



PowerPoint: Running an Intro Presentation before the Main Event

SCENARIO: While you are waiting for your slideshow presentation audience to file into the room – you'd like to run a few introductory slides...looping over and over until you're ready to run the main presentation. At which point, you'd like to just tap a key and the main presentation starts.

SOLUTION: Create a few slides that you want to have repeat as your before-show-fill-in – and have them set to LOOP until you press key – then they automatically fall out of the loop...and into your main event (presentation).

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. Switch to SLIDE SORTER view – and click the TRANSITIONS tab.
3. Select the (beginning) slides that you want to loop: click on the first of the slides, hold down the [SHFT] key then click on the last of the (repeating) slides.
4. At the end of the ribbon (TIMING area) – check the AUTOMATICALLY AFTER option and set the timing to 5 seconds. You should notice 00:05 appear at the bottom-right corner of each of the selected slides.
5. Now, on the SLIDE SHOW tab - click the SET UP SLIDE SHOW button.
6. In the SHOW OPTIONS section – check the LOOP CONTINUOUSLY UNTIL ESC box.
7. 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.
8. Now you need to create an on-screen button to link from the looping presentation to the rest of the slides:
 - a. DOUBLE-CLICK the last of your intro (looping) slides – so that it witches to NORMAL view (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. RIGHT-CLICK this new shape – and HYPERLINK.
 - e. In the LINKS TO panel (left-hand side of the INSERT HYPERLINK window – click PLACE IN THIS DOCUMENT.
 - f. In the SELECT A PLACE IN THIS DOCUMENT panel that appears – click the slide that is to be the first of your *regular* presentation (the first slide following your repeating (intro) slides).
 - g. Click OK to close the INSERT HYPERLINK window.
 - h. To make the (hyperlink) button invisible – while it is still selected:
 - i. On the DRAWING TOOLS – FORMAT contextual tab (SHAPE STYLES section) click the ▼ of the SHAPE FILL and choose NO FILL.
 - ii. And just below the SHAPE FILL button – click the ▼ of the SHAPE OUTLINE and choose NO OUTLINE.
9. 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. (The fastest way to do this: press [CTRL]A (to select ALL the slides...then hold down the [CTRL] key while you click on each intro slide (to Unselect them).
 - b. RIGHT-CLICK one of the selected slides and choose HIDE SLIDE. (A diagonal slash should appear through each of the (hidden) slide numbers.
 - c. Also...just double-check that these (selected) slides are (TRANSITIONS tab) set for ON MOUSE CLICK.
10. SAVE the presentation.
11. Run it – *from the first slide*. You'll see that your intro slides loop. And when you're ready to start the main presentation – wait until the intro slide containing the hyperlink appears....then...point the mouse where you know the invisible (hyperlink) shape is located – and click – and your regular presentation will start.