Opazity™ Manual
Setup, First Use & Advanced Technique

Contents

Introduction

This manual covers installation, instructions for use, and the software license.

Other than very advanced technique for using Opazity to highlight areas of your slides at random when presenting (see Part 2), this manual only sets out the basics to get you started.

You will find videos with examples of great effects you can create with Opazity *and* demonstrations of how to create them, on the Presentation Pro website:
http://www.presentationpro.com/opazity_howto.aspx

If you want to tell someone about Opazity, then why not pass on this manual to them so they can see exactly how it is to use?

Terms and Conditions

1) Opazity™ is copyrighted software belonging to Steve Hards trading as Briarwood1000/SteveHardSoft and re-sold through the Presentation Pro company.

2) Opazity is NOT freeware, shareware, etc. You do NOT have the right to sell, give away, loan, hire out, offer for download or in any other way redistribute the Opazity software.

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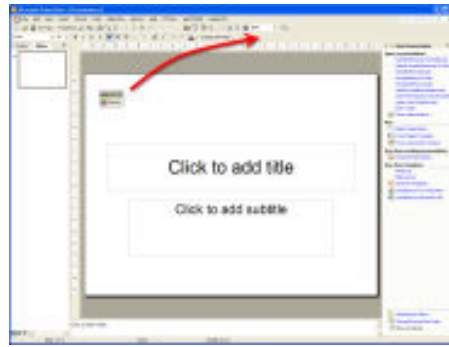
Part 1. Installation and Setup

1) Close PowerPoint and other open applications.

2) Run the OpazitySetup.exe to install the software.

3) Open PowerPoint.

For 2000-2003 versions of PowerPoint you should now see an Opazity toolbar. Drag the toolbar to a spare place by one of your other toolbars.

If you cannot see the toolbar, you may need to load the add-in manually. Please scroll down this Microsoft article and find the 'Load a COM add-in' heading:

http://office.microsoft.com/en-us/powerpoint/HP051947471033.aspx?pid=CH011646691033

For PowerPoint 2007 the Opazity icon should appear in an 'Add-ins' tab.
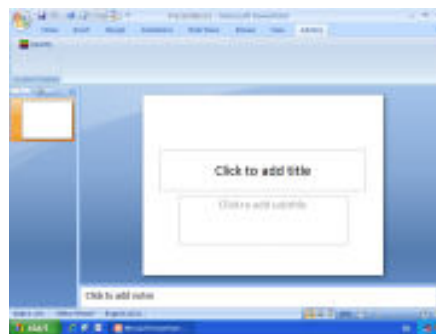
If Opazity does not appear automatically, you may need to change your security settings. See the following Microsoft article for instructions. Note: Opazity is an 'unsigned COM add-in'.

http://office.microsoft.com/en-us/help/HA100341271033.aspx

4) The installation is finished. To uninstall Opazity at any time, use Window's 'Add and Remove Software' function.
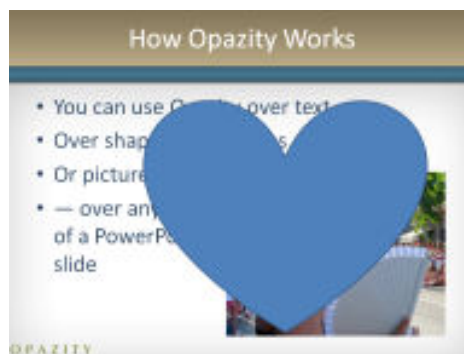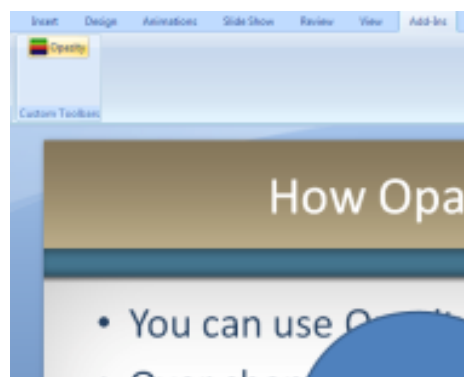
Part 2: Instructions for First Use

1) Create your slide.

