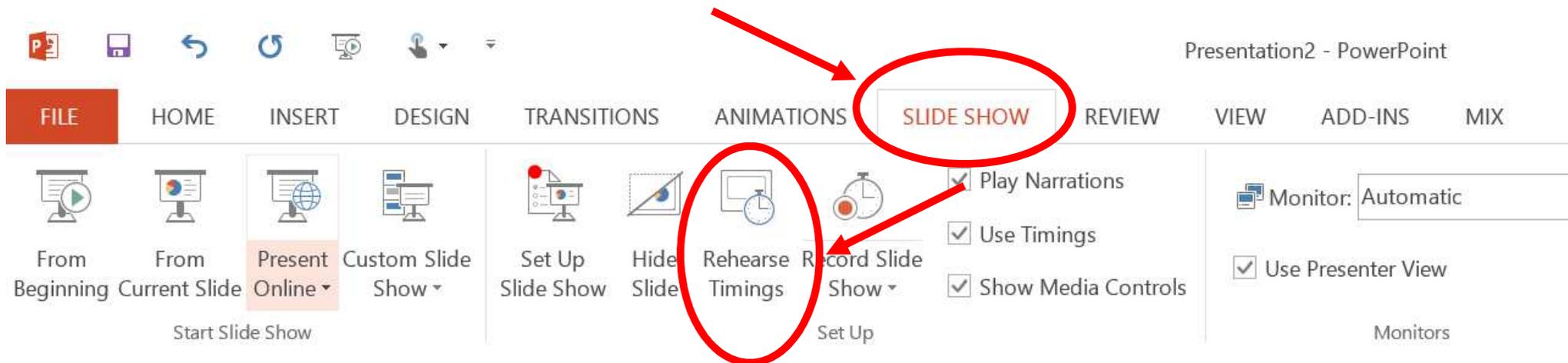


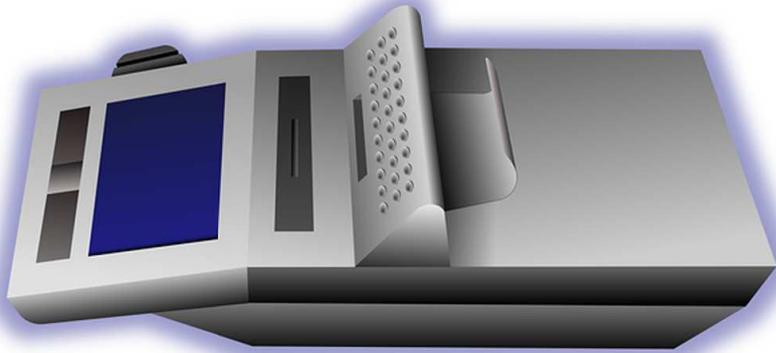
Repeat for every audio file you insert into each slide



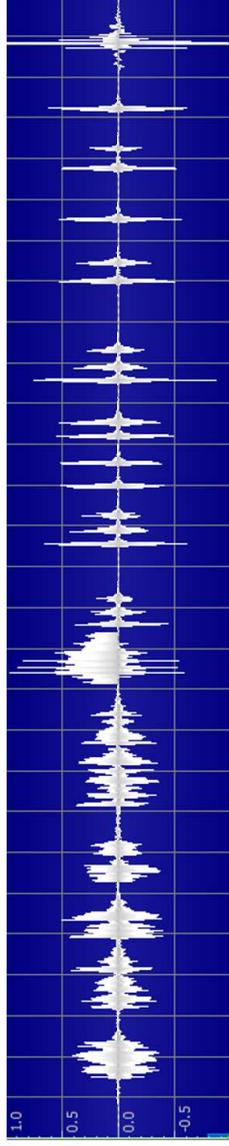
Step 8 – Rehearse Timings

- This step is setting up the timings for each of your slides so that they will run automatically for a specific period of time before going on to the next slide

