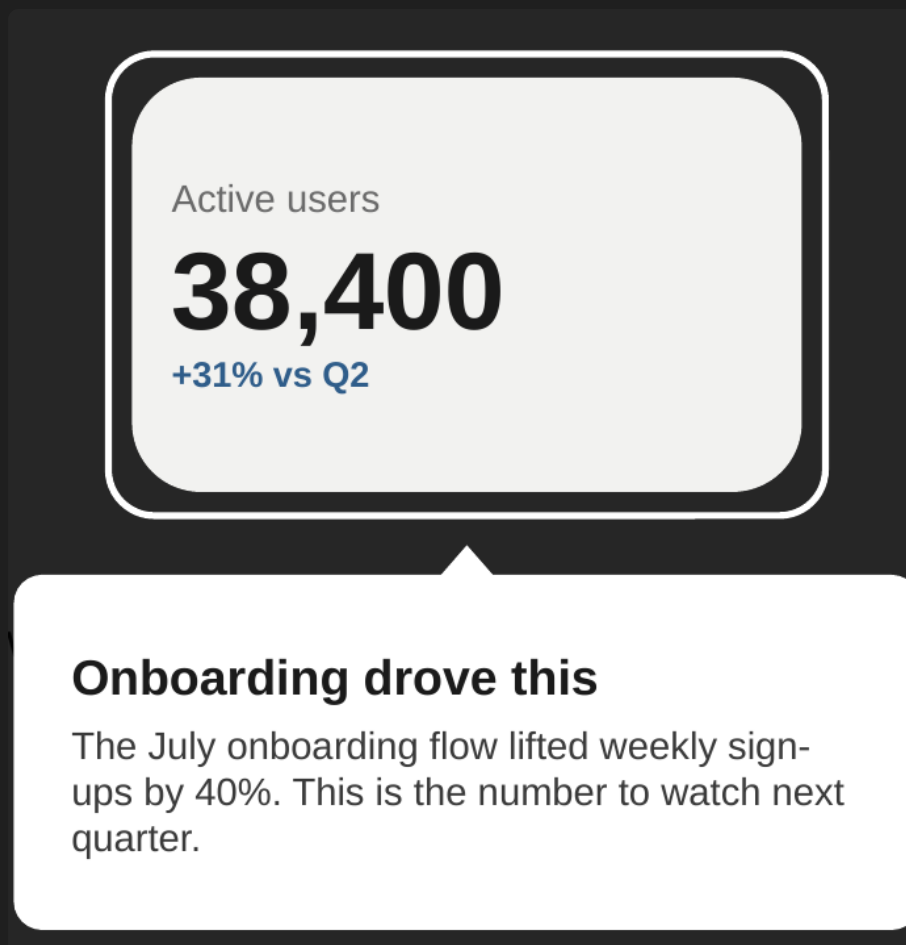


SparkSpotlight

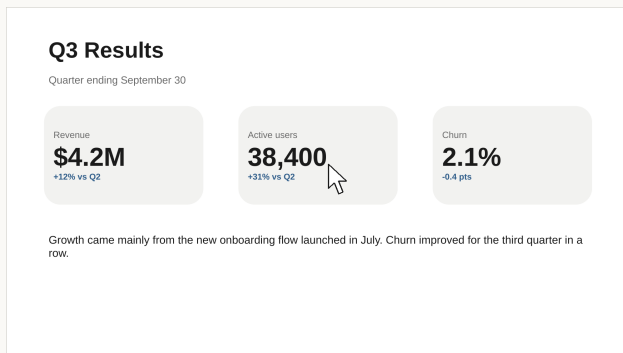
User guide

Every eye on the point that matters.

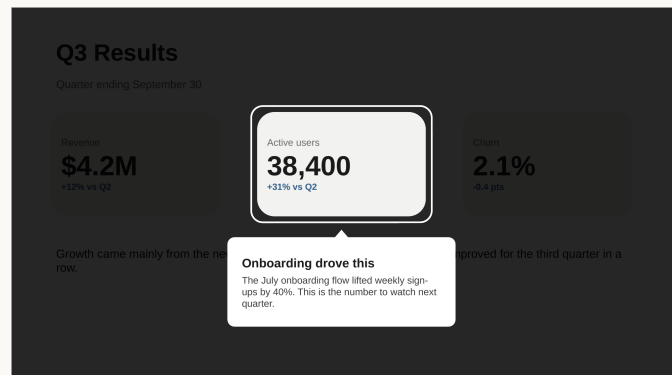


One click in the show. The room looks where you point.