2) Draw a PowerPoint Shape (a pre-set shape or freehand-drawn) over the area where you want to create the blurred effect. It does not matter what color the shape is or whether it has a line or not.

3) Click on the Opazity icon in the Add-in Tab in PPT 2007, in the toolbar in older versions.
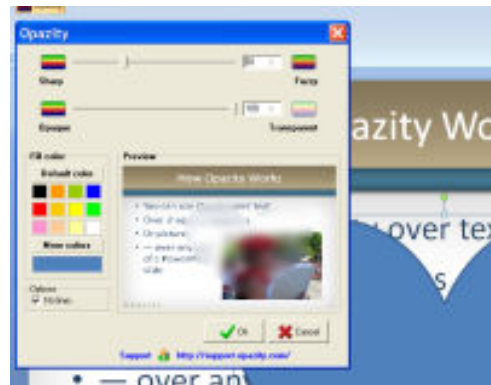
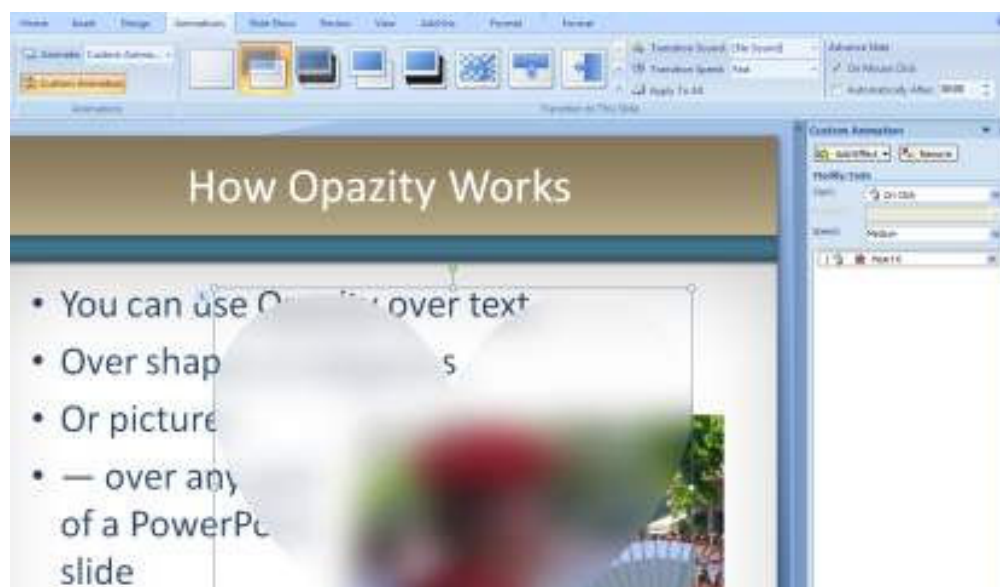4) The Opazity dialog box opens and in it you can:

a) adjust the degree of blur
b) adjust the transparency of the blur
c) change the color of the transparency if you wish
d) switch your shape's outline back on (Opazity takes it out by default. Uncheck the checkbox if you wish to keep the line.)

You can make adjustments with the slider or by clicking on the icons each side of the slider. If you type in a value, you need to press 'Enter' on your keyboard to confirm the value before you 'OK' the changes.

Depending on the size of the shape you have drawn and on the speed of your computer, you will need to wait for the preview to update.

5) When you have OK'd the changes, you are returned to PowerPoint. Now apply the PowerPoint animation you want (such as 'Fade') to the shape so that, in slideshow mode you can reveal what is underneath. If you need help with the animation, a good place to start is the video demonstrations on the website.

Part 3. Advanced technique: Highlighting areas of a slide at random

Actually, this is not an advanced *Opazity* technique — Opazity is simple, right? — but it is advanced because it uses sophisticated PowerPoint techniques such as layer manipulation, invisible shapes and hyperlinking. It also requires the presenter to have control of the mouse pointer when presenting. So you may want to explore the other things you can do with Opazity first!

