Prize Wheel Files Instructions

You must enable macros to use all of these files.

Macro Instructions can be found on the first slide of each file and below.

This folder contains instructions for the (3) different spinning/prize wheels and (2) random number generators found within this application.

- **Setting Macros in PowerPoint 2002/2003, 2007 and 2010**
- The Training Games Inc. PowerPoint Games use macros to automate several different game functions. Here is how to enable macros so that your Training Games PowerPoint Game will operate perfectly. First, determine which version of PowerPoint you have.
- **To enable macros in PowerPoint 2002/2003** – Open PowerPoint and select Tools, Options, Macro Security (1), then set to Medium (2). Close PowerPoint and reopen the TGI file.
- Upon opening your new Training Games Inc. PowerPoint Game you will be prompted to enable the game's macros, select "Enable Macros" (3). **This will only enable macros for this game application.**
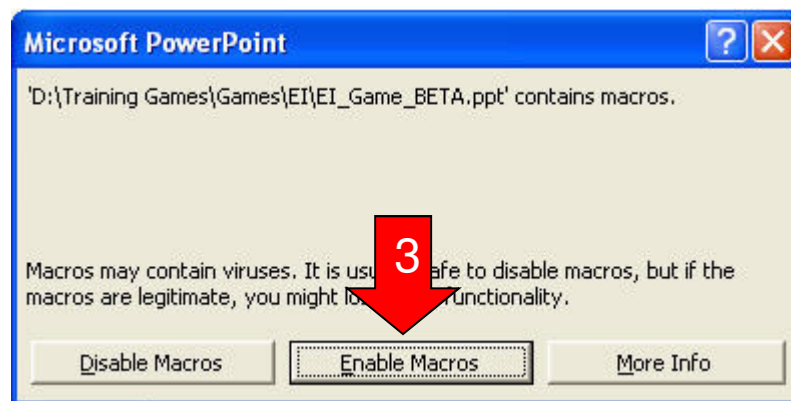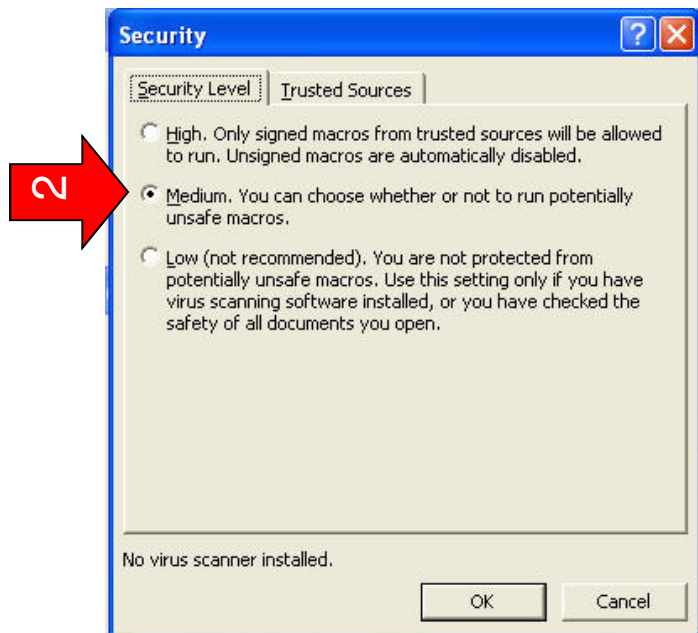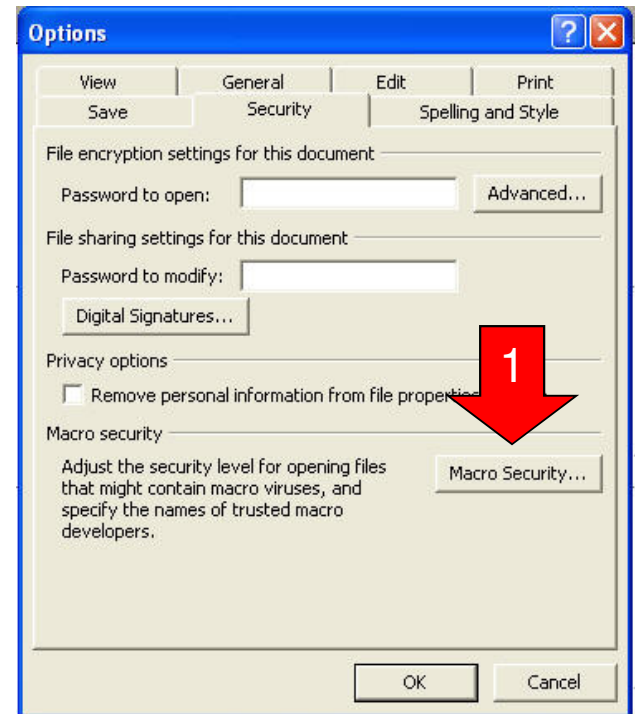
- **To enable macros in PowerPoint 2007**

