Using FlashPoint to convert PowerPoint to swf Flash

Note: FlashPoint should be installed on one PC ONLY.
For more information on the [Public Display Screens](#) service at McGill, go to the IT Knowledge Base.

When FlashPoint is installed, you will find a tab called FlashPoint in the toolbar at the top of the PowerPoint software.

1. To convert your PowerPoint presentation to a Flash (.swf) file, open your PowerPoint presentation and click on the **FlashPoint** tab.

2. Click on **Convert PowerPoint to Flash**, and click **Next**.
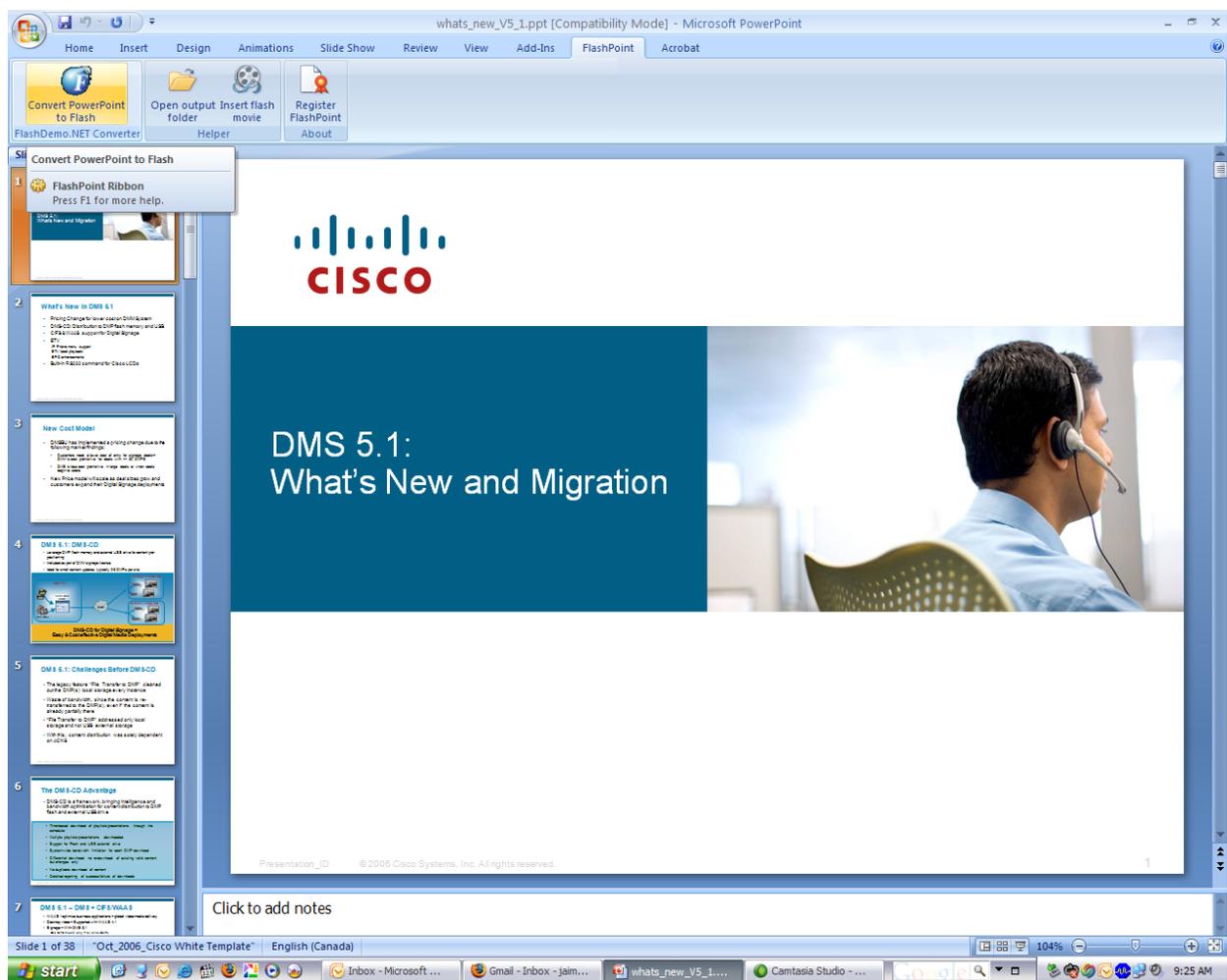
3. Select **Convert to Single Flash File** and click **Next**.
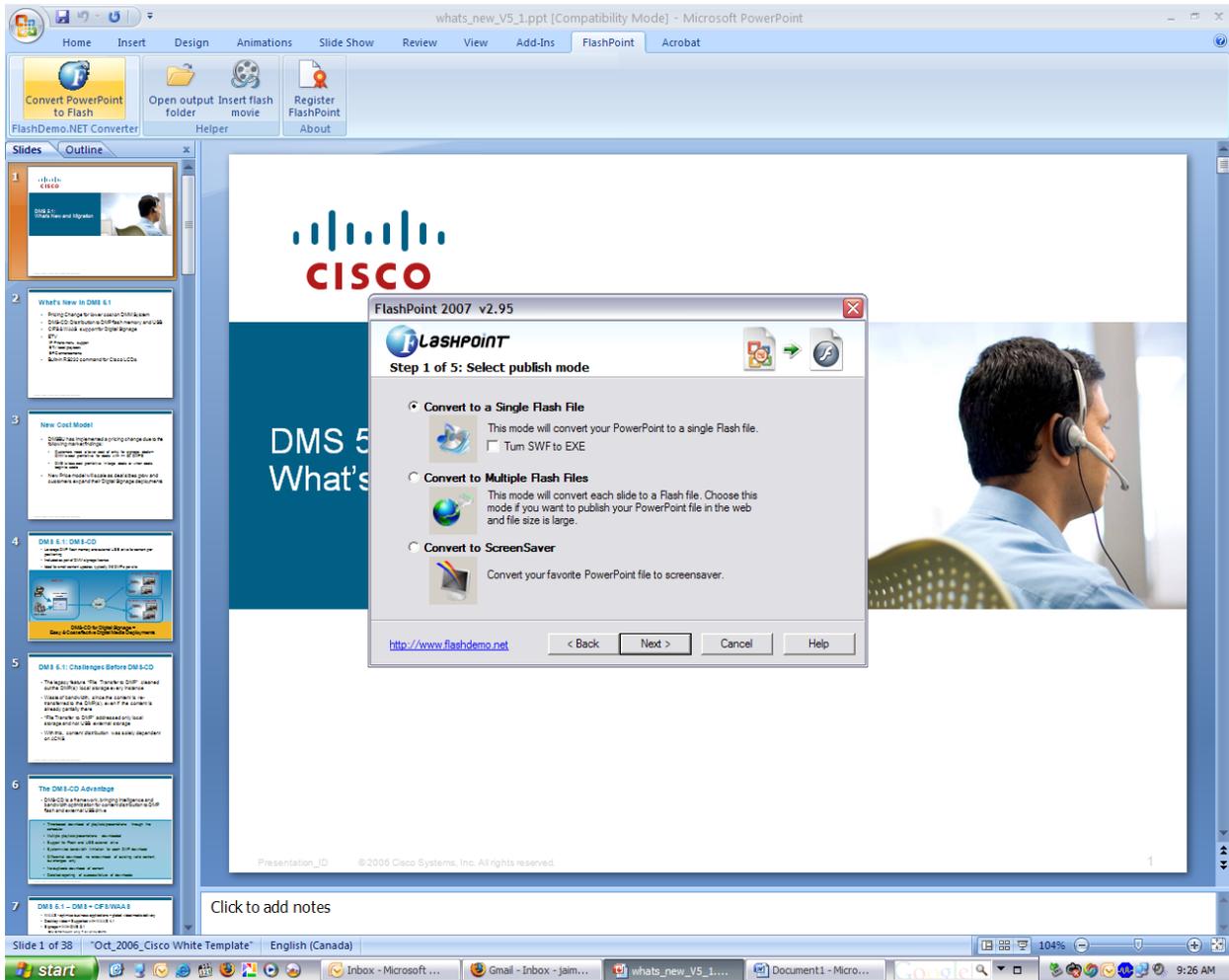
4. Under **Layout** click **Simple**.

