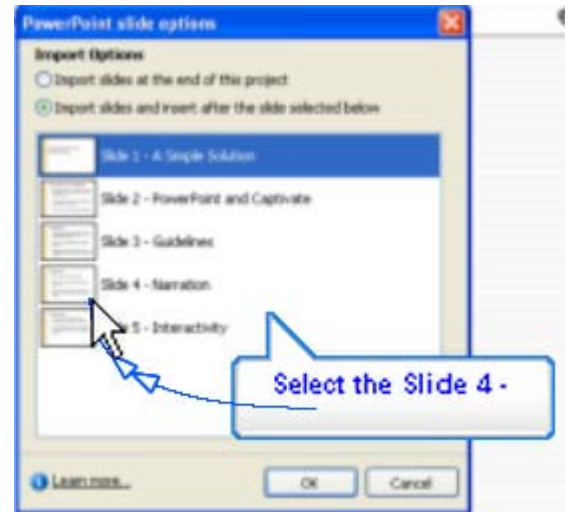


Step by step guide to building module five

This presentation leads you through the steps to adding and deleting PowerPoint slides from a Captivate presentation.

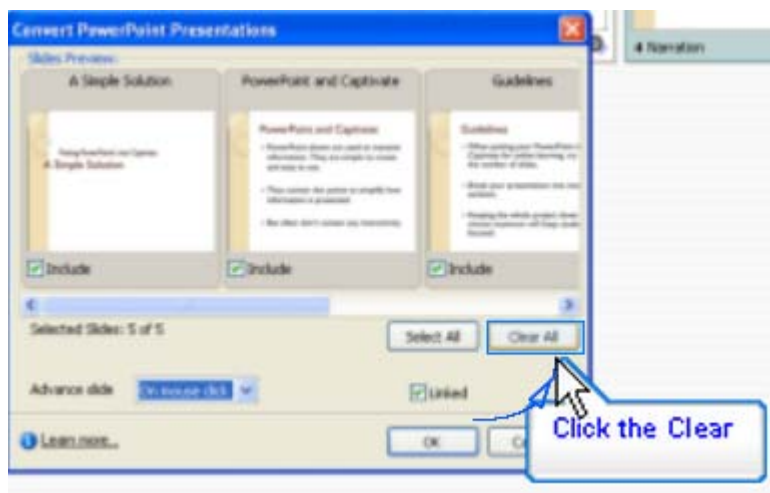
Open the Captivate project you want to add or delete slides from. You can save this project under another name if required before you make any changes.

Go to the Insert menu. Select "Other Slides" and then the PowerPoint slides. Select the PowerPoint you want to add slides from. Click the Open button. In the PowerPoint slide options box choose whether you want to insert the slides at end of the project or Import slides and insert after the slide selected below. Select the slide you want to insert the new slides after. In this case it is Slide 4. Click OK.

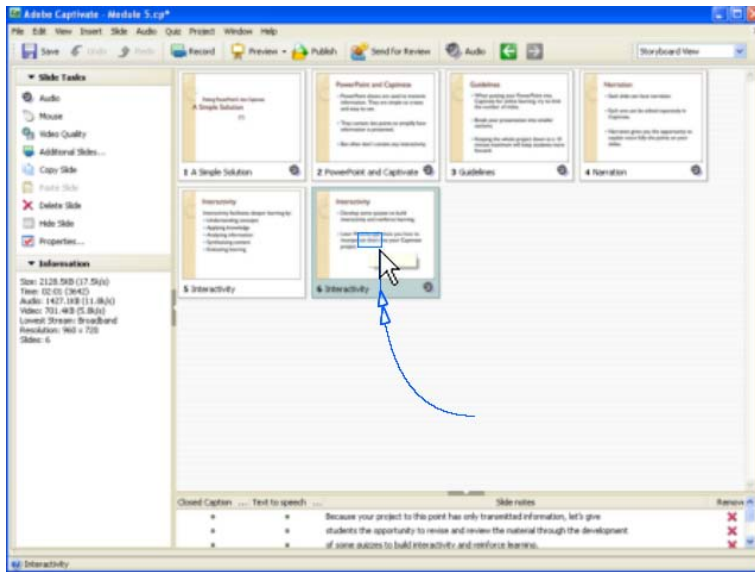


Once the PowerPoint has loaded Click the Clear all button if you only want to import a few slides and check the slides you want to include. Select all and uncheck those you don't want if you want to include most or all of the slides.

Once you have selected the slides you want to import, click the OK button.



Deleting Slides.



In “Storyboard” view, select the slide you want to delete by clicking on it. (it will go blue once selected) Right click and select “Delete Slide”. You will be asked to confirm the delete process, click “Yes”. Then save your project.