- Open PowerPoint

- Click the **Microsoft Office Button** , and then click **PowerPoint Options**.

- Click **Trust Center (1)**, and then

    click **Trust Center Settings (2)**.

- Click on the button for "Disable all macros with notification" (3) click OK and **exit** PowerPoint.

- **Security Alert – Macro** - Upon opening your new Training Games Inc. PowerPoint Game you will be prompted to enable the game's macros, select "Enable this content" (shown below (4)). **This will only enable macros for this game application.**
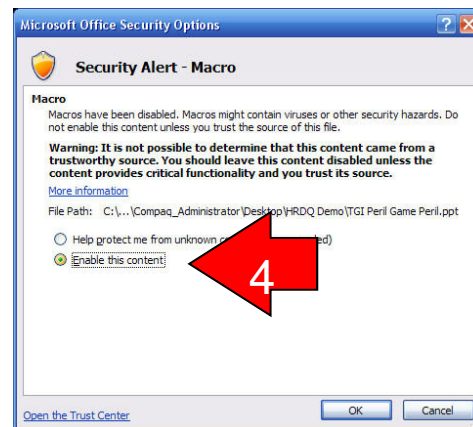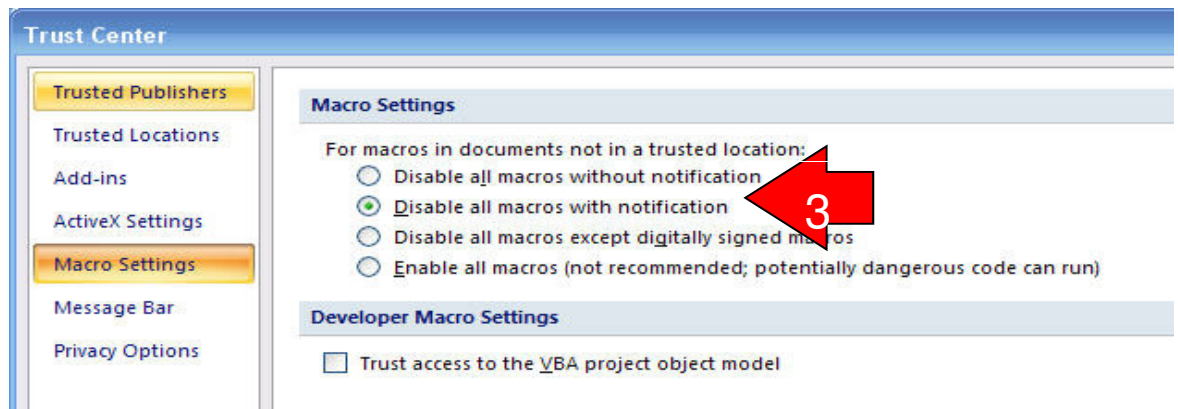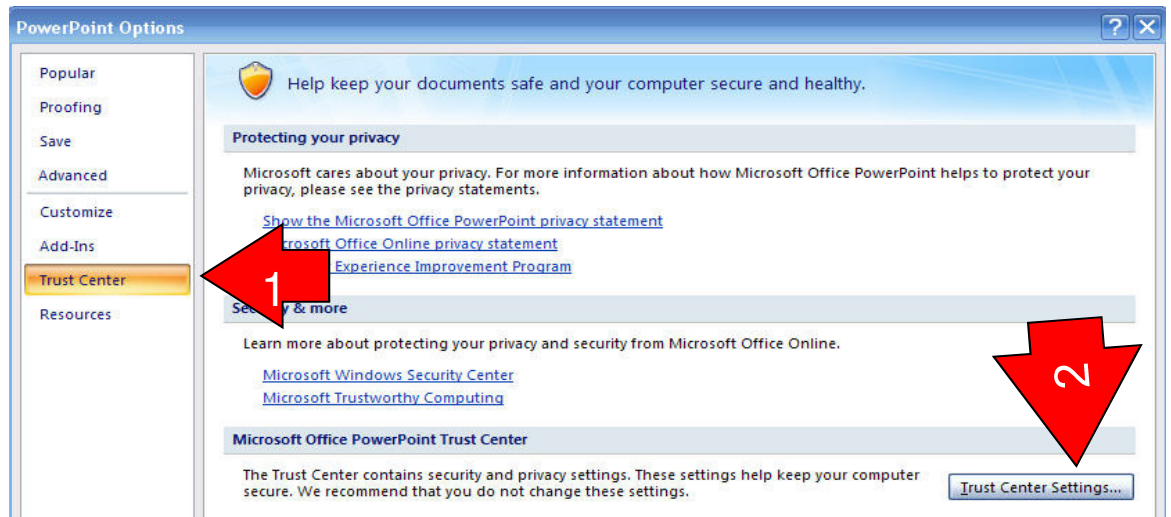
- ENABLING MACROS IN POWERPOINT 2010

