

Cataloging Jeopardy

- 1) Do not click on the links to the Cataloging Jeopardy game as this will cause it to open up in your browser and it will not work properly.
- 2) You will need to right click on the Cataloging Jeopardy game, which you wish to use and “Save target as.”
- 3) Once you have saved the file on your computer you can open the file as a PowerPoint and play the game.
- 4) Play the game by running the slide show, but be sure to use the “return button” on the question screens to return to the main jeopardy screen, or you will be taken to the next slide in the sequence instead.
- 5) When you get a Double Jeopardy press any key to get the question then use the return key to return to the main screen.

To create a new game from the CatalogingJeopardy.ppt template:

- 1) Download and save the file as instructed above.
- 2) Open the file and immediately save it with a new name, so that you don't over-write the original template.
- 3) Select and copy the first Cataloging Jeopardy heading “Cat 1” from the Edit menu select Replace (Or use the keystroke shortcut Ctrl-H) find all the “Cat 1” and replace with your heading for this category (e.g.: Terms). Select replace all. It should make 11 replacements. If your category heading is too long and wraps in the main screen you may need to change the font size, so that it fits.
- 4) Repeat this process for each of the six categories.
- 5) In either slide sorter view or normal view, select the slides in turn that you wish to work on by double clicking on the slide or the icon for the slide (Normal view).
- 6) Select the text and type in the information for that category and dollar amount (Ariel size 54, centered works best for most screens. You may need to add carriage returns to get it centered top to bottom.)
- 7) Save frequently, so that you don't have to start all over again, if you make a mistake.
- 8) After you have completed all thirty of the main screens, determine what your two Double Jeopardy questions are going to be and edit screens 33 and 35.
- 9) The last step is linking from the main screen in the appropriate squares to the Double Jeopardy screens # 32 and 34. From the main screen in an editing window, highlight the dollar amount that you want to link to the first Double Jeopardy screen. Select the hyperlink button (Or use the pull-down menu to Insert Hyperlink or use the keystroke short cut Ctrl-K.) In the pop-up window scroll down to slide 32 and click on 32. Daily Double and click OK.
- 10) Repeat the above process for the second Daily Double except link to slide 34.
- 11) Save the game.
- 12) Run the slide show and test the links.
- 13) Be sure to record the correct answers in a separate document, as this will not work in Instructor mode. (You can print out the handouts and write the correct answers on the handout sheet.)