Common Inquiry:
How do I make my instructor's remote advance slides?

Click here for how to set up your [Instructors remote](#)

There are some file types that can not be advanced with the instructors remote in their raw form, these are:
PowerPoint (*.PPT, PPTX), Word (*.doc, docx), Excel (*.xls, xlsx), Plain Text (*.txt) and PDF (*.pdf).

However, you can easily convert these (except the PDF) to a format that can be advanced using the instructor's remote with the applications "save as" feature as described below:

PowerPoint: Save as a JPEG File Interchange format (*.jpg) from the "Save as Type" pull down menu in the Save as options window, and click Save.
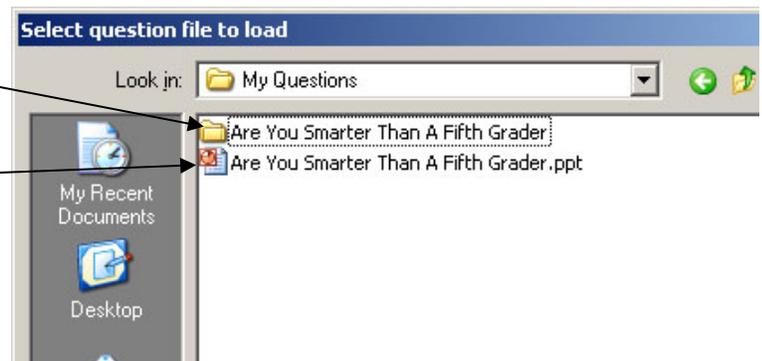
The message window will appear, select 'Every Slide', and a message will appear saying export complete.

This saves each slide in your presentation as an individual JPG image into a Folder that is named the same as your PPT presentation as shown in the example:

Here is the folder that PPT creates and saves the JPG images in.

Here is your original PPT.

To display these in Acquisition: From the slides pull down menu select "[Open Slides Folder](#)" and select Power Point JPGs and the type and click OK. A browser window will open where you browse to your PPT, and locate the folder named the same as your PPT (shown above). Highlight this folder (do not open it) and click OK.
NOTE: There are several other formats you can use as shown in Acquisitions file type window. The above example is JPG, but you can use other formats.

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Word, Excel and plain text: Open any of these and save as a plain text file. Then,
open the text file and delimit it with the >< (greater than/right arrow, less than/left arrow) delimiter
between each question. (This delimiter allows the Acquisition program to identify each question
individually and display one question at a time). Example:

NOTE: the delimiter must follow the last
question/answer set

You can change the font size for best fit and audience viewing from the Slides pull down menu.

To display in Acquisition: from the Slides pull down menu, select "Open Slides File" and from
the file type pull down menu, select "**Delimited >< text (*.txt)** as the file type, browse to your text file,
and open it.

**About Slides Files and Slides Folder**

From Acquisitions Slides pull down menu:

Select Open Slides File for content in a file such as
PowerPoint, Word, Excel, PDF, HTML, H-ITT XML (H-ITT
XML is the file type that is generated if you use QGen2)
Text files and others.
*NOTE: When the browser opens, select Files of type pull
down to select the specific file type your content is in.*

Select Open slides folder for displaying questions that are
a series of images in a folder such as the output of PPT
when "save as" *.jpg file type for example.
*NOTE: When the browser opens select the image type
(i.e. PowerPoint JPG if the images were saved from PPT)*
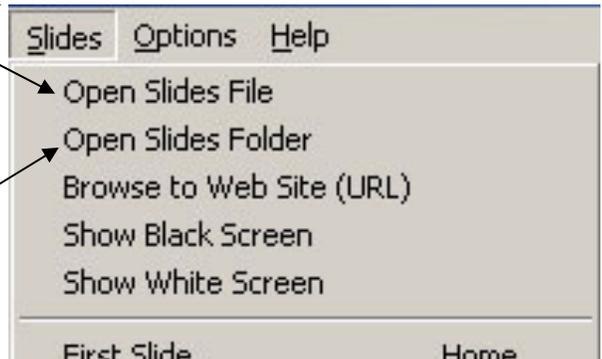
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Using your Instructors remote:
Any remote can be assigned as an instructor's remote and can be used to start and stop questions, advance slides, assign correct answers and more, here is how:
From the Options>General menu

Enter the remotes serial number you want to use here

Click these options

And click OK from the options pallet.

Instructor's remote function keys:

- The remotes right arrow button **(>>)** will start the question.
- Click the right arrow **(>>)** to stop the question and bring up the Histogram.
- Use the right arrow **(>>)** again to clear the histogram and ready the next question.
- Before the question is started you can use **A/1** key to add time to the question timer and the **B/2** key to reduce time on the question timer.
- Before the question is started you can use **C/3** key to *advance* the slide and the **D/4** key to go to the *previous* slide.
- Keys **A-J** will assign the correct answer if you answer along with the students while the question is running.
- When the question is stopped and the Histogram is displaying, keys **A-J** will also assign *or change* the correct answer.
- When the question is idle or stopped, the **E/5** key will exit the class and return to the Acquisition home screen.

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