- Click the **File** tab and click **Options.** Open the **Options dialog box**, click **Trust Center (1)**, then click **Trust Center Settings (2)**.

- Click on the button for "Disable all macros with notification" (3) click OK and **exit** PowerPoint.

- Now open your TGI file. When opening these applications you will receive a message asking if you wish to enable macros (4). Click the Enable Content button (message and button shown below) and you're ready to PLAY!.
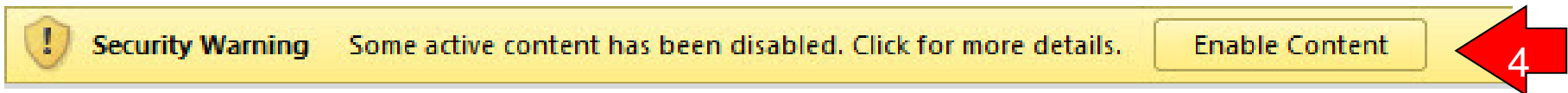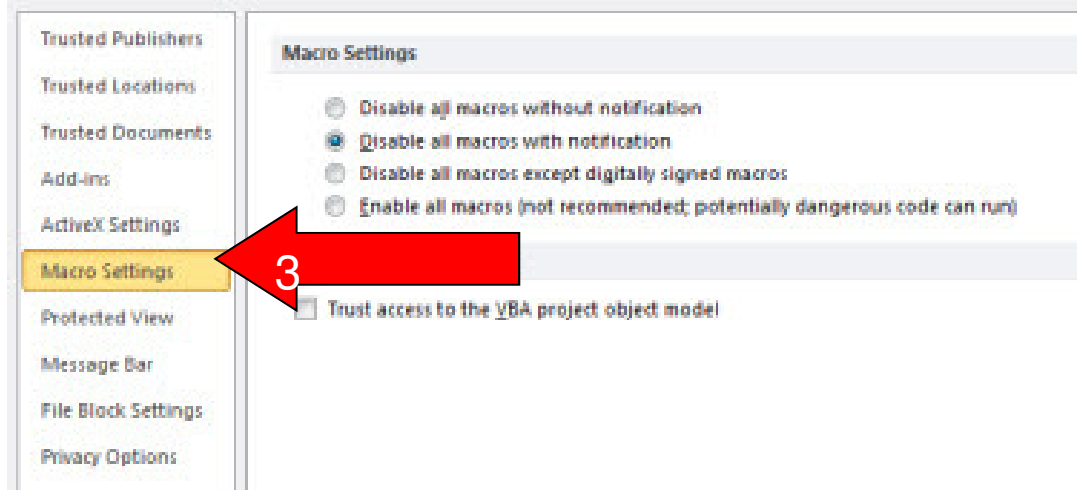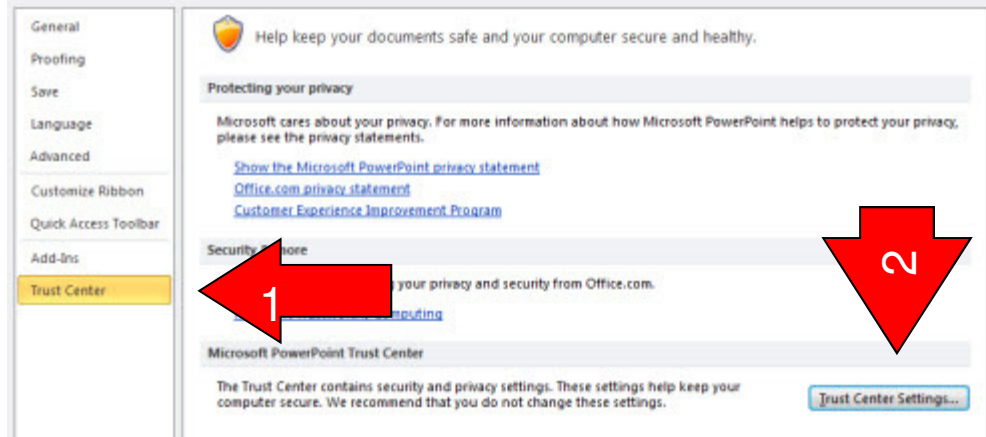
- These Prize Wheel files can be used as freestanding PowerPoint files or you can import your existing PowerPoint presentation into these files.
    - Used As Freestanding Files – After enabling PowerPoint macros, open any of these PowerPoint files and begin using it in accordance with specific instructions found on the following pages. If you are using these files in tandem with other programs, open all of the programs you want to use before your presentation. Once open, use **Alt+Tab** to switch between the desired programs.
    - Importing your presentation into these files – Many times you'll want to use these spinners within an existing presentation. You can import your presentation into these files (DO NOT IMPORT THESE SLIDES INTO YOUR PRESENTATION). Specific instruction below.
    - Once your presentation and the spinners or random generator files have been combined, you will also be able to DUPLICATE the slides and place them throughout your presentation.

Importing into a Prize Wheel
or Random Generator file

