

**P**PspliT is a PowerPoint add-in that can transform a each slide of a presentation into a sequence of slides, each representing the contents of the original slide as they would appear at every intermediate animation step during the slideshow.

In other words, PPspliT creates a separate slide for each entry/exit/emphasis effect you would see while the presentation is actually played, and reconstructs in that slide the intermediate status of the presentation like you would see while playing it.

PPspliT operates with native PowerPoint shapes, meaning that the slides you get after splitting are not simply bitmap snapshots of a running presentation, but are derived directly from the original slides by altering the shapes they contain, and they can still be edited.

The most practical use case for this add-in is for producing a redistributable PDF version of a presentation containing complex animations which, most likely, are realized by using overlapping shapes.



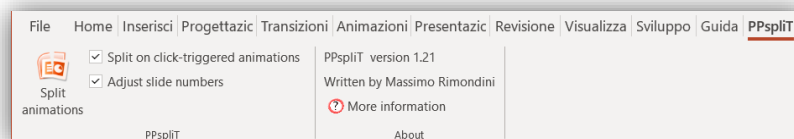
## INSTRUCTIONS

The add-in is compatible with:

- PowerPoint for Windows, releases XP (2002) up to 2019 (both 32 and 64 bit), as well as Microsoft 365 (formerly Office 365)
- PowerPoint for MacOS, releases 2016 and more recent, as well as Microsoft 365 (formerly Office 365)

In order to use the add-in proceed as follows:

1. Download the add-in from my web site (<http://www.maxonthenet.altervista.org/ppsplit.php>).
2. Run the installer and follow the wizard to complete the installation.
3. Open PowerPoint (or just an existing presentation). The add-in can be accessed from a dedicated tab in Office 2007 and more recent, or a dedicated toolbar in Office XP/2003:



Office 2007+ tab



Office XP/2003 toolbar

4. The add-in can work on a range of user-selected slides or on all the slides of the current presentation. If one or more slides are selected (for example, in the slides tab on the left side), the add-in will only operate on the selected range (which must be contiguous!). Otherwise, all the slides of the presentation will be split. A quick tip: if you have already performed a split and noticed that the add-in is only processing the currently displayed slide, it is likely that this slide is actually selected in the slides tab. To make sure that the entire presentation is processed, just click anywhere in the main slide editing area, so that any slides in the side tab are deselected.

5. Set options as desired:

☒ Split on click-triggered animations

Office 2007+ checkbox



Office XP/2003 button

If this button/checkbox is selected (default), the add-in will create a separate slide for every group of effects that are triggered by a single mouse click. This is the desired behaviour in the majority of cases. Instead, if this button/checkbox is not selected, the add-in creates a separate slide for each and every animation effect, regardless of it being triggered by a mouse click or not. Note that the latter setting can slow down the split significantly and generates a lot of slides.

☒ Adjust slide numbers

Office 2007+ checkbox

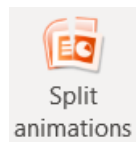


Office XP/2003 button

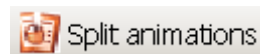
If this button/checkbox is selected (default) and dynamically generated slide numbers are displayed in slide footers, the add-in will keep these numbers consistent after the split: all the slides that result from splitting a single original slide will be assigned the same numbering as the latter. This is the desired behaviour in the majority of cases.

If this button/checkbox is not selected, split slides will be assigned an incremental number independent from the original slides.

6. Split the slides by clicking on the split button:



Split button in Office 2007+



Split button in Office XP/2003

A dialog box will show the progress of the operation and allow you to cancel it at any time.

7. Export the slides to a file format of your choice. For example, you can use the native function of PowerPoint to export them as a PDF file.

**Warning:** PPspliT acts by directly modifying the active presentation. Therefore, care must be taken after splitting in order not to overwrite the original presentation. As a general indication, it is advised to work on a copy of this presentation.

In many cases it is also possible to undo the split by using Ctrl+Z, but sometimes this is too complex for PowerPoint to handle, leading to a crash.

**Important:** The add-in makes use of the system clipboard. As a consequence, *any contents that you have copied in the clipboard are lost once you start splitting a set of slides.* Moreover, *the clipboard should not be used in any ways until the splitting process has been completed*, or interferences may happen with the add-in operation, leading to unpredictable results.

As a side note, any program that interacts with the clipboard including, e.g., clipboard enhancers or virtual machine hypervisors, may also interfere with the add-in operation.

If you have any comments, or just would like to drop a line to share your (hopefully positive) experience, feel free to contact me at [maxonthenet@tiscali.it](mailto:maxonthenet@tiscali.it).

Happy splitting!