

Convert Your Answers to GIFs (Using PowerPoint)

This document is a set of step-by-step instructions for the “coding” of new “answers” to be used with the Jeopardy game templates/html pages within this site.

General Guidelines:

- All file and folder names should be only lower case and should not contain embedded spaces (use an underscore "_" if necessary).
- In any of the templates, do not change the font size, type or color. The following instructions presume the software package PowerPoint (Office 2000) on a PC is used to create the necessary files. The three "templates" are available from this web site (see the “Details on Game Construction” area: gifs.ppt; category.ppt; and category2.ppt).
- Much of what follows was written to enable a secretary to convert handwritten “answers” into computer-generated answers.
- Unless familiar with these files, it is strongly recommended **not** to rename the individual files mentioned in the following directions.

#	Do	Example	Comment
1	Create a master folder for the new game to be created. Into this folder should be the extracted files from either the “Blank Single Jeopardy Game files (Zip file; for prepare your own browser based game) or the similar set of folders and files for the “Complete Jeopardy Game files”, both are available from the web site.	game_99	Hint: after extracting the blank folder/files, just rename the extraction folder to “game_99” or whatever you want. This does not have to be a new folder created through desktop.
2	Download the three Powerpoint template files (gifs.ppt, category.ppt, and category2.ppt). You will copy these three files into each of the “sub-folders” in the folder created above.		You will download these from the website.
3	Navigate to the “single_columna” folder in the master folder you created in step 1. Make sure the three templates from Step 2 are copied into this folder as well and open the “gifs.ppt” file.		Do not alter the page size (via Page Setup) in these three templates.
4	Using whatever editing tools within PowerPoint that you want, create the FIVE different “answers” for that “column” (category). There are five similar template slides for you to work on.		Recommended font size is 48 points (as shown in the template). Do not change the background color. Again, it is recommended not to rename the folders within unless experienced.
5	Save the edited template file in that		Single Column A is the first

	“single_columnna” folder; save it as a normal PowerPoint file (errors or changes will be fixed/remedied via this file).		category in the game.
6	Before closing the file, select File/Save As, and in the “save as type” select “GIF Graphics Interchange Format(*.gif)” from the drop down menu. Then select Save, and say Yes to the “all slides” question.		That is, the file is saved TWICE, once as a “.ppt” file, and once, exported as a series of gif files (created in their own new folder).
7	In the new folder that is created within the “single_columnna” folder (called gifs unless you changed the name), rename the five gif files, from → to: Slide1.GIF → 050.gif Slide2.GIF → 100.gif Slide3.GIF → 150.gif Slide4.GIF → 200.gif Slide5.GIF → 250.gif		Or if it is a “double” jeopardy column, the files should be renamed 100.gif, 200.gif, 300.gif, 400.gif, and 500.gif.
8	Then move these five gif files out of this “gifs” folder and paste them into the “single_columnna” folder. Say “ Yes ” to any warning about overwriting an existing file (you are replacing blank gif files with the gif files specific to your game).		It is recommended to use the cut and paste method here.
9	In the same folder, open the category.ppt file and replace the existing text with a succinct category heading (no more than two words, 8 characters each).		Don’t edit the custom page size via the Page Setup as it is currently set to provide the correctly sized gif.
10	Save the edited template file in that “single_columnna” folder; save it as a normal PowerPoint file (errors or changes will be fixed/remedied via this file).	.ppt	
11	Before closing the file, select File/Save As, and in the “save as type” select “GIF Graphics Interchange Format(*.gif)” from the drop down menu. Then select Save, and say Yes to any “overwrite” question, and No to “export every slide” (there is only one slide to export).	.gif	Again, this file is saved TWICE.
12	In the same folder, open the category2.ppt file and replace the		

	existing text with a succinct category heading (no more than 16 characters, single line).		
13	Save the edited template file in that “single_column” folder; save it as a normal PowerPoint file (errors or changes will be fixed/remedied via this file).	.ppt	
14	Before closing the file, select File/Save As, and in the “save as type” select “GIF Graphics Interchange Format(*.gif)” from the drop down menu. Then select Save, and say Yes to any “overwrite” question, and No to “export every slide” (there is only one slide to export).	.gif	Remember, this is saving the file twice. The only change in the second save should be the “ save as type ” box.
15	The only “tricky” part of this set of instructions is due to the fact that PowerPoint does not allow custom page sizes smaller than 1 inch, so the “category2.gif” created is too tall. While it can be used as created, I find it better to use a simple graphics program to crop the category2.gif – a black line mid way down shows where to crop in the vertical sense while keeping the entire horizontal image.		The graphics program I use is VuePrint. The ideal gif size for the “category2.gif” is 313 (long) x 43 (tall). If changes are not desired, the default settings will work.
16	Repeat the above steps for each column in the single and or double jeopardy game boards you desire. (Note, only the column folder “name” is different in each round of the “repeat”.		You will repeat the steps beginning again with step 3 .
17	Open the MS-Word template “answer_template.doc” included on the game site.		In the template the first table will contain the images of the first column; the second table will contain the images from the second column and so on.
18	Above the first Table, type the category in 14 pt bold type.		This is an extra step for the purpose of printing out a hard copy of your work.
19	If it is desired to check the progress of your game at any time during creation, click on either the “single_jeopardy.htm” or “double_jeopardy.htm” files.		In the end, this will also be the way to access the game until otherwise saved.

20	If you want a Final Jeopardy board, use the “final_answer.ppt” to make the final answer AND use category2.ppt to great the category gif (be sure to save the gif as “final.gif”).		These final two gif images are called “final.gif” (403pixels W x 42 pixels H) and “final_answer.gif” (956pixelsl W x 422 pixels H). They are stored in the “final_jeopardy” folder.