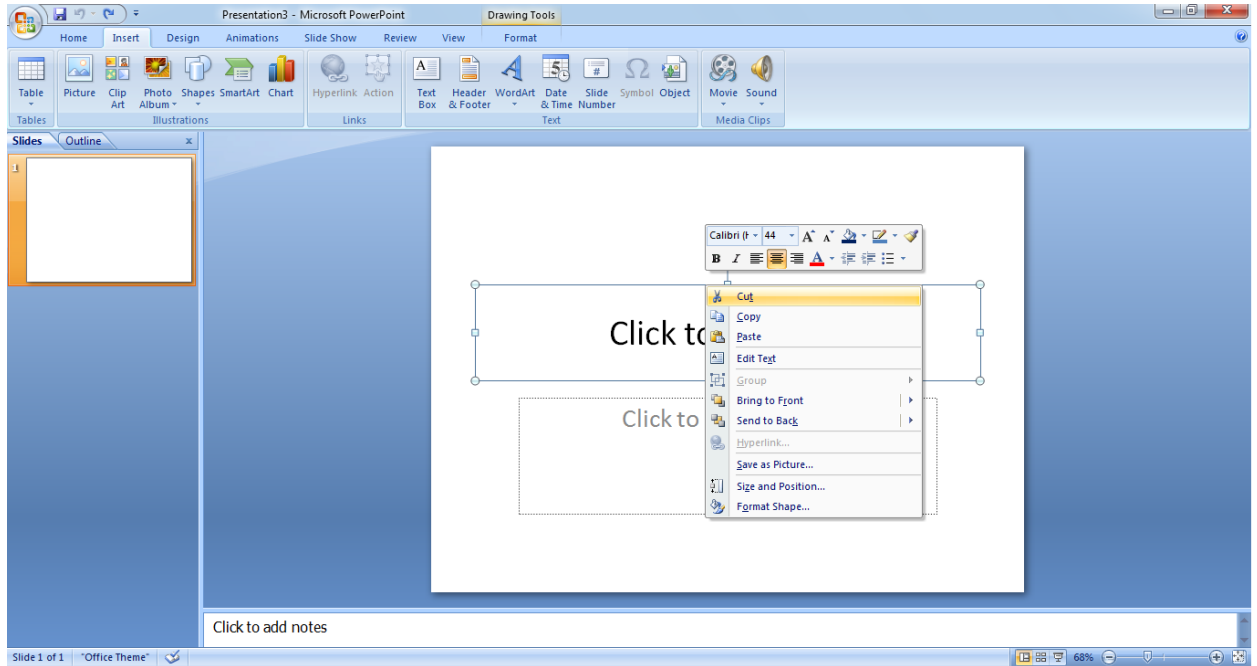


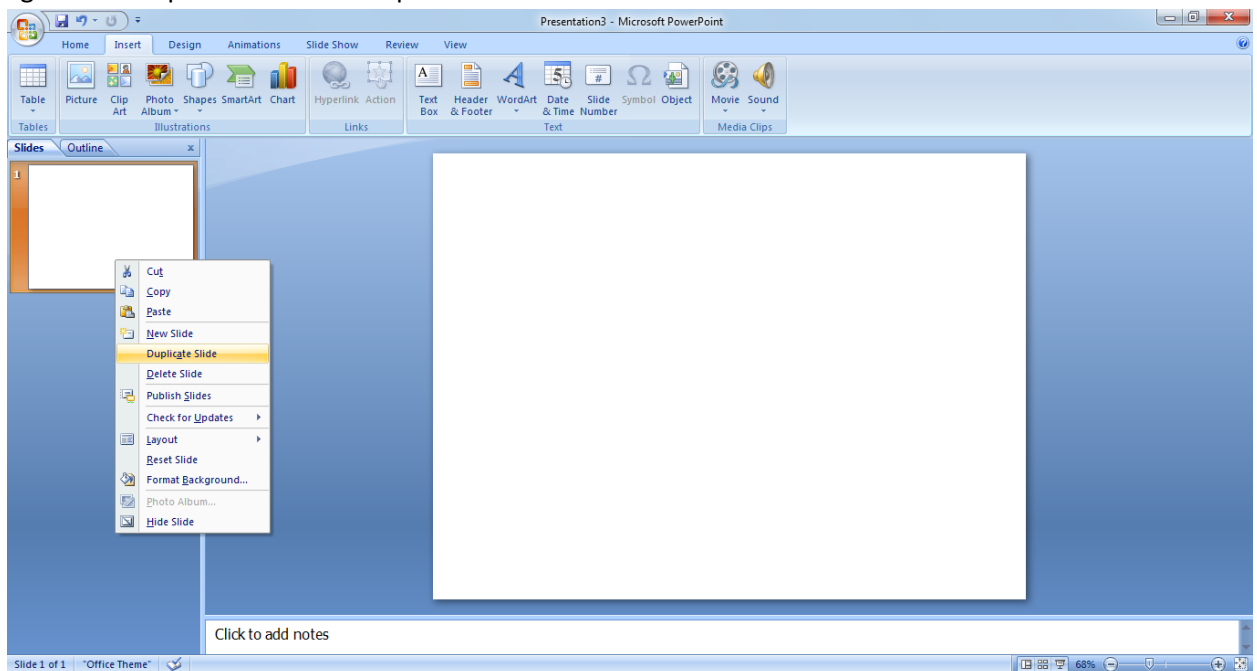
Easy “How to do” steps:

- 1.) Open MS Office Powerpoint. The screen looks like this:

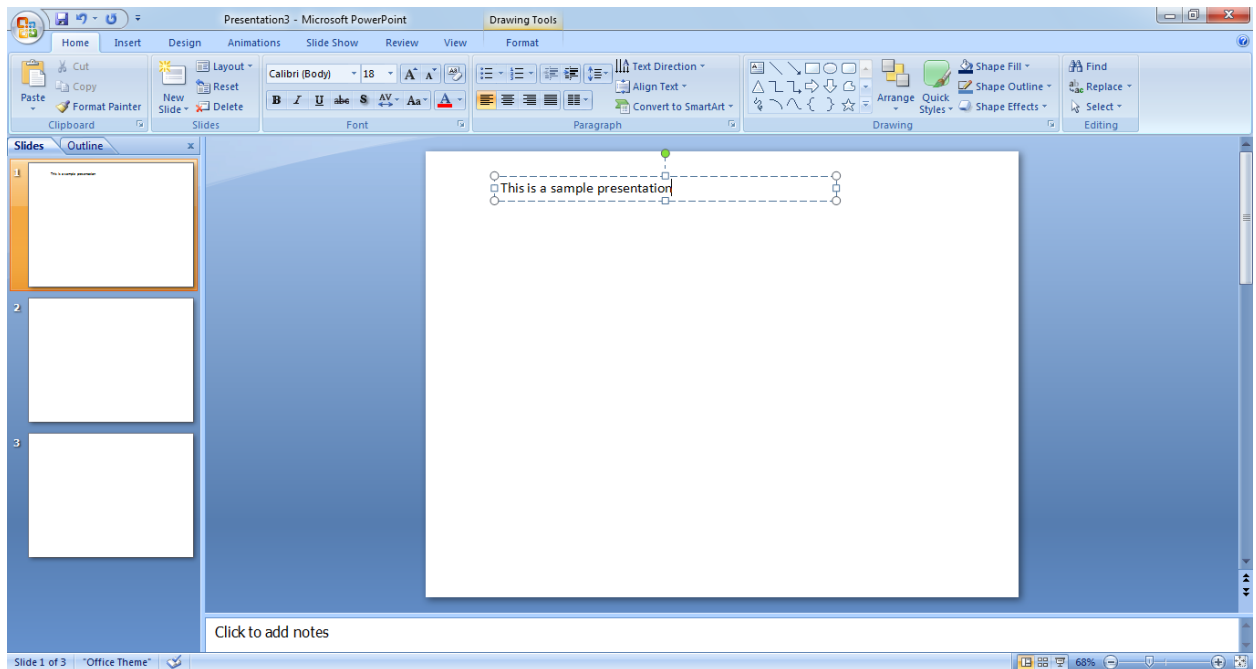


Remove the “Click to add title” and “Click to add subtitle” boxes using the “cut” option from the right-click menu.