1. Begin by opening the PrizeWheel/Random Generator file you wish to combine with your PowerPoint presentation.
2. PowerPoint 2002/2003 – Select INSERT , then SLIDES FROM FILES. The Slide Finder Box appears. BROWSE to your presentation. Click KEEP SOURCE FORMATTING at the bottom of the box, Click the INSERT ALL button.
3. In PowerPoint 2007/2010 – Select the HOME tab. Now select NEW SLIDES, then REUSE SLIDES, BROWSE to your presentation, click on KEEP SOURCE FORMATTING at the bottom, right click on any one of the slides and select INSERT ALL SLIDES.
4. After importing, you can adjust the position of the spinners and random generator slides within your slide presentation. These slides may also be DUPLICATED throughout the presentation or alternatively you can create a link button (example below) and hyperlink to the location of your spinner or random generator slide.

Now let's look at some general instructions and the specific files in this application.

SPINNER

General Prize Wheel Instructions

EDITING: All of these Prize Wheel s are 100% editable. You can not only change the value or text in any of the spinner slides but you can also change the font, font size, font color, direction of text, as well as the size of textbox. (See below sample wheel)

It is also very easy to edit. Just click on the text and type in your new text.

To change other items on one (1) textbox: Click twice until you see the smaller white/black circles defining the box.

Another great editing feature is that you can change ALL of the text on the wheel at once: Click once on the wheel itself (not on a textbox), then change the font size, color, bold and such on the top menu bar.