Pick any element on a slide and give it a key point. In slide show, one click dims the slide, keeps that element bright, and shows your key point beside it. Click anywhere and the slide comes back.



Your slide in slide show. Click the element.



The spotlight. Click anywhere to close it.

You do three things

1. Select an element on your slide.
2. Type its key point.
3. Click **Add spotlight**.

SparkSpotlight does the rest

- Builds the spotlight: dims the slide, lifts your element above the dark layer, draws the ring, the card and the pointer.
- Places the card on the side with the most room.
- Links your element so one click opens it, and makes any click close it.
- Hides the spotlight slide right after yours, so the deck flows normally.
- Leaves your slide as it was: comments, notes and animations untouched.
- Refreshes every spotlight after you edit a slide, with one click.

Your audience needs nothing. The finished deck is plain PowerPoint. Anyone can present or view it in the PowerPoint desktop app on Windows or Mac, without the add-in.

What you need

TO	YOU NEED
Add spotlights	Microsoft 365 PowerPoint on Windows (version 2601 or later) or on Mac (version 16.105 or later).
Present or view	The PowerPoint desktop app on Windows or Mac: slide show, Presenter View or Reading View. No add-in needed.
Not supported	Adding spotlights in Office 2019, 2021 or LTSC, or on iPad. Presenting in PowerPoint for the web: the web app plays the deck but does not open spotlights.
Privacy	SparkSpotlight runs inside PowerPoint. Your slides are never uploaded.

To check your version: Windows, File > Account > About PowerPoint. Mac, PowerPoint menu > About PowerPoint.

03 · INSTALL (ONCE)

Five minutes, then never again

You receive one small file, `SparkSpotlight-manifest.xml`. It tells PowerPoint where SparkSpotlight lives. Updates arrive on their own: you install once.

Windows

1. Create a folder for add-ins, for example `C:\PPTAddin`, and put the file in it. (The folder you use for SparkEmbed works too.)
2. Right-click the folder > **Properties** > **Sharing** > **Share**, and share it with yourself. Copy the network path it shows, for example `\\YOUR-PC\PPTAddin`.
3. In PowerPoint: **File** > **Options** > **Trust Center** > **Trust Center Settings** > **Trusted Add-in Catalogs**. Paste the network path, click **Add catalog**, tick **Show in Menu**, click **OK**.
4. Restart PowerPoint.
5. **Insert** > **My Add-ins** > **Shared Folder**, select **SparkSpotlight**, click **Add**.

Mac

1. In Finder, choose **Go** > **Go to Folder** and paste: `~/Library/Containers/com.microsoft.Powerpoint/Data/Documents/wef`
If the `wef` folder does not exist, create it.
2. Drop the file into that folder.
3. Restart PowerPoint.
4. **Insert** > **Add-ins** > **My Add-ins**, and select **SparkSpotlight**.

Done. The SparkSpotlight button now sits at the right end of the Home tab. You will not need to do this again.

