

HELP US GROW



Instructions for using the PowerPoint “MUis...” as a loop or a talk

Designed for use at your Help Us Grow invitation event

This loop is designed to be used on any occasion to give information about Mothers' Union, but you will probably find this extremely useful in your event when you are speaking to non members.

The loop is designed to be used in two different ways.

- i. As a short film watched without narrative by the group, or as part of an exhibition or display during a meet and greet type session as a backdrop to the whole occasion.
- ii. As a short talk you can give in person, with the slides illustrating your talk and you controlling the clicks forward.

Instructions for choice i) – showing as a short film.

This short film option is prepared for you ready on the disk we have supplied. Rather than run this silently, it is possible to include a song track that is motivational, upbeat and that you like. We recommend Calvin Harris 'I feel so close to you' (Radio edit) which is the one we used at our General Meeting 2012, and which is exactly the right length to run over the slides. (3 mins 34 secs) **If you run your presentation straight from the disk this is the track which will play.**

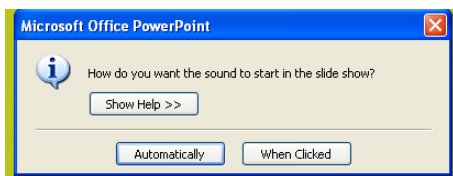
If, however, you would like to use a different sound file, you should look for one around 3 minutes and 34 seconds long. You will need to insert the track into a copy of the PowerPoint (as you will not be able to edit the disk) and save it to your local files or your memory stick.

We are not supplying the sound track as this would mean we had infringed copyright by distributing illegally. But downloading the MP3 file is really simple from a website such as iTunes or Amazon.

To install your chosen track into the presentation.

- a) Once you have downloaded your track it is really important to keep it in the same folder as you store the PowerPoint presentation. Therefore if you intend to work from a memory stick on the day, ensure the track and the presentation are **saved in the same folder** on the memory stick so that they can “talk” to each other.
- b) To insert the sound track: open the presentation. Go to the second slide. At the bottom left of the slide you will see a small symbol of a speaker. Click this to **select** it, then click the “**delete**” button on your keyboard.

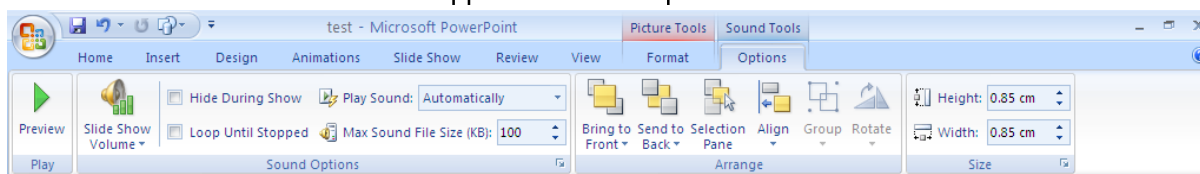
- c) On the top menu bar select the “insert” tab [next to the Home tab]. Click on Sound (again the symbol of the speaker).
- d) From the drop down menu select “Sound from file” [or some versions will just take you straight to your document folder where you have the PowerPoint saved.]
- e) Click on your MP3 file to select and click ok



f) If this box appears click “Automatically.”

g) A new speaker symbol should now have appeared in the centre of your slide. Click to select this and move it down to a less obvious place in your presentation.

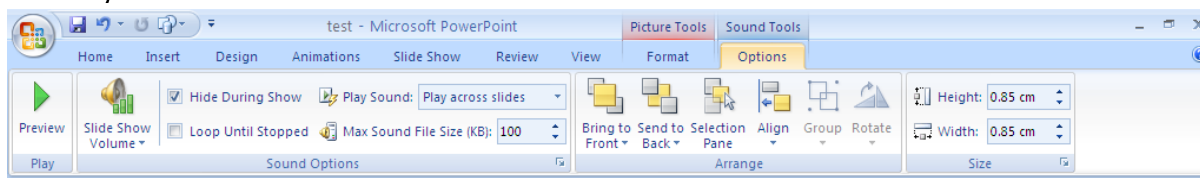
h) A new menu bar should now have appeared at the top.



i) On the selection boxes tick “Hide during Show”,

j) Where it says “Play Sound Automatically” – you need to select this and from the drop down menu select the option “Play Across Slides”

k) So now you should have this ...



l) Now it’s time to check you’ve successfully done this – so click back on “home” just to get you back to editing mode.

m) Click Slide Show on the main menu

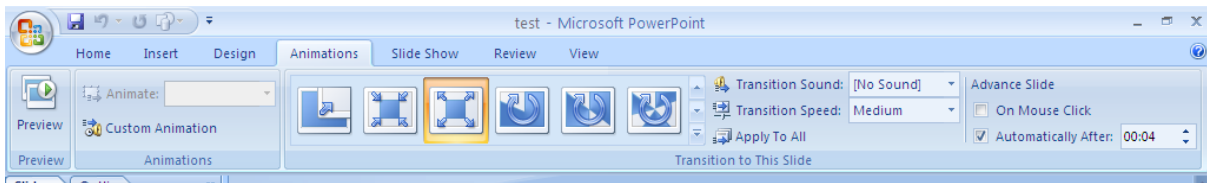
n) Run from beginning. Then you will need to do **only one click** to move your presentation from the holding slide (which is the slide which displays until you are ready to start), and then the presentation should run automatically.

Instructions for choice ii) – illustrating a talk

To use the presentation as a talk you will need to edit to suit your purposes, and save with your own file.

Instructions for using as a talk.

- a) Copy the file across from the CD rom to your own file area.
- b) Open your copy of the file.
- c) Go to the 2nd slide of the presentation.
- d) From the top menu bar which runs right across your presentation select the tab “Animations”
- e) You should now have a menu bar similar to this



- f) On the far right take out the click for “Automatically after” and click “On Mouse Click”
- g) Just to the left of that you have an option “Apply to all” which you should click.
- h) Go to slide 3 to check that on the next slide it is now “Advance on Mouse Click” rather than “Automatically”
- i) Go back to Slide 2. At the bottom left of the slide you can see a small symbol of a loudspeaker. Click this to select it. Then click the delete button on your keyboard.
- j) On the bottom of each screen is a section for the notes. You can add your notes in here, or use our suggestions. Then you can either print notes pages from PowerPoint, or you can export them to word and print from word. Be aware that this exporting process can take a while as it uses a lot of your computer’s memory.
- k) Do have a copy of the slides and your notes to present from, rather than keep turning around to talk to the main screen.