

# Adding Action Buttons

By adding a button to a slide you can make something happen whether it is playing a movie or sound or navigating to other slides in your presentation.

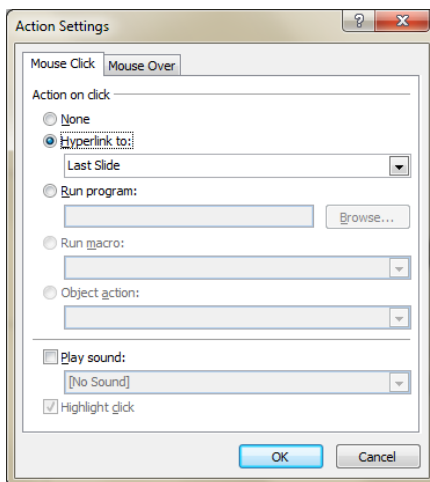
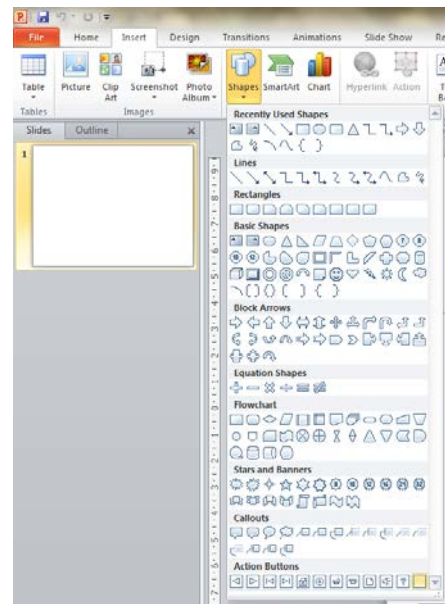
## General buttons

- **Insert > Shapes > Action Buttons >** Choose a button
- Once you have chosen your button you will notice the mouse pointer is now a **+**.
- Move your mouse to the slide and click and drag to make your button.

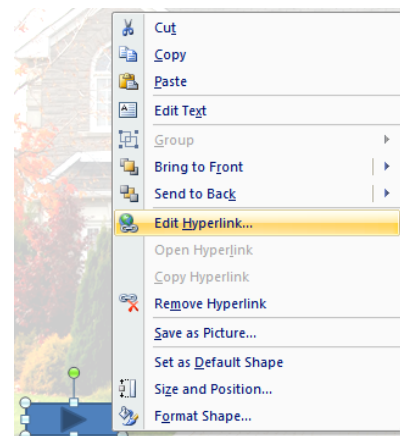
- The action setting dialogue box will pop up
- You can now choose the settings you wish to use for your button.

Notice there are 2 tabs, Mouse Click & Mouse Over

- **Choose the tab** for the option you would like to use.
- Now you can **choose the action**.
- **OK**



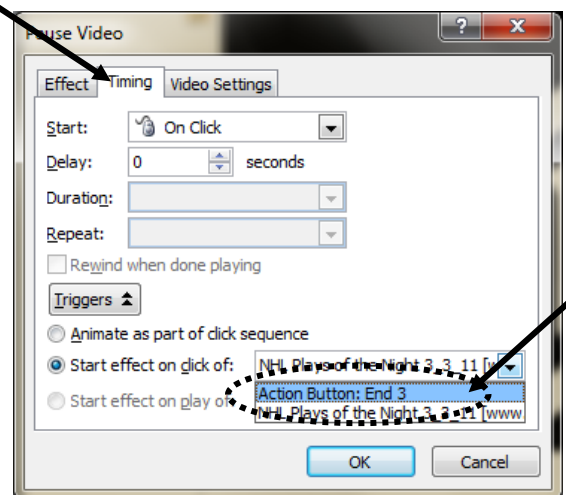
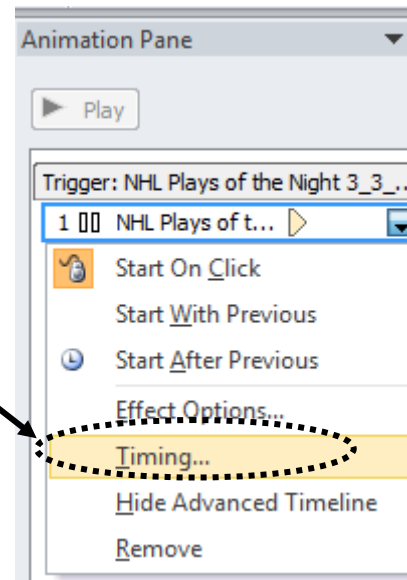
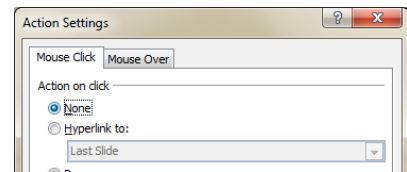
Note: You can get back to the Action settings Dialogue at anytime by right clicking on the object you wish to change and choosing Edit Hyperlink.



## How to make a button to start a movie

Navigate to the slide where you have your movie

- Insert a custom button – **Insert > Shapes > Choose a button**
- Click and drag the button to the desired size / shape
- Change **Action on Click** to **none**
- **Select the movie**
- **Animations > Custom Animation**
- Click the drop down arrow next to the video you want the action button to control
- Choose **Timing**
- Click on **Triggers**
- **Choose Start effect** on Click of
- Choose the button you have just made from the drop down list
- **OK**



Note: You can add text to the button.

- Right click on the button
- Add text

You can also change the colour of the button.

- Right click
- Format Auto Shape