



PowerPoint: Two Shows for the Price of One

Scenario: You are about to give a PowerPoint presentation – but you'd like to have a few introductory slides looping over and over again as the audience files in. Then...when you're ready...tap a key and the main presentation starts.

SOLUTION: Have a welcome/intro show loop (while people are taking their seats) – equipped with a button that enables you to start the actual presentation when you're ready to begin.

1. Create your presentation, ensuring that the (introductory) slides that you want to loop are located at the *start* of the presentation. Save the presentation.
2. In SLIDE SORTER view – press [CTRL]A (to select all the slides)
3. Click the TRANSITIONS tab.
4. Select the (beginning) slides that you want to loop: click on the first of the slides, hold down the [SHIFT] key then click on the last of the (repeating) slides.
5. At the end of the ribbon (TIMING area) – check the AUTOMATICALLY AFTER option and set the timing to 3 seconds.
6. Now, on the SLIDE SHOW tab - click the SET UP SLIDE SHOW button.
7. In the SHOW OPTIONS section – check the LOOP CONTINUOUSLY UNTIL ESC box.
8. To the right of that (in the ADVANCE SLIDES section) – just make sure the USING TIMINGS, IF PRESENT option is checked (it should be) – then click OK.
9. Now you need an on-screen button to link you to the rest of the slides:
 - a. Double-click the last of your intro (looping) slides – so you can work on it.
 - b. On the INSERT tab – click SHAPES and select any basic shape (like a square).
 - c. Add the shape to the bottom corner (either one) of the slide.
 - d. With the shape selected – click the INSERT tab – then ACTION button (LINKS section).
 - e. When the ACTION SETTINGS button appears – click the HYPERLINK TO option (on MOUSE CLICK tab).
 - f. From the drop-down list – choose SLIDE.... (you'll have to scroll down to see it).
 - g. A list of the (numbered) slides in your presentation will appear – select the slide that should start after the looping has finished (in other words, the first slide of your regular presentation) – then click OK.
 - h. Click OK to close the ACTION SETTINGS window.
 - i. To make the (hyperlink) button invisible – while it is still selected:
 - i. On the DRAWING TOOLS-FORMAT tab, click the SHAPE FILL ▼ - then NO FILL.
 - ii. Again, on the DRAWING TOOLS-FORMAT tab, click the SHAPE OUTLINE ▼ and choose NO OUTLINE.
10. Finally, we must HIDE the rest of the slides (to get the looping to work for just the first (intro) slides):
 - a. In SLIDE SORTER view, select all the “regular” (non-looping) slides.
 - b. RIGHT-CLICK one of the selected slides and choose HIDE SLIDE.
 - c. Also...just double-check that these (selected) slides are (on the TRANSITIONS tab) set for ON MOUSE CLICK (and NOT “Automatically After”).
11. SAVE the presentation.
12. Run it – from the first slide. You'll see that your intro slides loop. And when you're ready to start the main presentation – point the mouse where you know the invisible (hyperlink) shape is located on the last of the looping slides – and click – and your regular presentation will start.