Remember to work off of a saved copy of the Prize Wheels versus the original and **do not** ungroup the wheel or delete other components as may disable functionality.

Included is an Applause.wav file. If this file is in the same directory as the wheel, the spin will end with an applause. If not, it will end with a beep.

OPERATING: The wheels must be operated in slideshow mode. Click once on any of the 3 SPIN buttons. Each of the 3 SPIN buttons has a different sound attached to it. The spin duration for all three buttons can also be adjusted by moving the slide bar under the SPIN button in the top left corner. If you prefer a particular sound, the other two buttons can be moved off of the slide (click and drag).

Below the top left spin button is a scrollbar. This controls how long the wheel will spin. This can be used to adjust for the various versions of PowerPoint and the speed of your machine.

The scrollbar controls the length of time of the spin for ALL the Spin buttons, not just the one below.

Examples of ways to edit the wheels

Prize Wheel – 16
Prize Wheel – 12
Prize Wheel - 8

The only difference between these wheels are the number of editable text slices in each wheel.

There are 3 buttons on each wheel. They each rotate the wheel the same EXCEPT the sound played is different.

Random Boxes

This generator shows 1 of 35 different boxes. Text can be edited to have the boxes contain a name, number or short text. It's an exciting way to play!

When "PICK A BOX" is pressed, boxes will appear and disappear on screen, then finally stop on one box randomly.

EDITING BOXES: You'll notice that if you switch from slide show to edit mode in PowerPoint, only one box is displayed (as shown on the bottom right). However if you press the RESET button before exiting slideshow mode, all the boxes will appear on screen (as shown above). Now when you move to PowerPoint edit mode, all the boxes will be available to edit text.

SUGGESTED USE: Select class members to answer questions, game points, the team a player will play on, presentation topics, or particular question categories.

The Random Boxes file can be moved to a different position if more slides are imported but cannot be copied/duplicated.

Enter Title Here   PICK A BOX   EDIT

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31	32	33	34	35

Enter Title Here   PICK A BOX   EDIT

8
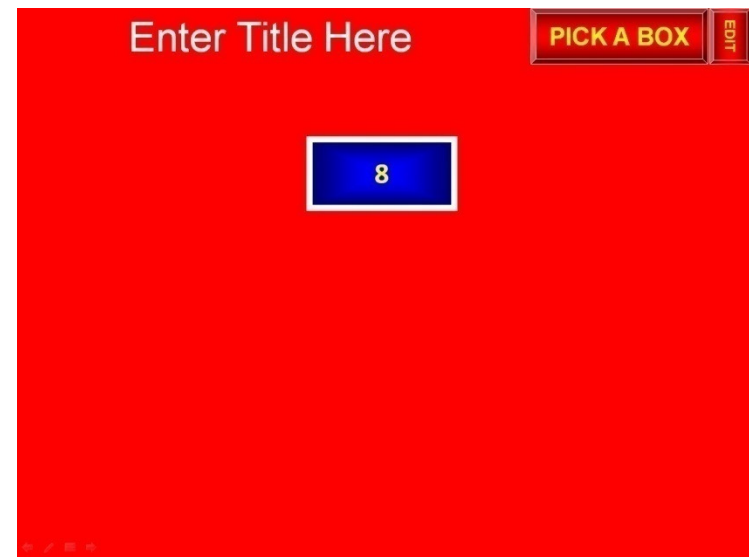
Randomizer

This randomizer is a little different. It will generate a random number between 2 values (a range of numbers) that YOU enter on the bottom of the slide.

The two boxes must contain values with the left box number being lower than the number in the box on the right.

Press the "Randomizer" button and numbers will flash on screen and finally select a number from the range you input.

SUGGESTED USE: Obviously this random number generator can make random selections similar to those suggested previously, however, given the large range of numbers you can input (into the thousands), this random generator is ideal for large audiences. In this regard, you can use this application to select winning ticket numbers for prizes with a lot more fanfare than drawing the numbers out of a hat! It is also handy for selecting a random number from a sequence of odd numbers such as numbers between 111 and 333.

Your Title Here

Randomizer

12

Additional Info Here

Between   1   &   100