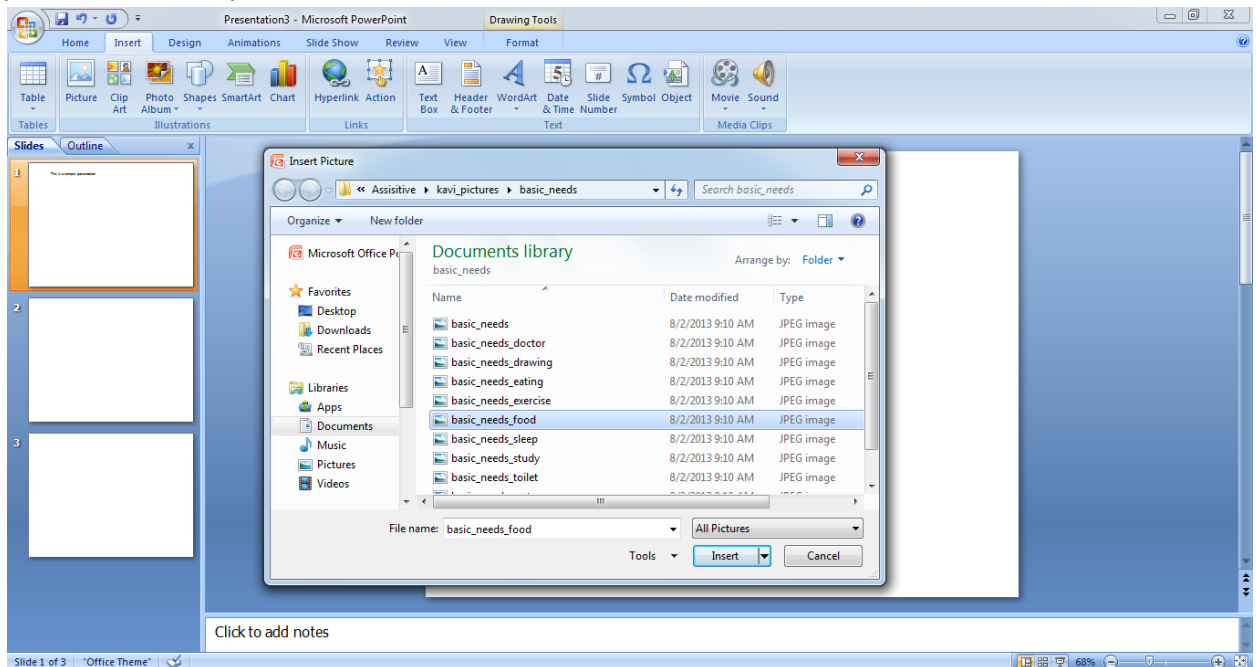
- 2.) Now, make multiple slides (as many as required) using the “Duplicate slide” option from the right-click drop-down on the left panel.



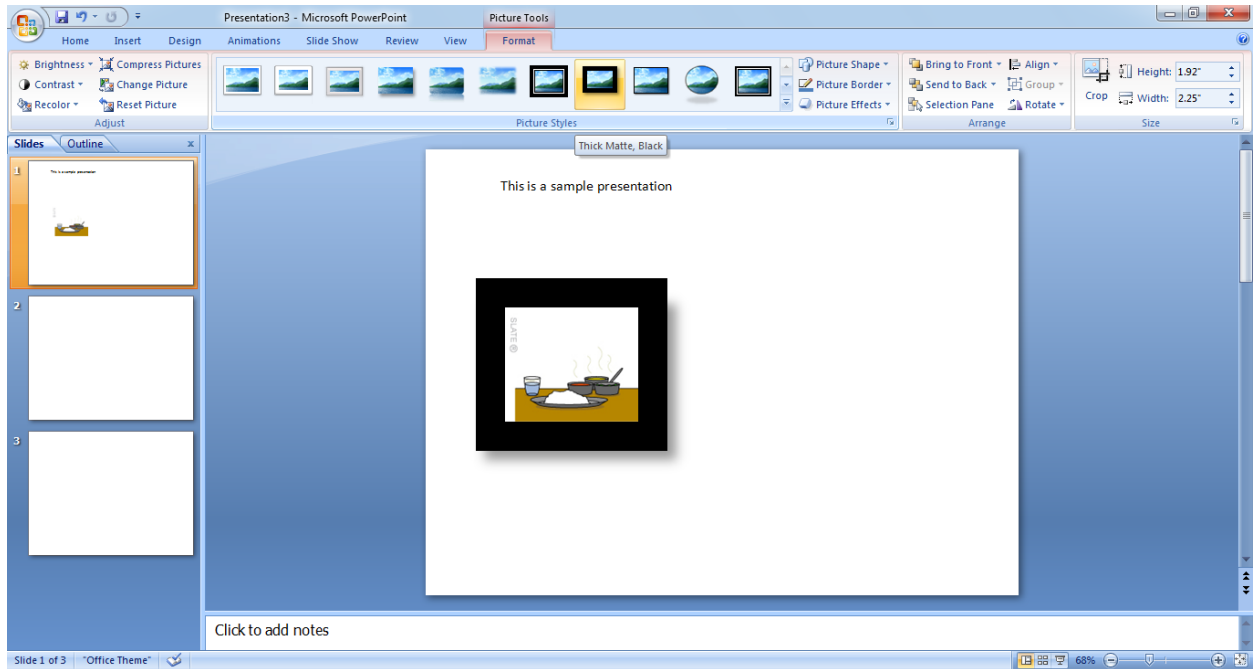
- 3.) Insert text: Choose the insert option in the top menubar, followed by the “Text Box” option. Then draw the text box and type out the text as shown:



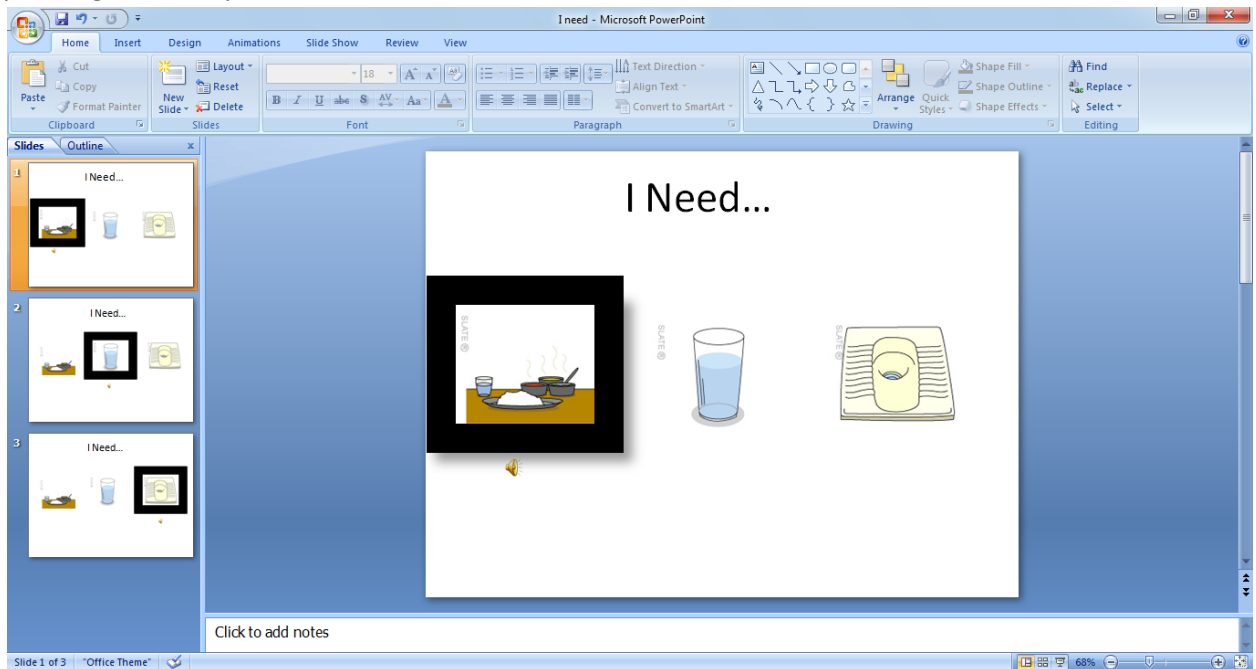
- 4.) Insert picture: If you have the desired picture saved in a folder, click Insert->Picture. A dialog box with the destinations on the computer opens as shown. Go to the desired folder and choose the picture, followed by “insert”.