5. Under **Play Mode** select **Loop presentation** and then click the **Advanced** button.
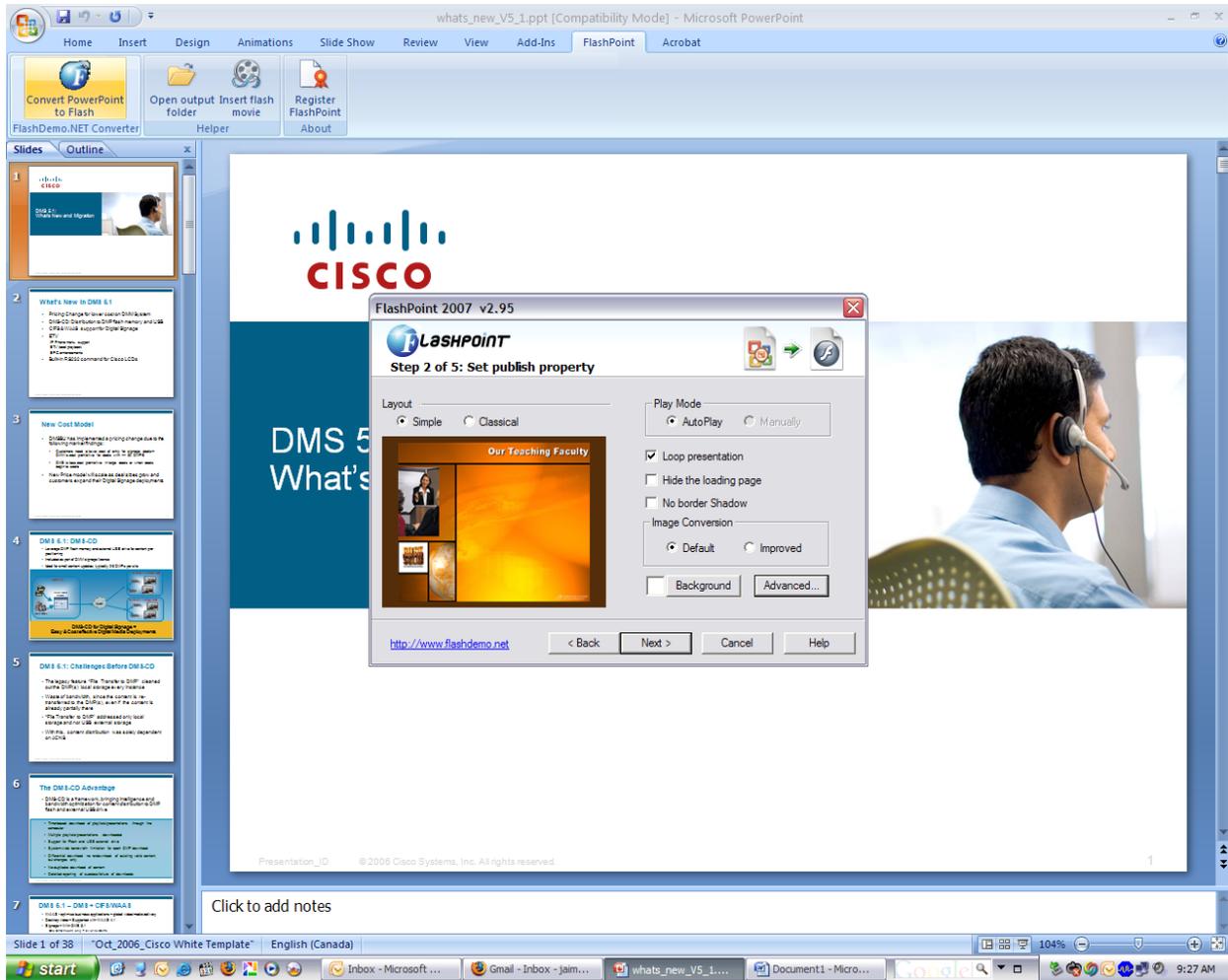
6. Under **Miscellaneous** make sure that **Mute**... and **Hide Presented by FlashPoint** have a check mark.

