Cols)

1. To start off, you will need to make the snow.
--Even before that, the background must be adjusted.
---Create a new slide in a new or existing presentation,
2. Go to Design Menu at the top

3. Go to Background styles on the FAR RIGHT and choose Style 4 (all Black)
4. With the dark background ready, it's now time to create the snow.
5. Go back to the HOME menu at the top and choose an oval AutoShape.

6. Hold down the Shift key and start drawing so that you end up with a perfect circle rather than an oval. Resize the circle as required, while making sure the circle is not too big (see screenshot).
7. Right-click the circle choose the Format Shape from the drop down menu. (see screenshot below).
--First, go to Fill and make the color white! ---Go to Glow and Soft Edges and play with the colors to get a white snowflake with grey outer edges.

8. But this is not what we want...
--Now, move over to the Line section in the Format AutoShape dialog box (see screenshot below).
---Under Line Color dropdown menu, select No Line.
----Click OK and your first drop of snow is ready!

| Format Shape |  | ? | x |
| :---: | :---: | :---: | :---: |
| Fill | Line ColorNo lineSolid lineGradient line |  |  |
| Line Color |  |  |  |
| Line Style |  |  |  |
| Shadow |  |  |  |
| Reflection |  |  |  |
| Glow and Soft Edges |  |  |  |
| 3-D Format |  |  |  |
| 3-D Rotation |  |  |  |
| Picture Corrections |  |  |  |
| Picture Color |  |  |  |
| Artistic Effects |  |  |  |
| Crop |  |  |  |
| ~-- |  |  |  |

9. Next, select the snow and click $\mathrm{Ctrl}+\mathrm{D}$ to duplicate it - repeat this 20 or more times to create more instances of snow. Select all the snowflakes and drag all the snow off to above the slide area and distribute them evenly as shown in the figure below. You do not need to align them horizontally.
10. Now is the time to start with the animations.

- Select all the snow instances and choose Animations from the top Menu
- Choose Fly out (it's RED in the options list) Preview will show how they just drop.
- Go to Animation Pane by clicking here ->
$\equiv \Rightarrow$ Animation Pane
- Animation pane should look like the image below.
- Right click on the first oval and choose Timing


11. The timing window looks like this. Make sure the FIRST snowdrop starts: "On Click" $\rightarrow$ Every snowflake gets a different delay and duration
$\rightarrow$ AND make SURE the repeat says Until End of slide!

12. You can now play around with the speed. Set the first effect to Very Slow, second to 6 Seconds, third to 7 seconds, fourth to 8 seconds and fifth to 9 seconds. Repeat the speed settings to rest of the effects. By doing so, the snow will not be falling at the same speed. This will also make the effect more realistic.
