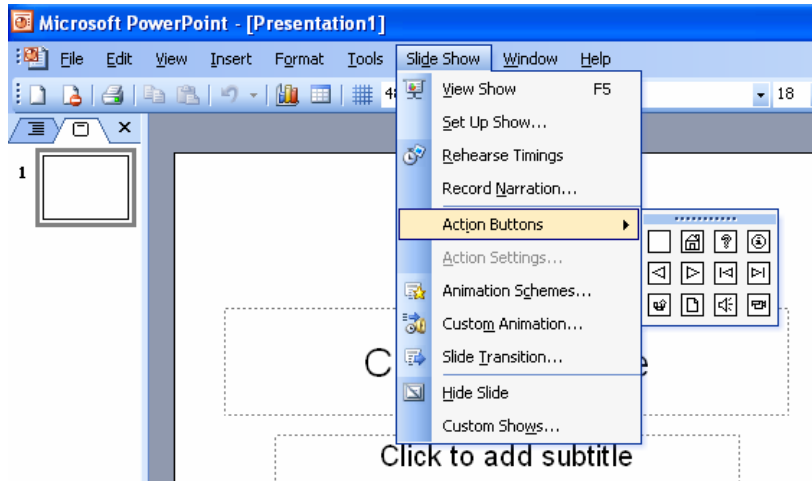


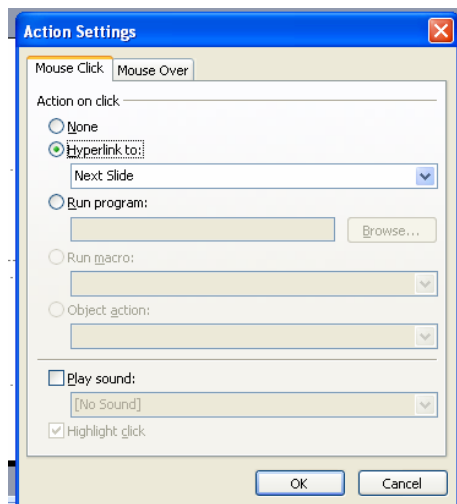
Creating Action/Navigation Button(s) Instructions

Action Buttons add a little twist to a PowerPoint to make it interactive. Sometimes you may not want a PowerPoint presentation in a linear sequence. You may want the user to be able to “jump” to different slides in the presentation. You can use pre-designed buttons (home, next, back, end, start, etc.), or you can use a blank button and add text to it for the user to understand the navigation.

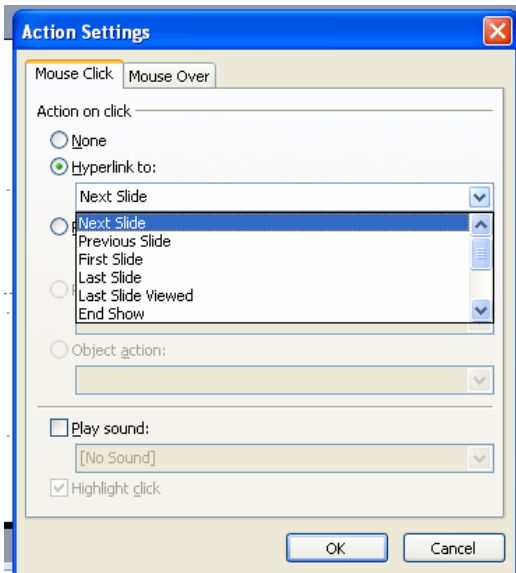
1. To create a button, go to **Slide Show > Action Buttons** and then chose which button you would like to use.



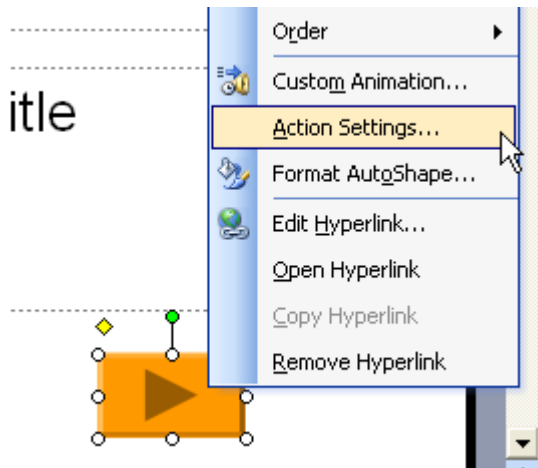
2. Once you choose the button you want to use, use the mouse to draw the button where you want on the slide.
3. When you draw the button, you will get a new dialog window that pops up.



