Instructions for PowerPoint Features

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The following instructions will help you to fulfill three somewhat obscure functions with PowerPoint slideware: 1) create a your own template background; 2) use the notes function; 3) use the timer function

Getting Started

- Open Microsoft PowerPoint
- Create PowerPoint presentation

Creating Your Own Template

Microsoft does not always offer background templates appropriate for your rhetorical purpose. As a result, it is appropriate to use a blank slide. Or you can customize the show for the rhetorical purpose. These instructions will help you do the latter. This function can be done before you start composing your presentation and may be advisable.

- Go to **View→Master→Slide Master**. A blank slide will appear that displays all of the elements of the slide.
- Use the various function of PowerPoint to create appropriate *Alignment*, *Repetition*, *Contrast* and *Proximity*. This includes adding your own image, especially one that is appropriate for the specific presentation.
- When you are done making adjustment, click **Close** on the small floating window. Your changes will be applied to the entire presentation.

Adding Notes

Microsoft PowerPoint allows users to add notes to the slide. These notes can be printed out with the slide. Or they can be read by someone viewing the file.

- Underneath the work box that allows you to compose on the slide, there is a smaller box with the directions to "Click to add notes"
- Click in this space and for each slide write out the script that would accompany that slide

- To Print notes, go to **File→Print**. The print window will appear
- Under **Print What**, select **Notes Pages**

Timer Function

By setting the timer and creating a continuous loop, you can have your show play without having to present it yourself.

- To set the timer, go to **Slide Show→Slide Transition**. A small window will appear.
- Set **Effect** to **No Transition**
- Set **Sound** to **No Sound**
- Under **Advance**, check **Automatically After** and set a time (20-45 seconds should give your audience enough time to read the slide; make this judgment on the amount of content on the slide)
  - Make sure **On Mouse Click** is left unchecked if you do not want your audience to control the show.
- Click on **Apply to All**

- To put the show in a continuous loop, go to **Slide Show→Set Up Show**. A small window will appear.
- Under Show type, click on **Presented by a Speaker** and **Loop continuously until 'Esc'**
- Click **OK**