

If your software is already installed and registered, please skip to Step 3.

1. Download and install Impatica for PowerPoint

- Download the PC software, installer, from <http://www.impatica.com/products/imp4ppt/windows.html>
- Once downloaded, double-click on the file “**setupppt.exe**”
- Follow the instructions on the Installation Wizard

2. Register your software

- Launch Impatica for PowerPoint by double clicking on your Start Menu or desktop icon.
- Click on the “**Registration Code...**” button.
- Enter your license details exactly as they were provided to you, including spaces, punctuation and case sensitivity. For example, if the registration information states the name field as:

Name: User1

Enter “User1” for the name, not “user 1”, “user1” or “Joe Smith”.

The same applies to the Organization and Registration Code fields.

3. Provide your PowerPoint presentation

- Place your PowerPoint file in the software one of two ways:
 - 1) Drag and drop your PowerPoint file into the “Source PowerPoint Files” area of the software.

or

 - 2) Click the “Browse” button and select your file.

4. Set up Impatica for PowerPoint for your environment

- **Slide Show Tab**
 - If desired, select the **Include playback controls** checkbox – this will allow your audience to control playback of your impaticized presentation
 - **Save Location** setting: Your converted presentation will be saved in the same folder where your original PowerPoint presentation is located. If desired, you can change this by using the “**Browse**” button.
- **Media Tab**
 - Ensure the **Animation Playback** setting is set to match your version of Microsoft PowerPoint. Click the **Save as Default** button to save this setting for all future conversions.
- All other out-of-the-box settings are most likely adequate.

5. Convert your PowerPoint file into Impatica format

- Click **Impaticize**

For more advanced functions including adjusting the audio/video quality, uploading your files to a web server, creating zip packages for LMS uploads, and more, please refer to the Impatica for PowerPoint users’ manual (PDF) found here:

Impatica for PowerPoint – Windows:

<http://www.impatica.com/products/imp4ppt/windows.html>