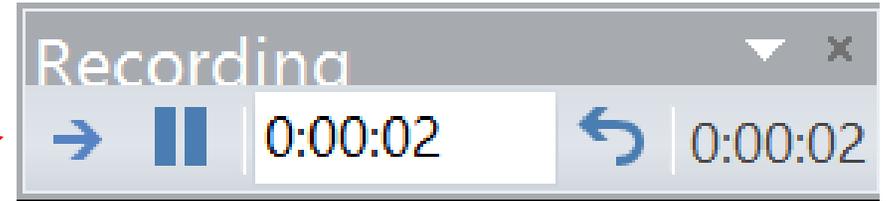




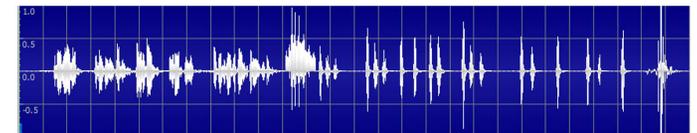
Instructions for Creating an Auto-run (Kiosk Mode) Slide Show with Voice Over



- Starting with first slide, allow voice over to run
- When voice file stops playing, click on blue arrow to advance to next slide
- REPEAT, listening to voice over, then, when it is over, clicking on blue arrow to advance to next slide
- When finished, click on the “x” to close window. You will be prompted to save your file

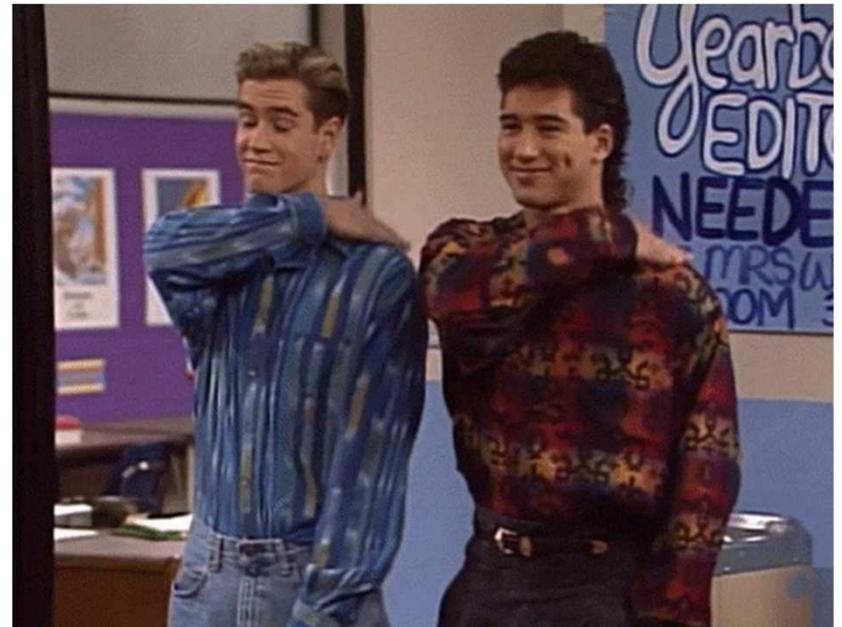


Instructions for Creating an Auto-run (Kiosk Mode) Slide Show with Voice Over



Step 9 – Check to ensure everything is A-OK!

- Double click on your PowerPoint. It should start running through each slide automatically with the voice recording
- If everything runs smoothly, pat yourself on the back



Step 10 – Troubleshooting Problems

- If it doesn't run properly:
 - 1 – check that your slideshow is in “Kiosk mode”
 - 2 – check to see that all voice recordings are set to: a) “after previous” not “On click” and “Animate as part of click sequence”
 - 3 – check to make sure that there are no other “transitions” or “animations” in addition to your sound files that are set to “on click” – basically, nothing can be set to “on click” or it won't automatically run



And TA-DA! You are done!!

