

PowerPoint 2007

HOW TO ADD ACTION BUTTONS

Action buttons are easy-to-understand icons that link to another location in your presentation or to another file or website. They allow for easy non-linear navigation through a presentation.

The example presentation slide has two action buttons – the small “back” button as well as a large invisible “back” button covering the whole slide.

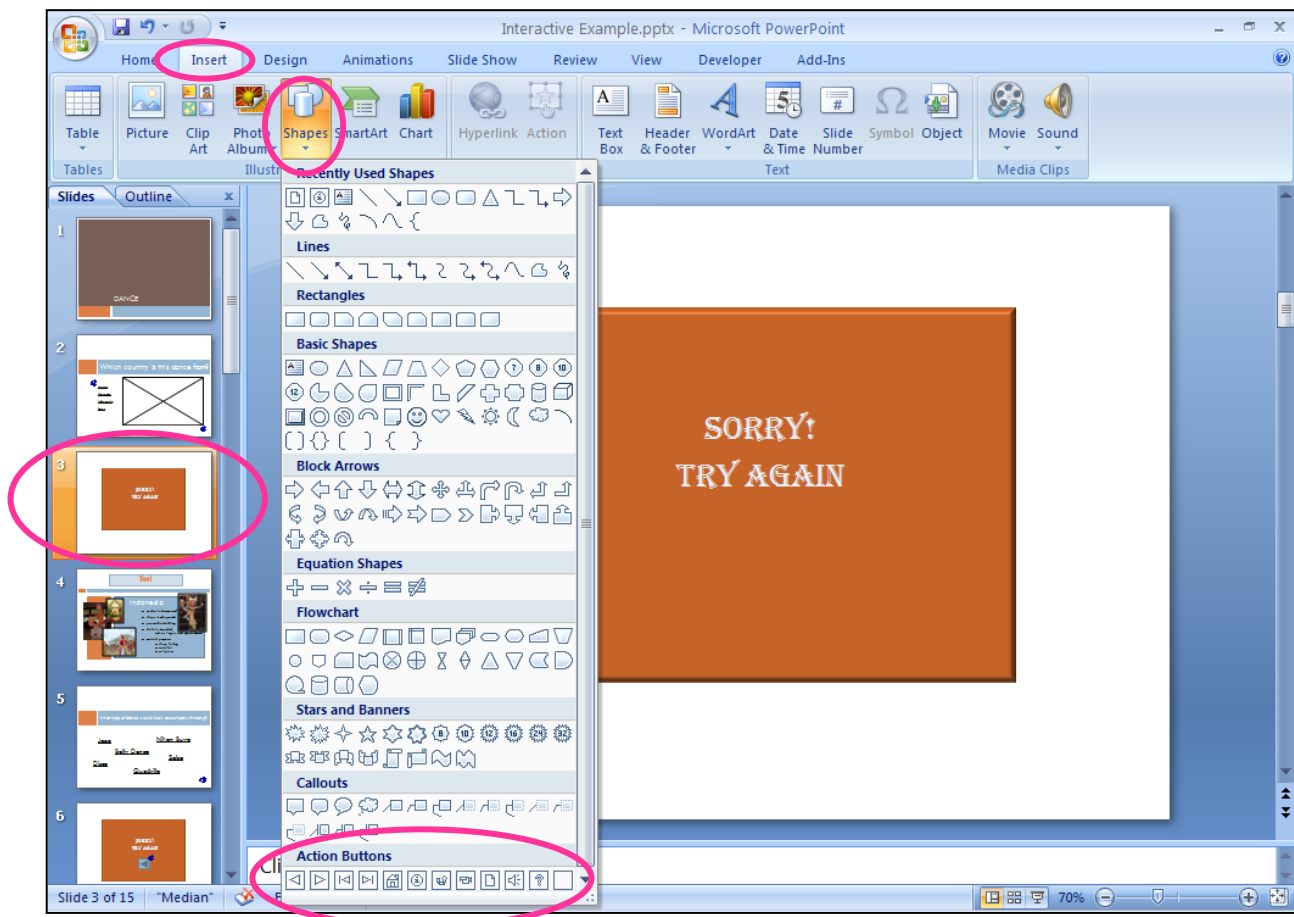
From the Slide toolbar along the left hand side of the screen,

- ▶ **Select the slide you want to work on.**

Then

- ▶ **Click on the “Insert” tab at the top of the screen.**
- ▶ **Click on the “Shapes” option.**

At the bottom of the Shapes menu, you will see an “Action buttons” category.



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To see what each action button is intended to do,

- ▶ **Slowly move your mouse over the action button.**

The action explanation will pop up slowly.



To add an action button,

- ▶ **Click on the action button you want from the Shapes menu.**
- ▶ **Click on the slide and drag your mouse to create and size the button.**

When you release your mouse after drawing the action button, you will see an "Action Settings" pop-up window.

To set the action settings,

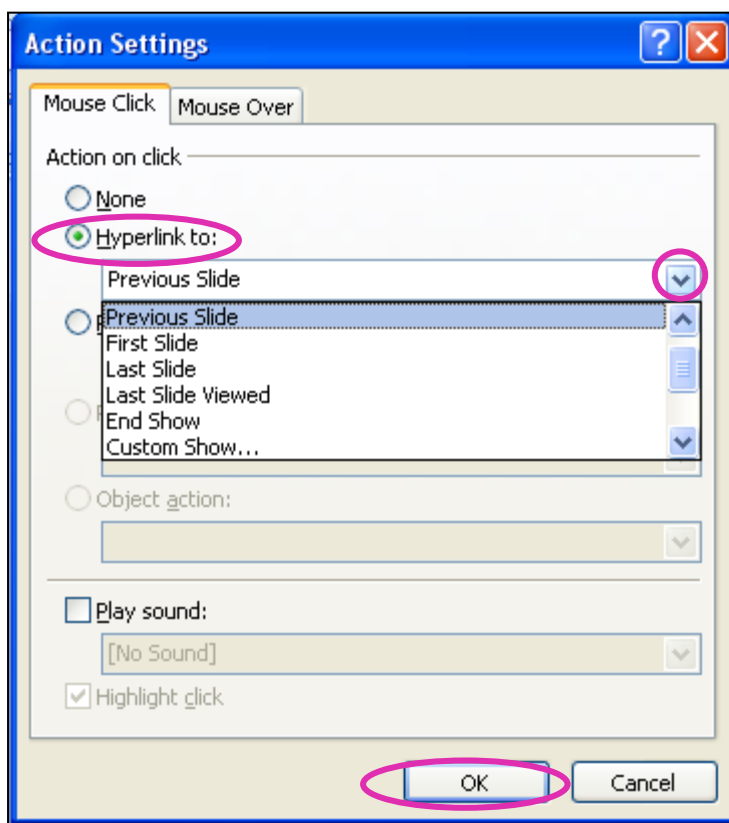
- ▶ **Check the "Hyperlink to" option.**
- ▶ **Use the drop-down menu to choose the link's destination.**

You can choose from certain slides in your presentation as well as other documents or websites.

- ▶ **Click the "OK" button to finish.**

To make a button invisible,

- ▶ **Right-click on the action button.**
- ▶ **Choose Format Shape from the menu.**
- ▶ **Set transparency to 99%.**
- ▶ **Set to No Outline.**



Check your action button links by playing or previewing the slide show.