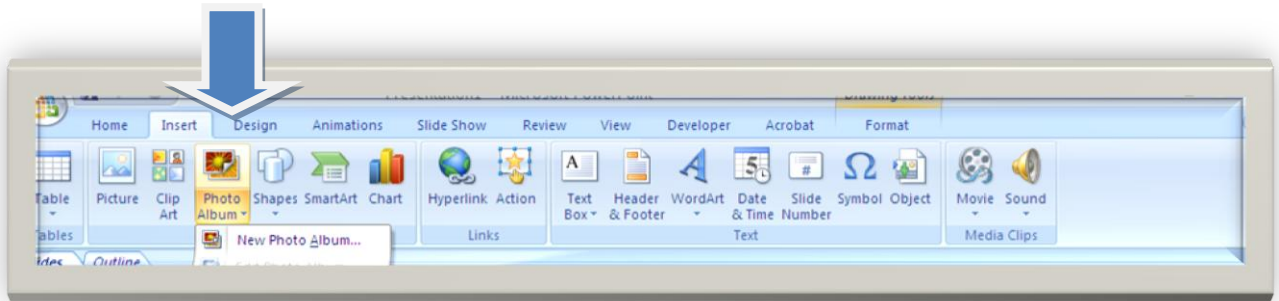


## PowerPoint Instructions

Open PowerPoint and insert Photo Album



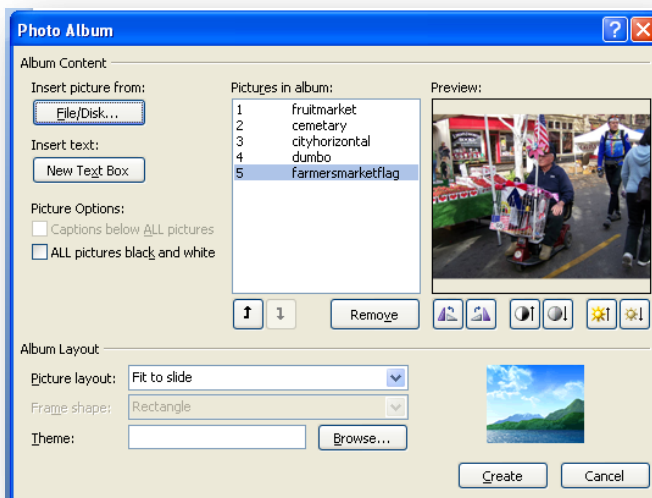
Find the File Folder and choose the first picture, hold down the shift key, and choose the last.

OR

Control A to select all

OR

Click one, hold down the control button, and choose others.



You can do some editing and rearranging here. You can also rearrange in the slide sorter view.

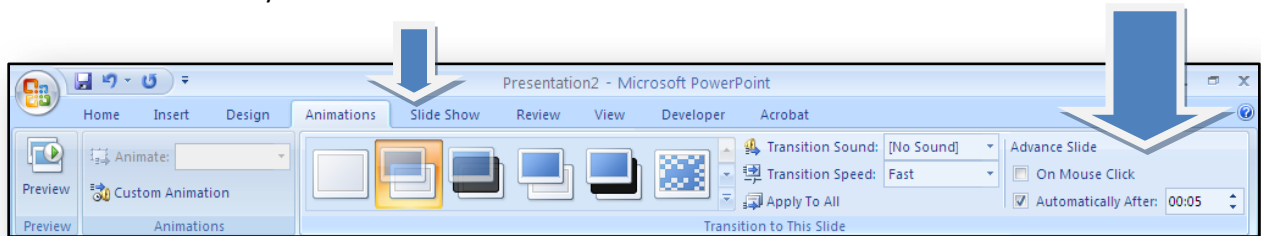
## ANIMATIONS AND TIMINGS

Control A to choose all slides (this will make changes for ALL slides at once).

Go to "Animations"

Add a transition

Change the “Advance Slide” area  
Uncheck “on mouse click”  
Set automatically after 5 seconds.



## ADD SOUND

Click on the slide to which you want to add sound.

Click on “Insert Sound” and choose “Record Sound.”



