

**To Add Slide Transitions:**

1. Select **Slide, Transition** from the menu bar in the *Presentation 3.0* window. The *Slide Transitions* dialogue box appears. Change to Slide 1.
2. Click on the **Normal** drop-down list box in the *Transition* field and choose **Open** and accept the default **Vertical** in the *Direction* field.
3. Click on the **Preview** button. The *Preview Transition* window appears.
4. Change to Slide 2.
5. Click on the **Normal** drop-down list box in the *Transition* field and choose **Spots** and accept the default **Small** in the *Size* field.
6. Click on the **Preview** button.
7. Change the type of transition on all of the remaining slides and click on the **Preview** button after each change.
8. When all the slides are complete, click on the **OK** button.
9. Select **Slide, Play Slide Show** from the menu bar in the *Presentation 3.0* window to view your creation. The Slide Show screen appears.

**Using Runtime to Transfer a Slide Show to Diskette**

If you have a slide show that needs to be played on a computer that may not have Presentations installed, use this feature to copy it to a diskette.

**To Use Runtime to Transfer a Slide Show to Diskette:**

1. Select **Slide, Make Runtime** from the menu bar in the *Presentation 3.0* window. The *Make Runtime* dialogue box appears.
2. Enter **a:\** in the *Directory* field of the *Location to Copy Files* field.
3. Enter the slide show name (i.e. my show) in the *Name* field of the *Slide Show* field and click on the **OK** button.

As slide shows can be quite long, this copying can take a few minutes.

4. Click on the **OK** button when advised copying is complete.