

**P**PspliT is a PowerPoint add-in that transforms 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.



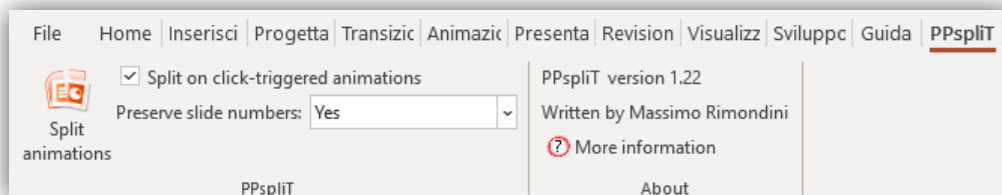
## INSTRUCTIONS

The add-in is compatible with:

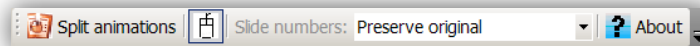
- PowerPoint for Windows, releases XP (2002) up to 2019 (both 32 and 64 bit), as well as Microsoft 365 (formerly Office 365)
- PowerPoint for macOS, releases 2016 and more recent, as well as Microsoft 365 (formerly Office 365)

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 (if needed, check the [macOS specific \(un\)installation instructions](#))
3. Start PowerPoint. The add-in can be accessed from a dedicated tab in the ribbon toolbar (or a dedicated toolbar in Office releases older than 2007):



Office & Microsoft 365 tab

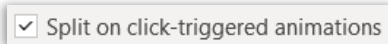


Office XP/2003 toolbar

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, the add-in will only operate on the selected range. Otherwise, all the slides of the presentation will be split.

A quick tip: if the add-in unexpectedly processes only the currently displayed slide, it is very likely that this slide is actually selected in the slides pane. To make sure that the entire presentation is processed instead, just click anywhere in the main slide editing area, so that any slides in the side pane are deselected.

5. Set options as desired:



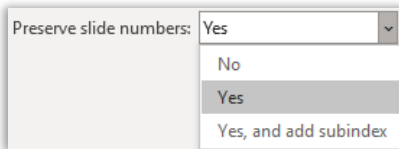
Office & Microsoft 365 checkbox



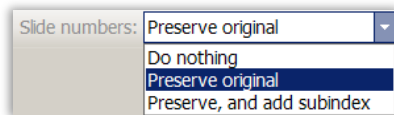
Office XP/2003 button

If this checkbox is selected (default), the add-in creates 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 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 process significantly and generates a lot of slides.



Office & Microsoft 365 dropdown



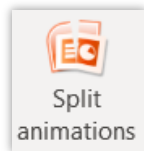
Office XP/2003 dropdown

In some cases it is useful to put a dynamically updated slide number in the footer of each slide.

When slides are split, these numbers are obviously changed because lots of extra slides are generated during the split. The function controlled by this dropdown determines 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* (default): all the slides that result from splitting a single original slide will be assigned its same numbering. This is often the desired behaviour.
- *Yes, and add subindex/Preserve, and add subindex*: same as above, but slide numbers are augmented with a subindex indicating how many 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 & Microsoft 365



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 modifies the active presentation. Care must be taken after splitting in order not to overwrite the original presentation: working on a copy is generally advised. 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.

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.

As of 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!