Description of the effect

From the audience's point of view they are looking at a perfectly ordinary slide. Then the presenter refers to a particular part of the slide, clicks on it, and the rest of the slide is suddenly darkened to make the area referred to stand out.

The presenter then clicks on another part of the slide and *that* is highlighted.

To make the required points the presenter can click on these or other parts of the slide at will and in no fixed order before moving on with the rest of the presentation.

This effect is so useful that it's hard to imagine that we have been presenting with PowerPoint without it for so many years.

It will be particularly useful, as one Opazity user pointed out, for 'engineers, architects, etc. who need to emphasize different stages of a process. They may wish to highlight a potential risk area to stress the need for caution at that stage; or they may want to highlight the value of an added feature'.

Instructions

Before you get started, please note the following:
- These instructions assume that your presentation slides are set to the usual default 'Advance slide on mouse click' option in the Slide Transition settings.
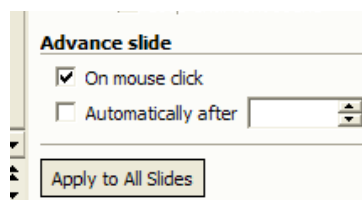
- Follow the instructions with PowerPoint open and it will be much clearer. If you just read the instructions it will look more complicated than it is.

1. In the sequence of your presentation insert the slide where you want to use the highlighting effect. We will call this your *initial* slide.

2. Draw shapes over the areas you want to highlight. For irregular shapes these can be drawn freehand.
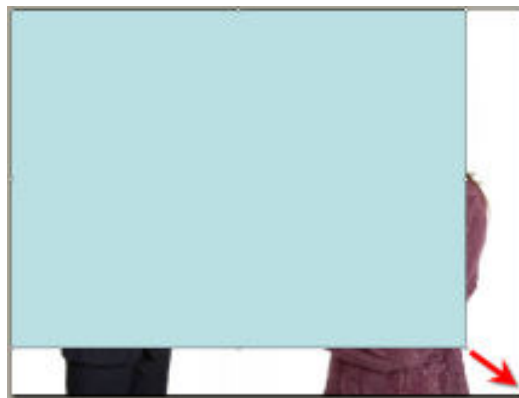
3. Apply Opazity settings to the shapes (**but** make them 0% blur and 100% transparent).
   Note: If you type in the values, confirm them with 'Enter' before OK-ing.

4. Then draw a rectangle over the entire initial slide.

5. Using the Format Shape dialog box (select the rectangle and right click for the context menu), make the rectangle dark and semi transparent You only need to use Opazity if you want to make it blurry as well. Note the settings used for this example: Fill Color Black; Transparency 50%; No line.
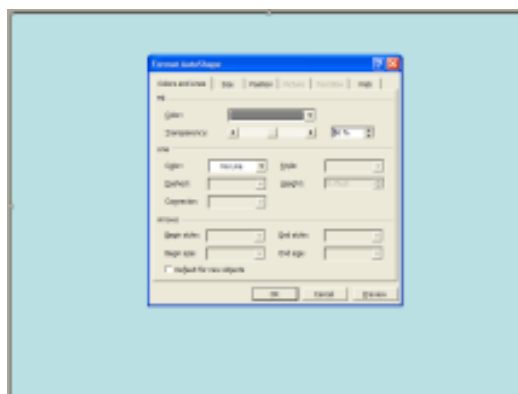
6. Right-click for the context menu and send the shaded rectangle back **one layer**. (Not 'send to back'.)

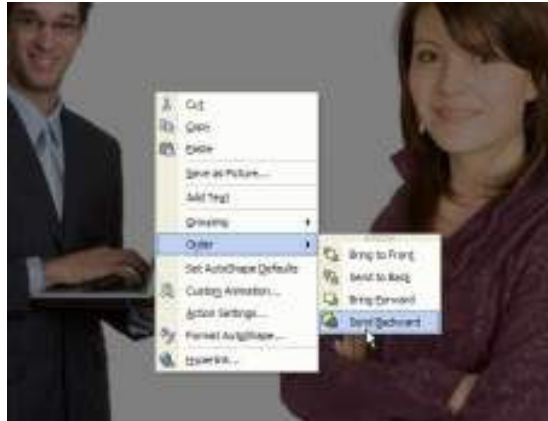7. Repeat this for the number of areas you have highlighted. (After doing this the first time, the quickest way is to use Ctrl+Y which is the keyboard command to repeat the last action.)