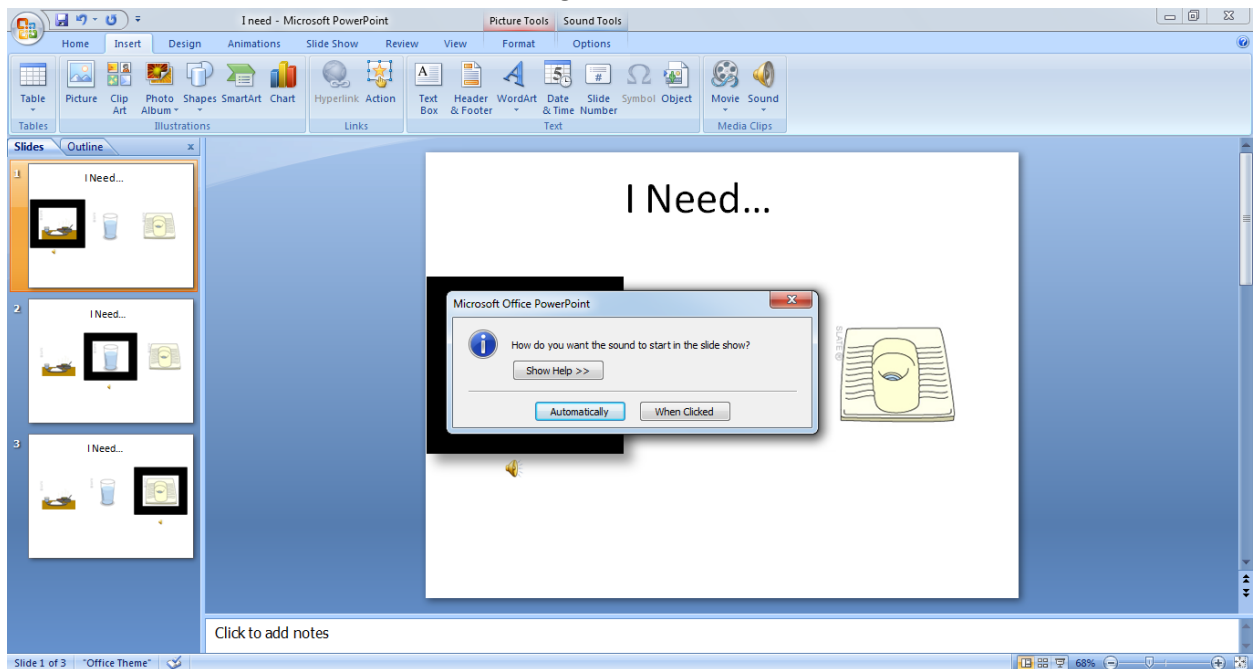
- 5.) Once inserted, pictures can be edited, highlighted or customized using the various options available. For example, highlighting(thick black borders) can be done using the Format option:



- 6.) Take a look at the following sample created in a way to look like the highlight is moving across the options. In reality, there are three slides with similar placement of pictures(Notice the left panel. Ignore the speaker-like icon; it shall be discussed later):

