



Automatic timing an audio cd track during your PowerPoint XP slideshow

Technology for Classroom Teachers
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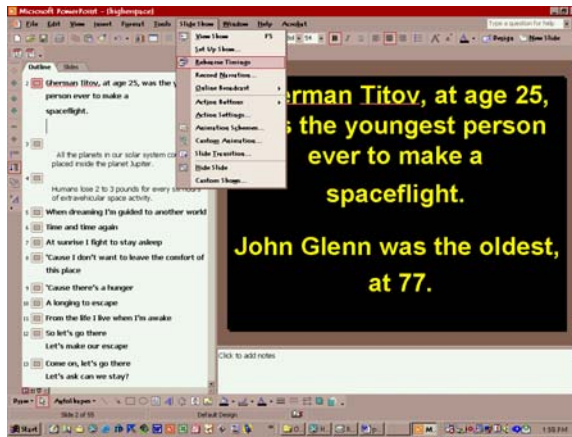
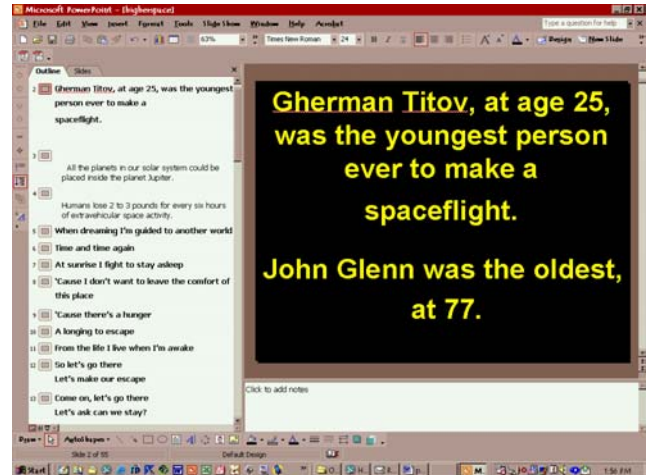
Step 1.

To advance your slide show in time with music, print out the outline of your presentation so you know what slide is coming up next.

If you cannot see the outline form of your slideshow, go to **View** and **Toolbars**, and click on **Outlining**.

If your computer cd player is on autoplay, **TURN OFF THE CD PLAYER AND CLOSE IT** but keep the music cd in the player.

If you have a blank slide to start your presentation (a place holder to have on the screen until you start your presentation) start at the 2nd slide or wherever you want the timing to start.



Step 2.

Click on **Slide show**.

Click on **Rehearse timing**.

This will open your slide show and start your music on the appropriate slide.



Notice the small timer window. The timer starts as soon as your slide show opens, so be ready!!

The numbers in the white box indicate the time the current slide has been up.

The numbers on the right indicate the total time of the slide show to this point.

Step 3

As your music plays, keep an eye on your printed outline of what slide is next.

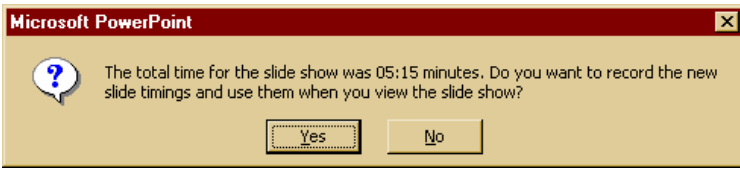
Click your mouse when you want the slide to change.

If you click too early or too late, don't worry –You can fix this later!

Go through the whole slide show/song.

When you reach the end,

Click the **X** in the upper right corner of the timer.



Click **Yes**.

Now, test your timing.
Click **Slide show** and **View Slide show**.
How does it look?

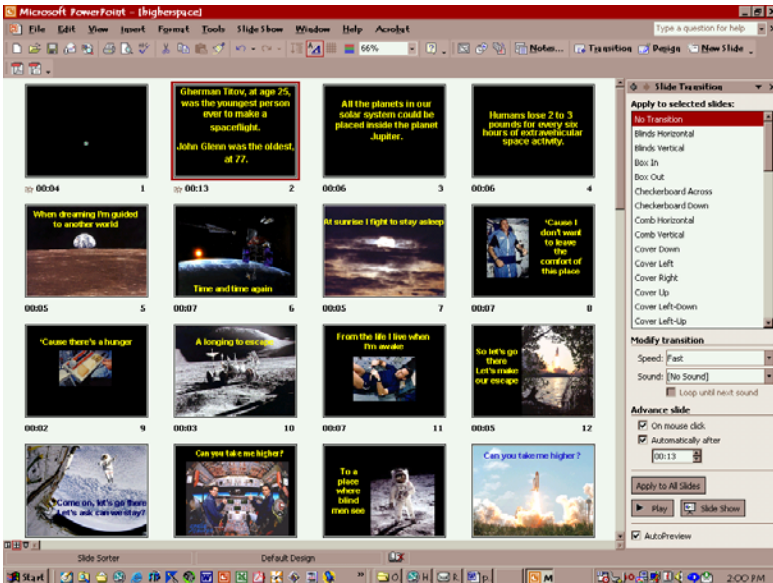
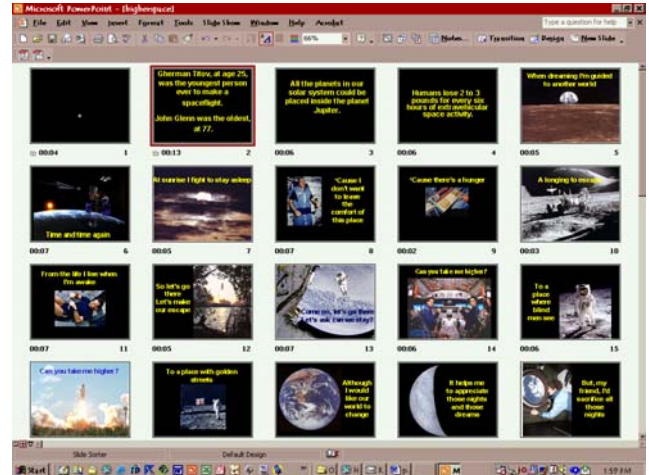
Step 4

If there are just a few glitches, you can tweak your slide show easily.

Go to the **Slide Sorter View**.

Notice the numbers on the lower left below each slide. Each of these is the length of time that slide is on the screen.

During your slide show, take note of which slide is on the screen for too long or not long enough. You can adjust these times by clicking on the slide you want to adjust to select it.



Step 5

Click on **Slide Show** and **Slide transition...**

In the lower right hand side, you'll see a section called **Advance Slide**. Notice the time for the automatic advance of this slide. Change the time (either use the arrow keys or select & type in correct time).

Make sure you do **NOT** click **Apply to All!**
Save if it works out just right
or
Adjust till it does advance the slide correctly.