From slide to spotlight in under a minute

STEP 1

Open the pane

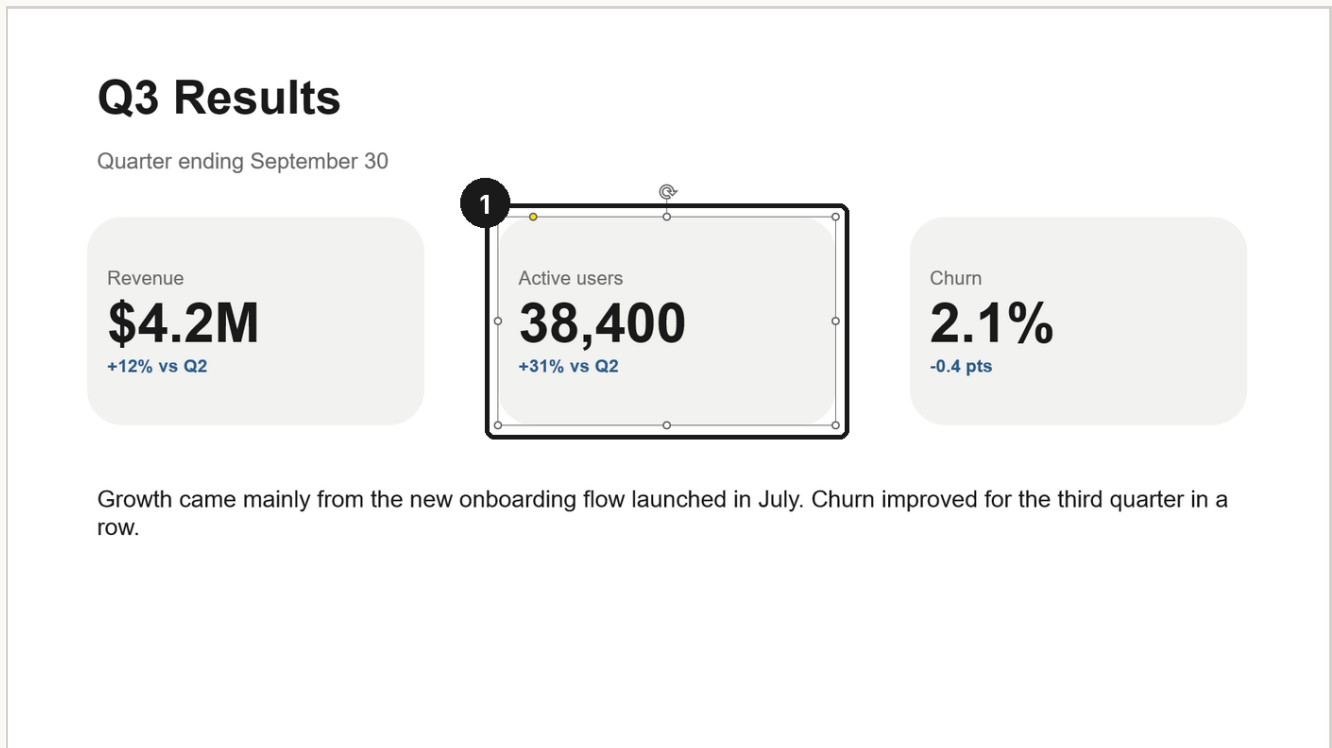
On the **Home** tab, click **SparkSpotlight** at the right end of the ribbon. The pane opens on the right and stays open while you work.



STEP 2

Select one element

Click the element you want the room to look at: a number, a box, a picture, a chart, a table or a text box. Select exactly one. The pane follows your selection on its own.



Select one element. Here, the Active users card.

STEP 3

1 | Title (optional)
Onboarding drove this 21 / 60

2 | Key point
Onboarding drove this
The July onboarding flow lifted weekly sign-ups by 40%. This is the number to watch next quarter. 120 / 240

3 | Position
Below

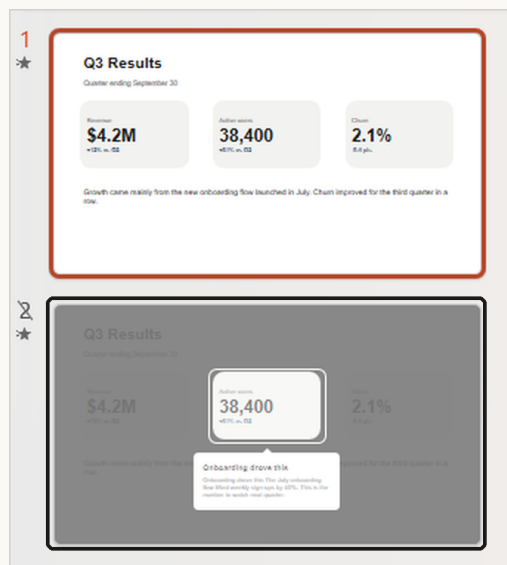
4 | Hover hint
Click for details 17 / 60

5 | Update spotlight Remove spotlight

Write the key point

1. **Title (optional).** A few words that name the point, up to 60 characters. It appears in bold on the card.
2. **Key point.** What the room should take away, up to 240 characters. One or two sentences read best. Line breaks are joined into one paragraph.
3. **Position.** Where the card sits. Leave it on **Auto** and SparkSpotlight picks the side with the most room. Or choose Below, Above, Right or Left.
4. **Hover hint.** The small tooltip viewers see when they point at the element in slide show, up to 60 characters. Leave it blank for the default, "Click for details".
5. **Add spotlight.** Click it. After a moment the pane says "Spotlight added. Run the slide show to try it." The live counters under each field show how much room is left.

STEP 4



See what SparkSpotlight built

A new slide appears right after yours in the thumbnail list, greyed out, with a slashed slide number. That is the spotlight slide. It is hidden, so your deck skips it until someone clicks the element.

Your own slide was not replaced or restyled. The only change on it is a link on the element you chose.

Leave spotlight slides to SparkSpotlight. You never need to edit them. If one is deleted or moved by accident, **Rebuild all** puts it back.

