

Audio-Visual Editing in Microsoft PowerPoint

- 1. Open Blank Presentation**
- 2. ‘Design’ – ‘Size’ – ‘Landscape’ – ‘Onscreen 4-3’**
- 3. Add Vertical and Horizontal Guides to frame images – leaving vertical room for headers and footers.**
- 4. ‘Home’ – Choose Font type & Font size for Header – eg ‘Lucida 28’.**
- 5. ‘Home’ – Choose Font type & Font size for Footer ‘Title’ – eg ‘Lucida 18’.**
- 6. ‘Home’ – Choose Font type & Font size for Footer ‘Author’ – eg ‘Lucida 10’.**
- 7. ‘Insert’ – ‘Audio’ – ‘Audio on My PC’ – ‘Play in Background’ and tick ‘Loop until Stopped’ (plays once only).**
- 8. Insert First Image and align with Vertical / and or Horizontal Guides centrally. Edit Header and Footers to suit image if required.**
- 9. In left column – ‘Right Click’ and choose ‘Duplicate Slide.’**
- 10. Delete Audio on duplicate slide or it will play multiple times.**
- 11. Right click repeated image and choose ‘Change Picture – This Device’ – Choose next image & align if necessary. Edit Header and Footers to suit image if required.**
- 12. In left column – ‘Right Click’ and choose ‘Duplicate Slide.’**
- 13. Repeat duplicating slides and changing subsequent images and editing text to suit, until complete. (approx. 30 images for a 4-minute audio).**
- 14. ‘Transitions’ – ‘Fade’ – ‘After 8 secs’ (On Mouse & After should be ticked). Click ‘Apply to All’ (all slides now will fade to next image after 8 seconds, depending on transition duration).**
- 15. You may need to adjust ‘Transitions’ shorter or longer on all or some of the slides to suit the audio length.**
- 16. Check it runs OK then save file, plus save additional file as a ‘Master’ for future Avs.**