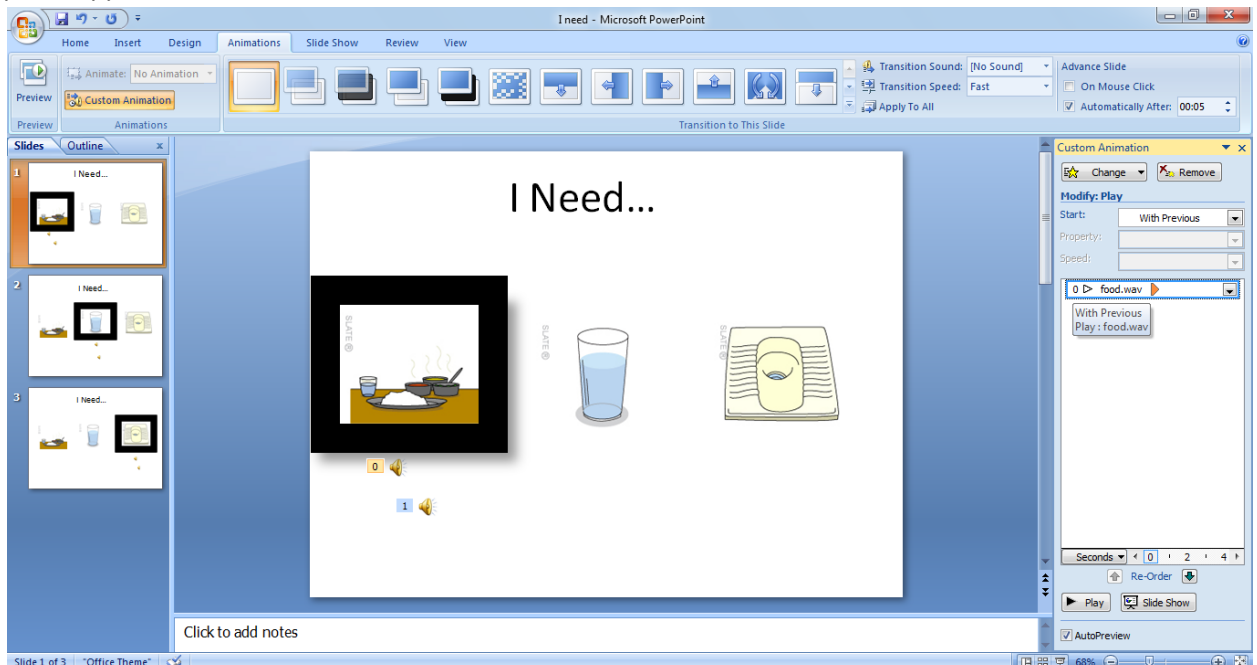


- 7.) Insert audio clips: Go to Insert->Sound->Sound from file. Choose the desired sound clip from its destination and click OK. You will see this dialog box:



Choose “Automatically” to play the sound corresponding to an option when the slide sets in. Do the same for each sound clip. Make sure the correct clip is attached to each slide.

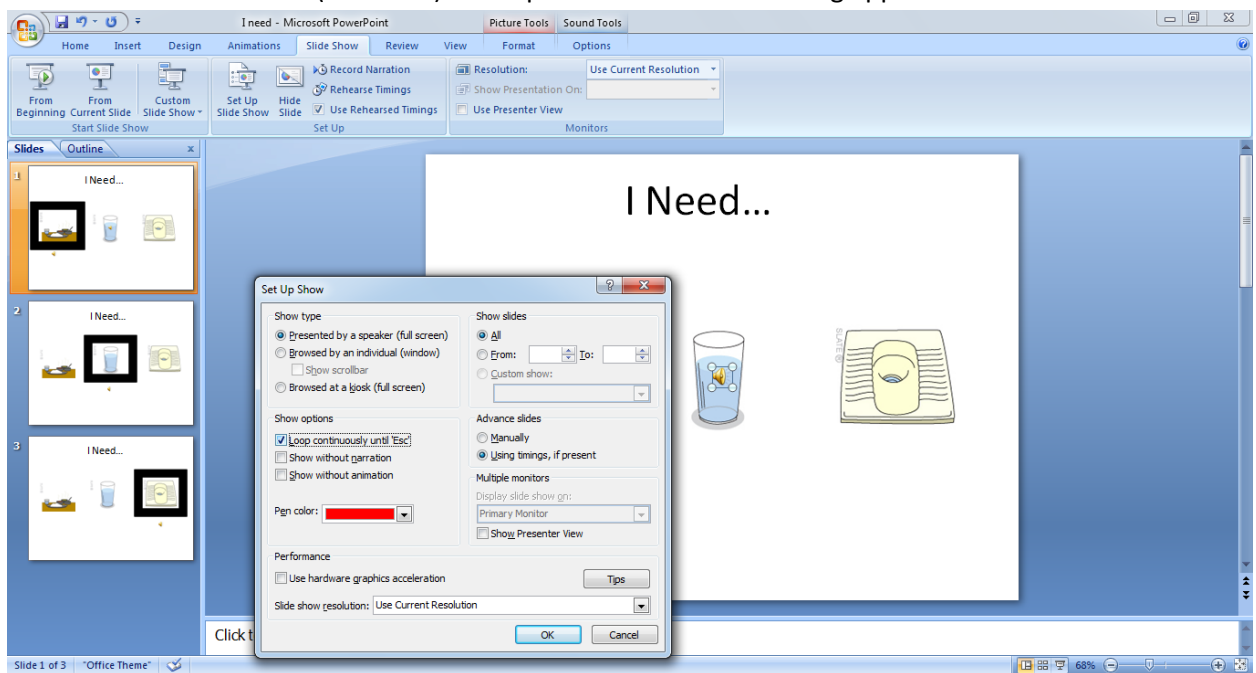
- 8.) Inserting audio clips and changing settings as in the sample presentation given:
Insert the two audio clips per slide appropriately – the words playing “automatically” and sentence recording as “when clicked”. Then choose Animation->Custom Animation. The right panel appears as shown:



Double click on the sound clip whose properties you want to change. The parameters are intuitive but given below is the set of values/choices used in this particular presentation:

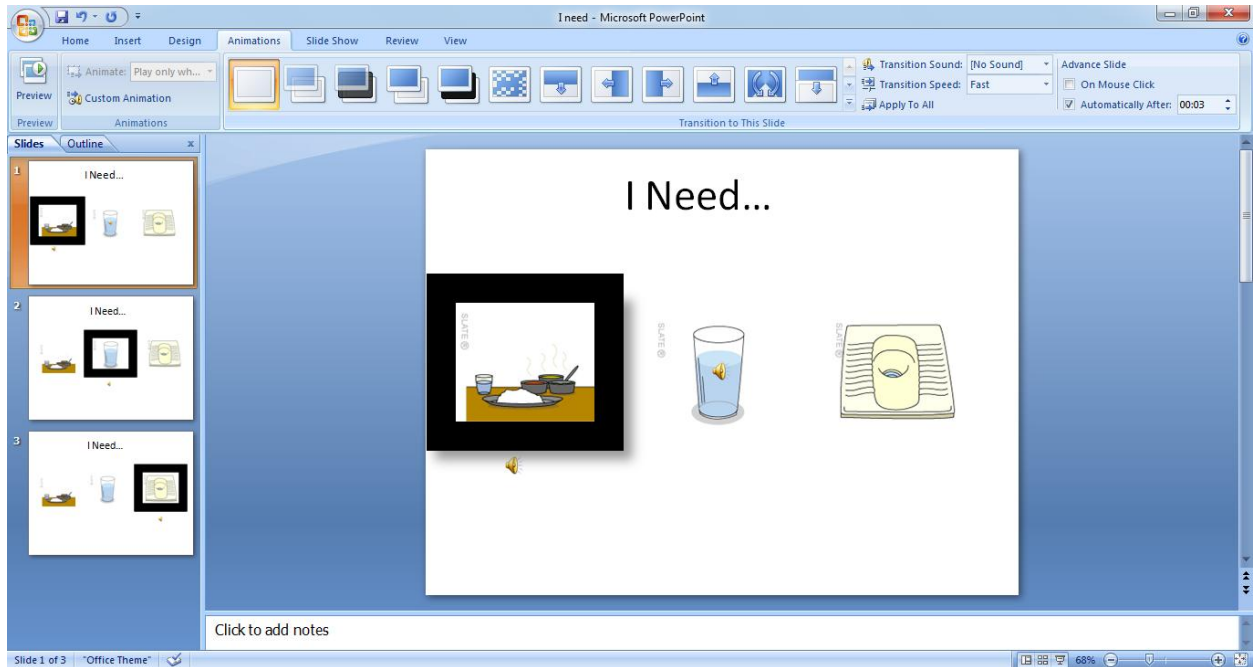
- For the first clip(word only) in every slide:
 - Effects tab: Start playing – from beginning; Stop playing: on Click
 - Timing tab: Start-with previous; delay = 0s; Repeat –none; Animate as part of click sequence
 - Sound tab: default
- For the second clip (sentence) in every slide:
 - Effects tab: Start playing – from beginning; Stop playing: after current slide
 - Timing tab: Start- on click; delay = 10s; repeat – none; Animate as part of click sequence
 - Sound tab: default

9.) Playing the presentation in a loop so that the subject can repeatedly look and then make a choice: Choose Slideshow(menubar)->Set up Slideshow. The following appears:



Choose the “Loop continuously until Esc” option and click OK. This ensures that the presentation goes on till Esc is pressed.

10.) Setting timings for the slides: Go to Animations->Advance slide (top right corner). Choose as required. Timing for each slide can be set separately. This presentation has a value of 5 s.



11.) At any time, to check how the presentation would look, choose SlideShow->From beginning. Shortcut-F5. The slideshow plays. You can always exit using Esc and get back to editing the presentation.