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.
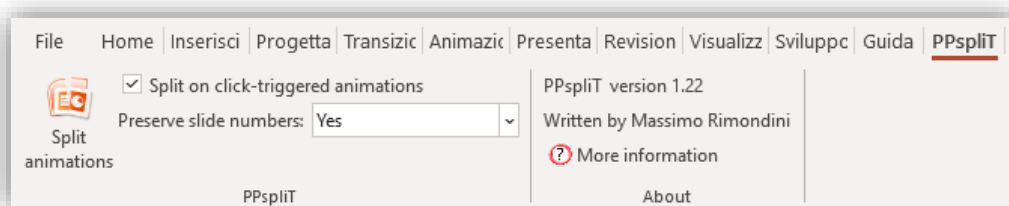
## INSTRUCTIONS

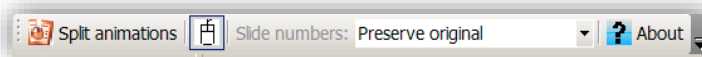The add-in is compatible with:

- 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.
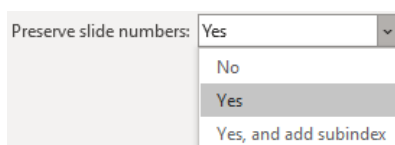
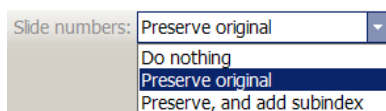5. Set options as desired:


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.
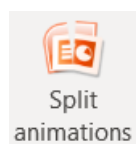

Office 2007+ dropdown


Office XP/2003 dropdown

In order to show the progress of a presentation, slide numbers may be explicitly displayed in slide footers. When slides are split, their numbers are obviously changed because lots of extra slides are generated during the split.
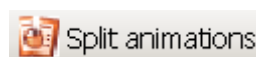The function controlled by this dropdown allows to determine if and how original slide numbers should be preserved:

- *No/Do nothing*: slide numbers are not touched, therefore the final split presentation will have a different numbering.
- *Yes/Preserve original*: 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.
- *Yes, and add subindex/Preserve, and add subindex*: same as above, but slide numbers are augmented with a subindex indicating how may slides have been generated from a single original one. For example, slide 5 may be split into "5.1", "5.2", "5.3", etc.

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 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:** PpspliT releases 1.27 and older 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.

Effective PpspliT release 2.0, this condition does not apply any longer: therefore, the system clipboard is left untouched and can be safely used even while a slide deck is being split.

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!

## TROUBLESHOOTING

The troubleshooting steps described below are meant to be a basic help for users that are facing common issues, and are not meant to be exhaustive. In case you are still unable to solve a specific problem after reading through this guide, please consider checking issues documented at https://github.com/maxonthegit/PPspliT/issues or, in case none applies to your case, opening a new one.

### THE INSTALLER FAILS TO RECOGNIZE ANY POWERPOINT RELEASES

There are some corner cases that cause the setup program to fail with an error stating that "the add-in has been left unconfigured". Most notably, this likely happens when a pre-installed OEM PowerPoint release is being used.

There is not much that can be done to address this issue, as specially packed PowerPoint releases may be harder to detect for the installer and the effort to improve its recognition capabilities exceeds the user-reported impact of this problem. However, you can still work around this little problem by performing a manual installation according to the following walkthrough:

1a. Download the latest PPspliT macro file from https://github.com/maxonthegit/PPspliT/raw/master/src/PPT12%2B/PPspliT.ppam and save the file to a location of your choice.

Alternatively:

1b. Download the latest Windows installer file from http://www.maxonthenet.altervista.org/ppsplit.php (just use the Windows installer anyway even if you are using macOS).
2b. *Do not start the installer* but, instead, open it with a Zip unpacker of your choice (for Windows you can use 7-Zip whereas for macOS you can use The Unarchiver from the App Store).
3b. Find file `PPspliT.ppam` inside the archive and save it to a location of your choice.

4. Start PowerPoint.
5. Add the downloaded `PPspliT.ppam` as a PowerPoint add-in as described at https://support.microsoft.com/en-us/office/add-or-load-a-powerpoint-add-in-3de8bbc2-2481-457a-8841-7334cd5b455f, namely:
    6a. For PowerPoint for Windows, click the **File** tab, then **Options**.
    7a. In the **Options** dialog box, click **Add-Ins**.
    8a. In the **Manage** list at the bottom of the dialog box, click **PowerPoint Add-ins**, and then click **Go**.
    9a. In the **Add-Ins** dialog box, click **Add New**.
    10a. In the **Add New PowerPoint Add-In** dialog box, browse for the previously saved `PPspliT.ppam` file and then click **OK**.
    11a. A security notice might appear. In this case just click on **Enable Macros**, and then click **Close**.

    6b. For PowerPoint for macOS, open the **Tools** menu on the top bar (i.e. not the PowerPoint ribbon toolbar, but rather the macOS menu bar at the top of the screen) and select **PowerPoint add-ins**.
    7b. Click on **+** and select file `PPspliT.ppam` that you saved above.

Please note that, when this issue occurs, the installer should have already taken care of copying the required files to a proper location in your system (usually "`%APPDATA%\Microsoft\AddIns\PPspliT`" for Windows systems, and "`$HOME/Library/Group\ Containers/UBF8T346G9.Office`" for macOS systems). Therefore the steps for unpacking and saving file `PPspliT.ppam` described above can be skipped.