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