

## Time a Presentation

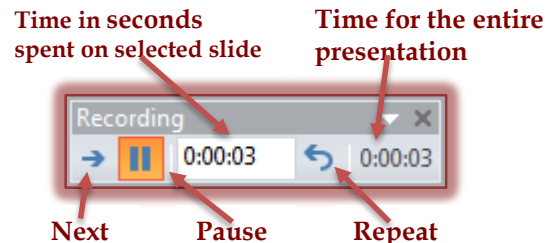
Timings for slide shows can be set before rehearsing through the Slide Show, Slide Transitions menu, or they can be set automatically during rehearsal. If the timings are set before rehearsal, it is easier to work in Slide Sorter view where miniatures of each slide in the presentation are shown. Timing for one or more selected slides can be set by clicking **Slide Transition** on the **Slide Sorter** toolbar, and entering the number of seconds the slides are to appear on the screen. Different timings for each slide can be set - for example, the title slide can be set to appear for 10 seconds, the second slide for 30 seconds, the third for 45 seconds, and so on.

### Rehearse Timings

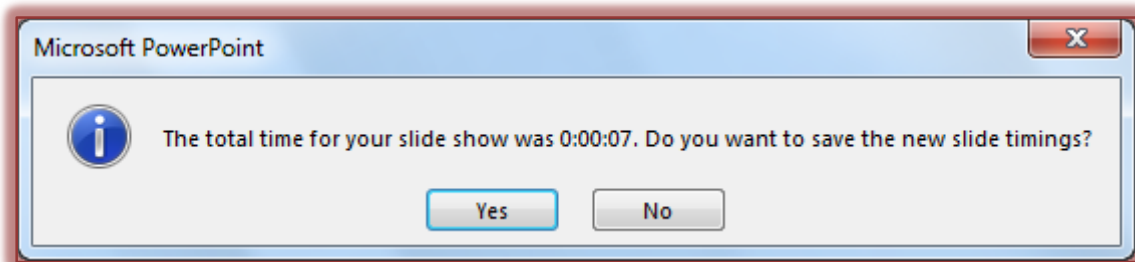
- ✦ Click the **Slide Show Tab**.
- ✦ In the **Set Up Group**, click the **Rehearse Timings** button (see illustration below left).



- ✦ The **Recording** toolbar will appear (see illustration below).



- ✦ Set timings by completing one of the following procedures:
  - ✦ Press **Enter** after going through each slide.
  - ✦ Press the **Next** button on the **Recording** toolbar to move to the **Next** slide.
- ✦ To **Repeat** the timing on a slide, click the **Repeat** button on the **Recording** toolbar.
- ✦ To **Pause** the timing on a slide, press the **Pause** button on the **Recording** toolbar.
- ✦ To end the recording, right-click in the **Slide** and click **End Show**.
- ✦ A message will appear as shown in the illustration below.



- ✦ Click **Yes**.
- ✦ The presentation will open in **Slide Sorter View** with the times for each slide recorded below the slide.

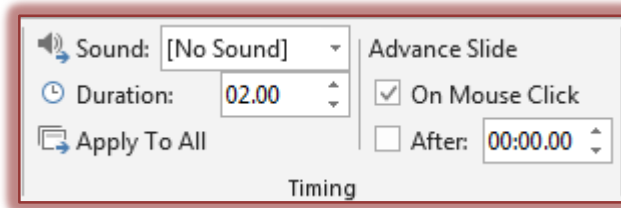
## Notes

- ★ PowerPoint keeps track of how long each slide appears and sets the timing accordingly.
- ★ If the slide is displayed more than once, the last timing is the one PowerPoint records.
- ★ The timings can be accepted when the rehearsal is finished or can be reset.
- ★ A good way to determine the length that each slide should display is to read the text in the slide at a speed that you anticipate others will be reading it.

## Set Timing Manually

In addition to having the timing set automatically when recording a narration or when rehearsing timings, timing can be set manually.

- ✦ Display the presentation in **Normal** view.
- ✦ Click the **Slide** for which the timing is to be set.
- ✦ Click the **Transitions Tab**.
- ✦ In the **Timing Group**, under **Advance Slide**, click the **After** check box.



- ✦ Enter the **Number of Seconds** the slide is to appear on the screen.
- ✦ Repeat these steps for each slide for which timing is to be set.

**TIP:** To have the next slide appear either on a Mouse Click or automatically after the number of seconds specified, select both the **On Mouse Click** and the **Automatically After** check boxes.