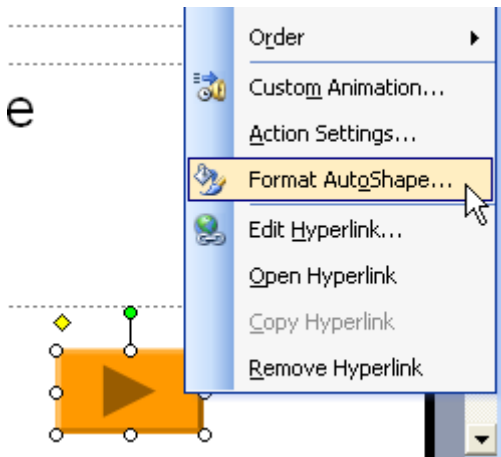
4. On the *Mouse Click tab*, select **Hyperlink to:**
5. **Click on the drop-down list** under *Hyperlink to:* to choose where you want the slide to be linked to (next slide, previous slide, last slide, first slide, slide, etc.).



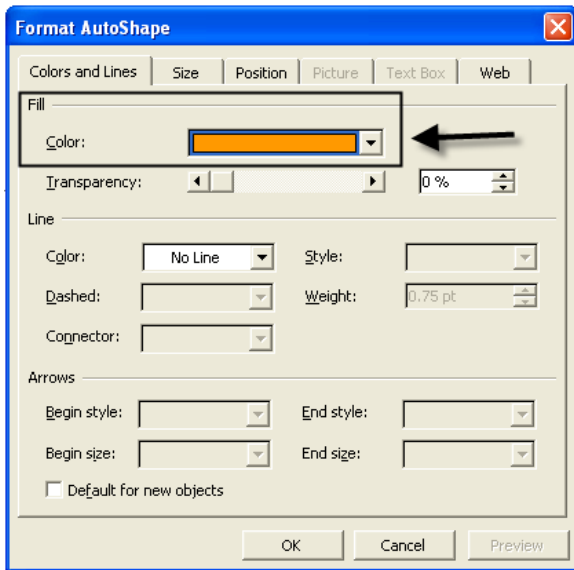
6. If you need to change the hyperlink to a slide, **right click on the button** and choose **Action Settings...**



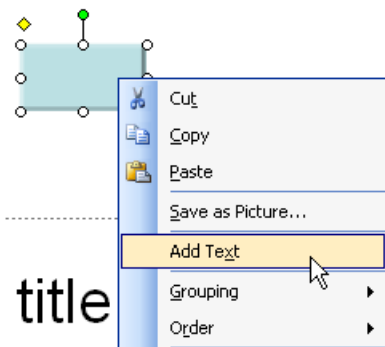
7. If you want to change the color of the button, **right click on the button** and choose **Format AutoShape...**



8. Change the Fill Color in the *Colors and Lines* tab.



9. To add text to a blank button, **right click on the button** and **choose Add Text**



Tips to remember when using Action/Navigation buttons:

- Similar buttons should be placed in similar locations from slide-to-slide. This will make it easier for the user to find the navigation buttons.
 - Once you find a good location – copy and paste the button from one slide to next to make sure the location exactly matches the other button.
 - If buttons are manually placed in the presentation – they could appear to be “jumping” from one slide to the next.
- Buttons should not be too big – this could distract the user from the content.
- Buttons should not be too small – this could make it hard for the user to find them or read what it says.
- Make sure to turn the Browse at Kiosk option on – so only navigation buttons will work for the user.
- Make sure to test!!
 - If you forget a button – the user will be stuck in the presentation with no place to go.
 - If you link the button to the wrong location – it may confuse the user.
- Make sure the color of the button goes well with the color scheme of the presentation.