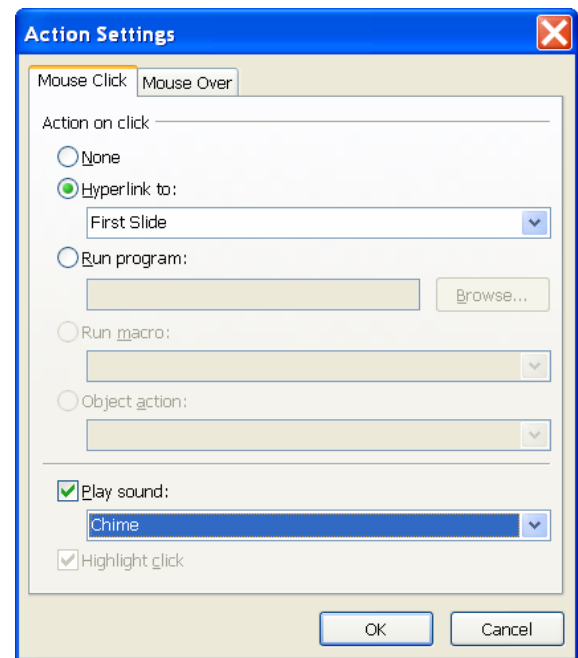


Creating Action Buttons

Action buttons are built-in 3-D buttons that can perform specific tasks such as displaying the next slide in the presentation, providing help, giving information, and playing a sound. In addition to this, an Action Button can activate a hyperlink.

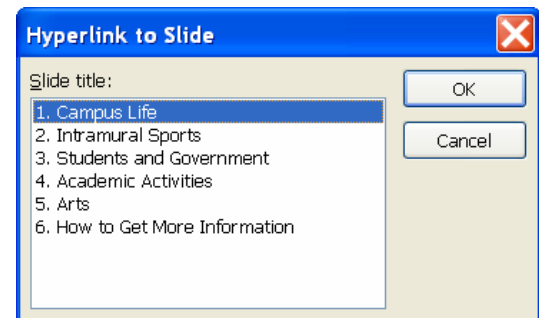
Creating a Home Action Button

- ❖ Go to the slide in the presentation where the **Home Action Button** is to be inserted.
- ❖ Click **Slide Show** on the **Menu Bar**.
- ❖ Click the **Action Buttons** option in the list that appears.
- ❖ Click the **Action Button: Home** (first row, second column).
- ❖ A crosshair (plus sign) will appear in the slide.
- ❖ Draw the **Action Button** somewhere in the slide.
- ❖ The **Action Settings** dialog box will appear.
- ❖ Click the **Hyperlink to** option button.
- ❖ Click the drop-down arrow and choose **First Slide**, if necessary.
- ❖ This will create a link to the first slide in the presentation.
- ❖ Click the **Play Sound** option button.
- ❖ Select a sound from the drop-down list.
- ❖ Click **OK** to close the dialog box and create the Hyperlink.



Creating a Sound Action Button

- ❖ Move to the slide in the presentation where the **Sound Action Button** is to be inserted.
- ❖ Click **Slide Show** on the **Menu Bar**.
- ❖ Click **Action Buttons** from the list.
- ❖ Click the **Sound** button (third row, fourth column) for this slide.
- ❖ Draw the button somewhere in the slide.
- ❖ The **Action Settings** dialog box will display.
- ❖ In the **Action Settings** dialog box, the **Sounds** option will be selected.
- ❖ Click the drop-down arrow to select a sound.
- ❖ Click the **Hyperlink to** option button.
- ❖ Click **Other PowerPoint Presentation**.
- ❖ The **Hyperlink to Other PowerPoint Presentation** dialog box will appear.
- ❖ Select the presentation that the Action Button is being linked to.
- ❖ The **Hyperlink to Slide** dialog box will appear.
 - This dialog box lists the slides in the presentation.
 - Click **OK** to accept the first slide.



- ❖ Click **OK** to exit the **Action Settings** dialog box.

Creating a Document Action Button

- ❖ Move to the slide in the presentation that the **Document Action Button** is to be created for.
- ❖ Click **Slide Show** on the **Menu Bar**.
- ❖ Click **Action Buttons** from the list.
- ❖ Click the **Document** button (third row, second column).
- ❖ Draw the **Action Button** somewhere in the slide.
- ❖ The **Action Settings** dialog box will display.
- ❖ In the **Action Settings** dialog box, click the **Mouse Over** tab.
- ❖ Click the **Hyperlink to** option button to select it.
- ❖ Click the **list arrow** for this action and then choose **Other File**.
- ❖ The **Hyperlink to Other File** dialog box will appear.
- ❖ Locate the document that the **Action Button** is to be linked to.
- ❖ Click on the **Advertising** file and then click **OK**.
- ❖ Click the **Play Sound** check box.
- ❖ Click the list arrow and choose a **Sound**.
 - While the Slide Show is being presented, move the Mouse Pointer over this Action Button.
 - The program will open and the linked document will display.
 - When using the Mouse Over command, it is not necessary to click the Mouse button to move to the document.
- ❖ Click **OK** again to exit the **Action Settings** dialog box.

Formatting an Action Button

- ❖ Do one of the following:
 - Select the button and choose **Format, Auto Shape** from the **Menu Bar**.
 - Right-click the **Action Button** and then choose **Format Auto Shape** from the shortcut menu.
- ❖ The **Format Auto Shape** dialog box will appear with the **Colors and Lines** tab selected.
- ❖ Click the drop-down arrow for the **Fill Color** option.
- ❖ Pick a different color for the button.
- ❖ To select a **Texture** or to apply **Gradient** formatting to the button, click the **Fill Effects** option.
- ❖ Click the drop-down arrow for the **Line Color** box and choose a new color to outline the button.
- ❖ Click the **Preview** button to see how the changes will look.
- ❖ When all the changes have been made, click the **OK** button to exit the dialog box and accept the changes.
- ❖ Click the **Shadow Style** button on the **Drawing** toolbar.
- ❖ Choose a **Shadow Style** for the **Action Button**.
- ❖ Make any other formatting changes to the **Action Button** that you think might be appropriate.