STEP 5

Try it

Press **Shift + F5** to play from the current slide (on Mac, **Cmd + Return**), or **F5** from the start (on Mac, **Cmd + Shift + Return**). Click the element. That is the whole workflow.

Open, make the point, carry on

TO	DO THIS
Open a spotlight	Click the element. The slide dims with a quick fade and the card appears.
Close it	Click anywhere: the dark area, the element or the card.
Move on	Press the right arrow or your clicker's Next button, as usual. The hidden spotlight slides are skipped.
See the hint	Point at the element: the hover hint appears. It tells your audience, or you, that there is more to see.
Use Presenter View	Click the element in the presenter window. The audience sees the spotlight open and close.
Jump back several slides	Type the slide number and press Enter, or right-click > See All Slides. The left arrow also works, but it passes through spotlights you opened earlier in the show.

Your animations keep their place. If a bullet was already revealed, it stays revealed after the spotlight closes, and the rest reveal on your next clicks. Inside the spotlight, the slide shows as it looks when finished.

A clicker only sends Next and Back, so open spotlights with the mouse or a tap on a touchscreen.

Every control, in one picture

1 **Heading and guidance.** Tells you what the pane can do for the current selection, for example "This shape has a spotlight. Change it and click Update spotlight, or remove it."

2 **Title (optional).** Bold line on the card. 60 characters.

3 **Key point.** The explanation on the card. 240 characters, with a live counter.

4 **Position.** Auto, Below, Above, Right or Left.

5 **Hover hint.** The tooltip in slide show. 60 characters.

6 **Add spotlight / Update spotlight, and Remove spotlight.** Add creates a spotlight. When the element already has one, the button becomes Update, and Remove appears.

7 **Tips.** Short notes about the current slide, such as the transition tip (see section 08).

8 **Rebuild this slide / Rebuild all.** Refreshes spotlights so they match your slides after edits, and repairs any spotlight slide that was moved or deleted.

9 **Remove all spotlights.** Removes every spotlight in the deck after you confirm in the pane. Your slides return to how they were.

10 **Status.** The result of your last action, in plain words.

Below the status, a technical log records each step. You never need to read it; it helps if you contact support. The version number sits at the very bottom of the pane.

- 1** **Heading and guidance.** Tells you what the pane can do for the current selection, for example "This shape has a spotlight. Change it and click Update spotlight, or remove it."
- 2** **Title (optional).** Bold line on the card. 60 characters.
- 3** **Key point.** The explanation on the card. 240 characters, with a live counter.
- 4** **Position.** Auto, Below, Above, Right or Left.
- 5** **Hover hint.** The tooltip in slide show. 60 characters.
- 6** **Add spotlight / Update spotlight, and Remove spotlight.** Add creates a spotlight. When the element already has one, the button becomes Update, and Remove appears.
- 7** **Tips.** Short notes about the current slide, such as the transition tip (see section 08).
- 8** **Rebuild this slide / Rebuild all.** Refreshes spotlights so they match your slides after edits, and repairs any spotlight slide that was moved or deleted.
- 9** **Remove all spotlights.** Removes every spotlight in the deck after you confirm in the pane. Your slides return to how they were.
- 10** **Status.** The result of your last action, in plain words.

Below the status, a technical log records each step. You never need to read it; it helps if you contact support. The version number sits at the very bottom of the pane.

The pane adapts to what you select

YOU SELECT

THE PANE SHOWS

Nothing, or several elements	A prompt to select one element. The buttons wait until you do.
One element without a spotlight	Empty fields and Add spotlight .
An element that has a spotlight	Its title, key point, position and hint, ready to change, with Update spotlight and Remove spotlight .
An element with its own link	"This shape already has a link. To use it for a spotlight, remove the link first (right-click the shape, then Remove Link), or choose another shape." SparkSpotlight never overwrites a link you made.
Something on a spotlight slide	A note that this is a spotlight slide, and that you edit its spotlight from the original slide. The buttons are off.
An element with an old, unused spotlight link	"This shape has a leftover SparkSpotlight link." Click Remove leftover link and the element is ready again.

07 · EDIT, REMOVE, REBUILD

Change anything, any time

TO

DO THIS

Change the text or position	Select the element, edit the fields, click Update spotlight .
Add more spotlights to a slide	Select another element and add as usual. Each element can have one spotlight; a slide can have as many as you like.
Refresh after editing a slide	Changed a number, a colour or the layout? Click Rebuild this slide . The spotlight copies your latest version.
Refresh the whole deck	Click Rebuild all . It also removes spotlights whose element you deleted and moves stray spotlight slides back into place, then reports what it did.
Remove one spotlight	Select the element, click Remove spotlight . Its spotlight slide and link are removed.
Remove every spotlight	Click Remove all spotlights , then confirm in the pane.