7. Click **OK**.
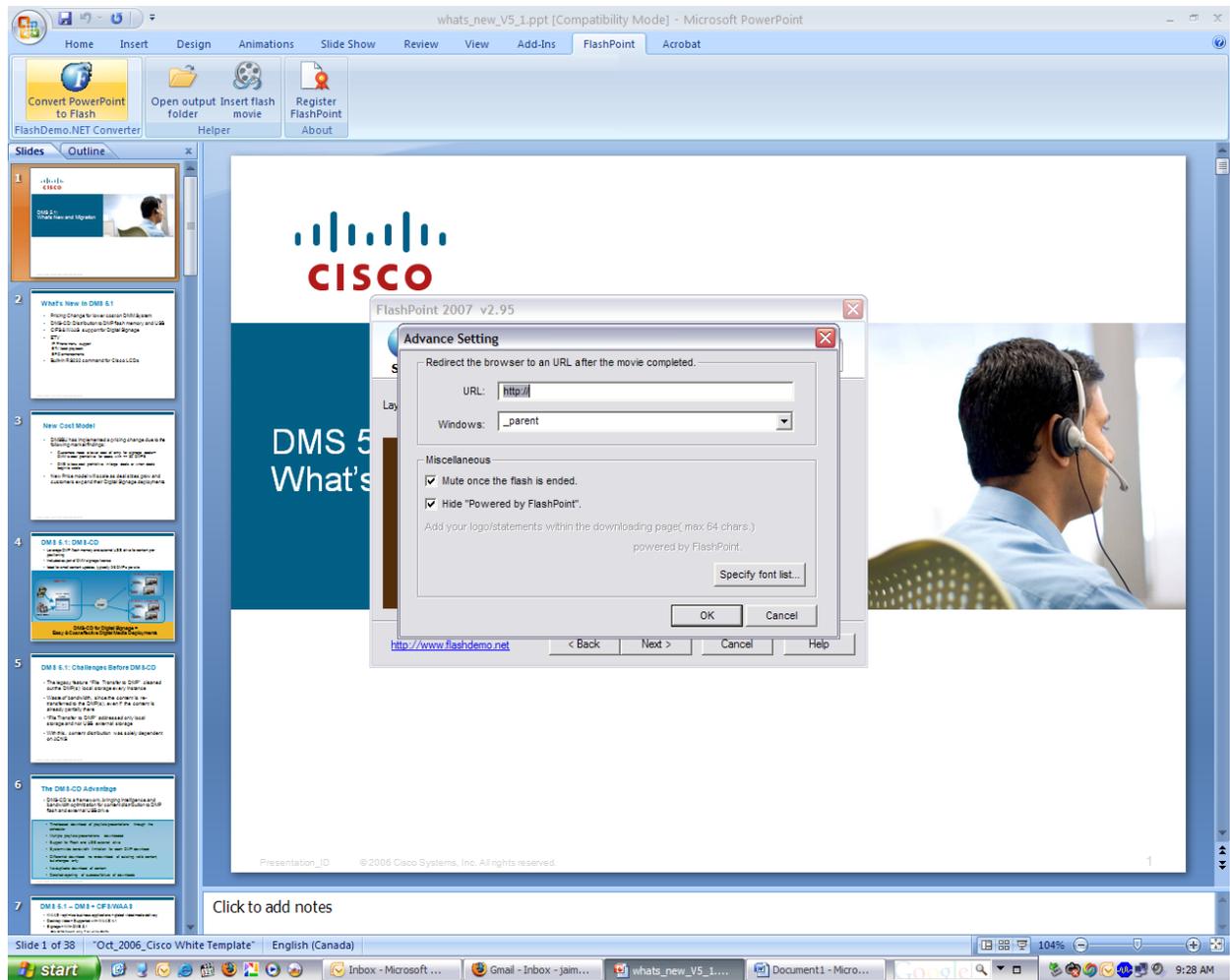
8. Click **Next** until the .swf file is created.

By default FlashPoint places the .swf in the same directory as your original PPT file.