

Job Aid: PowerPoint 2003: Adding Timing to Your Presentation

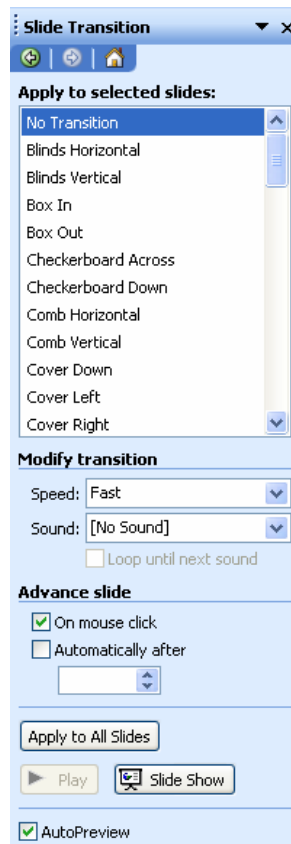


Having a set amount of time elapse between slide transitions is a great way to set up a presentation to run without your interaction, which is useful to display information in a non-presentation environment.

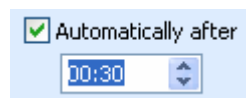


Open up your existing PowerPoint presentation.

1. Click **Slide Show > Slide Transition**.



2. Click the checkbox for **Automatically after**.
3. Use either the arrows on the side of the text box beneath **Automatically After**, or just enter the time between slides into the text box to set the amount of time between slide transitions. The format is XX:YY, with XX being the amount of minutes, and YY being the amount of seconds.



- To apply the transition to all slides in your presentation, click the **Apply to All Slides** button.



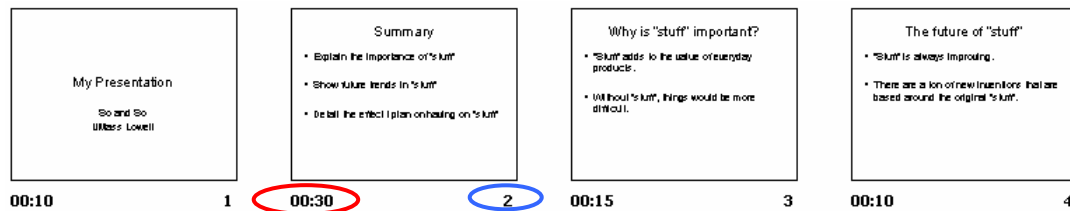
Tip: If you do not want to apply the transition to all slides, but do want to apply it to the currently selected slide, click the small **x** (X) on the top of the Slide Transition pane.



Note: If you want certain slides to have different delays, then select the slide you want from the Slides pane, and then set the time. This process can be repeated for all your slides without exiting from the Slide Transition pane.



Tip: To see a layout with all your slides and their transition times, go to **View > Slide Sorter**.



Time between transitions

Slide number