Every message tells you what to do

MESSAGE	WHAT IT MEANS, AND WHAT TO DO
"This slide has a transition, which replays when a spotlight closes. For the smoothest look, set it to None or Fade."	Closing a spotlight returns to your slide, so its transition plays again. On the Transitions tab, choose None or Fade for that slide. It is a tip, not an error: everything still works.
"This shape already has a link. To use it for a spotlight, remove the link first (right-click the shape, then Remove Link), or choose another shape."	The element carries a link you added. Keep it and choose another element, or remove it as described.
"This shape has a leftover SparkSpotlight link."	An old spotlight link without its spotlight. Click Remove leftover link .
"Spotlight removed. The shape's own link was kept."	The element had a link of yours as well. SparkSpotlight removed only its own part.
"Not enough room there, so SparkSpotlight chose the best side."	The card would not fit where you asked, so it went where it fits. Shorten the key point, or choose another side.
"This element is very large, so the card covers part of it. Choose a smaller element or shorter text."	The element fills most of the slide, so the card sits on top of it. Spotlight a smaller part, or shorten the text.
A note that you need a newer PowerPoint	Adding spotlights needs Microsoft 365 (see section 02). Presenting works in any desktop PowerPoint.

This slide has a transition, which replays when a spotlight closes. For the smoothest look, set it to None or Fade.

The transition tip appears under the buttons when the selected slide has a transition.

The honest limits

- **Whole elements.** A spotlight lights up a whole element: a shape, a picture, a table, a chart. To stress one point on a chart, draw a small shape over it and spotlight that shape (the chart itself stays dimmed). Highlighting an area is planned.
- **SmartArt is one element.** To spotlight steps one by one, build the process from separate shapes.
- **Desktop app for presenting.** PowerPoint for the web plays the deck but does not open spotlights.
- **Transitions replay.** A slide's own transition (other than None or Fade) replays when a spotlight closes. The pane tells you when this applies.
- **Open with a click.** A clicker's Next button continues the deck; it does not open a spotlight.
- **Going back.** The left arrow passes through spotlights opened earlier in the show. Type the slide number and press Enter to jump straight there.
- **One spotlight per element.** Several elements per slide is fine.

Fix it yourself in a minute

IF	TRY THIS
The SparkSpotlight button is missing	Check the install steps in section 03, then restart PowerPoint. Still missing? Clear the Office add-in cache (below) and restart.
The pane shows an old version	The version is at the bottom of the pane. Close and reopen PowerPoint. If it is still old, clear the add-in cache.
The buttons stay grey	Select exactly one element on an ordinary slide. If the pane mentions a link, see section 08.
Clicking the element does nothing in the show	Present from the PowerPoint desktop app, not the web. Select the element while editing: if the pane shows Update spotlight, click Rebuild this slide and try again.
The spotlight shows an old version of the slide	Click Rebuild this slide .
A spotlight slide was deleted or moved	Click Rebuild all .
The card sits on an awkward side	Select the element, choose a Position, click Update spotlight .
The transition replays on close	Set that slide's transition to None or Fade.

Clear the Office add-in cache

Windows: close PowerPoint, press `Windows + R`, paste `%LOCALAPPDATA%\Microsoft\Office\16.0\Wef\`, press Enter, and delete everything in that folder.

Mac: close PowerPoint, open the `wef` folder from section 03, and delete everything except `SparkSpotlight-manifest.xml`.

Then reopen PowerPoint. On Windows, add SparkSpotlight again from Insert > My Add-ins > Shared Folder.

QUICK REFERENCE

TASK	STEPS
Add a spotlight	Select one element > type the key point > Add spotlight .
Change it	Select the element > edit > Update spotlight .
After editing a slide	Rebuild this slide . For the whole deck, Rebuild all .
Present	Click the element to open. Click anywhere to close. Right arrow or clicker to carry on.
Remove	Remove spotlight for one, Remove all spotlights for the deck.
Something looks wrong	Section 10, then support.

11 · HELP

Write to support@sparkslides.com. Include your PowerPoint version, the SparkSpotlight version from the bottom of the pane, and, if something went wrong, a copy of the log text from the pane.

SparkSpotlight is a SparkSlides product. The medium is changing. The standards aren't.