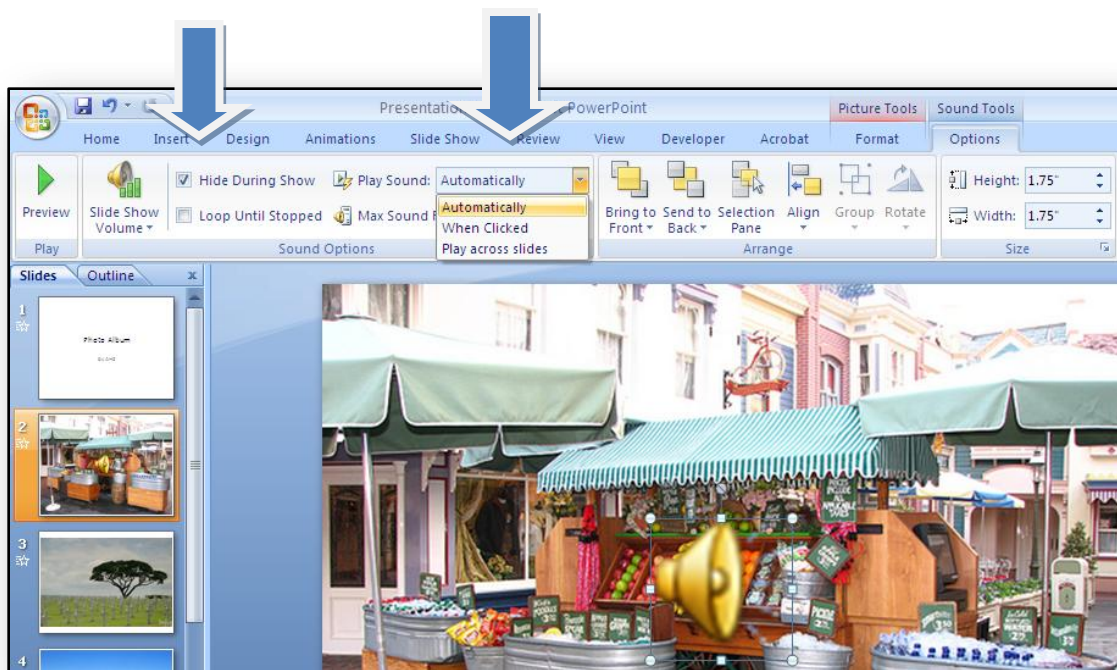
Record your sound (under 3 seconds).

Click on the yellow Speaker that appears

Click on Sound Tools

Choose “Play Song Automatically” and “Hide During Slide Show.”

Repeat for the rest of the slides



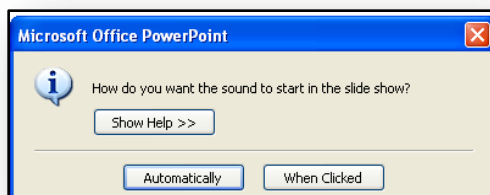
## ADD MUSIC ACROSS SLIDES

Choose your first slide

Go to Insert> Sound>From File

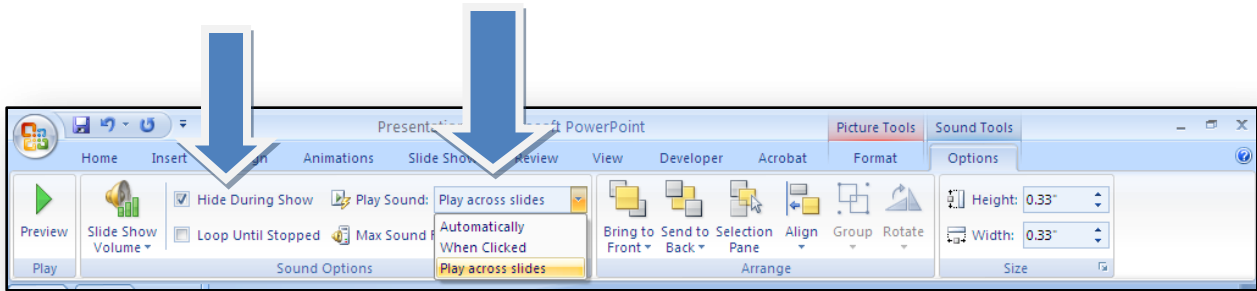
Choose your sound file

On the pop up choose “Automatically”



Click on yellow speaker and go to Sound Tools

Choose “Hide During Slide Show” and “Play Across All Slides”



Save PowerPoint with all parts (pictures, sound, video) to a USB or Flash Drive.

If you think you will forget some of the files, you can choose “Publish” and “Package for CD.” This will put all the files you need into one folder for you.

