

Displaying Gridlines for Positioning Action Buttons and Other Objects

The PowerPoint guides are used to align objects on a slide. These guides are two straight dotted lines, one horizontal and one vertical. When an object is close to a guide, its corner or its center (whichever is closer) **snaps**, or attaches itself, to the guide. The guides can be moved to meet alignment requirements. The center of a slide is 0.00 on both the vertical and horizontal guides. The guide is positioned by dragging it to a new location. A ScreenTip containing the exact position of the guide in inches will display when the mouse button is pressed and held. To display the guides on a slide, complete the steps below.

- ❖ Do one of the following:
 - Click **View** on the **Menu Bar**.
 - Right-click anywhere in the gray area of the slide except the title text or body text.
- ❖ Select **Grid and Guides** from the list that appears.
- ❖ The **Grid and Guides** dialog box will display.
- ❖ Click the check box next to **Snap objects to grid**.
- ❖ Click the check box next to **Display drawing guides on screen**.
- ❖ To use this option as the default for displaying all Grid and Guides, click the **Set as Default** button.
- ❖ To accept all the changes, click the **OK** button.
- ❖ Move the **Horizontal** grid to the desired position.
- ❖ Move the **Vertical** grid to the to the desired position.
- ❖ Move the **Action Button** up until it **snaps** to the grid lines.
- ❖ Make any formatting to any of the Action Buttons that you believe are appropriate.