8. You are now ready to start adding the PowerPoint action settings. Don't forget to save your work as you go!

9. Make as many copies of your slide as you have highlighted areas. The quickest way to do this is to select the slide in the pane on the left and use Ctrl+D (for 'duplicate') as many times as you need.

10. Now return to your initial slide and delete the shaded rectangle. Do not delete your invisible 'Opazitized' shapes!

11. On the following slides delete the areas you do not want to highlight.

12. At this point, return to your initial slide and select the **first** Opazitized shape.
    In PPT 2003, right-click and choose 'Action Settings…' from the context menu.
    In PPT 2007, go to the Insert Tab > Action (in the Links section)

13. In the Action Settings dialog box that appears, check the 'Hyperlink to:' radio button and choose 'Slide' in the dropdown. You will need to scroll down to see it, or type 's' to call it up. On selecting it, you will see another dialog box, like this:
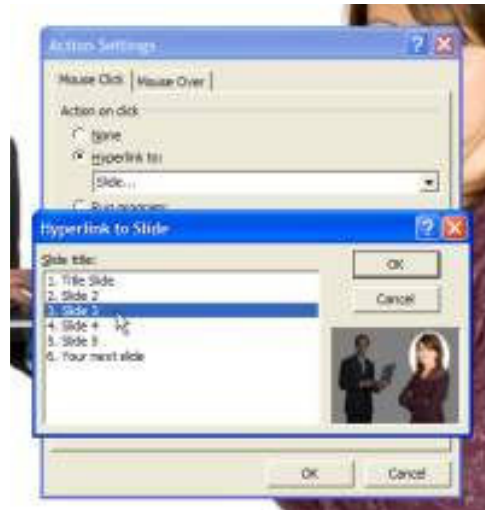
14. Select the slide where that shape is highlighted. (That is, in presentation Show mode, by clicking on the clear Opazity shape on your initial slide, you will jump to the slide in your sequence where that shape is highlighted against the shaded background.)

15. Repeat this for the other Opazitized shapes on your initial slide. It takes longer to read these instructions than it does to set them up.

16. Now do the same for the *shaded rectangle* on each of the slides, except set the Action Settings hyperlink to go to your initial slide. This is what enables you to highlight any of the areas at random!

17. In Show mode, clicking with your mouse on an area you want to highlight will now take you to the relevant slide. Click again on any shaded area to get back to your initial slide and click on another area to highlight. Go and try it now!

    The only thing is, you may find yourself stuck in a loop and unable to move on with your presentation. (Press Esc to get out of Show mode.) So there are a couple more things to do yet.

18. On your initial slide, away from the highlight areas, draw a shape. For this example, I've drawn a large one across the bottom of the slide. If you use this technique frequently, you might want to choose something small and place it always in the same place.

19. Set an Action Setting on the new shape to hyperlink to the slide that follows your highlight slides sequence. Use the Format Shape dialog again to make it transparent.

    This means that you will now be able to move on to view the rest of your slideshow any time you want, by jumping out of the set of 'highlight slides'.

    It is possible, but not necessary, *to copy this onto the other slides so that you can move straight on without going back to your clear slide. However, there is a danger that you will forget it is there and click on it when you intended to go back to your initial slide.*

    However, it *is* a good idea to put it onto the slide that follows the sequence, and hyperlink back to your initial slide so that you can hop back there if you move out of your highlight sequence by mistake.

    All done! Happy and impressive presenting!

Appendix: End User Software License

This license end user license for Opazity Add-in for PowerPoint software is subordinate to any license conditions You have agreed with any authorized Opazity reseller whose conditions take precedence. Possession of this license does not constitute proof of Your license to use the software. This license is subject to change without notice.

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