

# Using Action Buttons in PowerPoint to change a presentation from Linear to Non-Linear

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**Terms:** Compass Pointer, Crosshair Pointer, Drag, Dialog Box, Radio Button, Selection Triangle

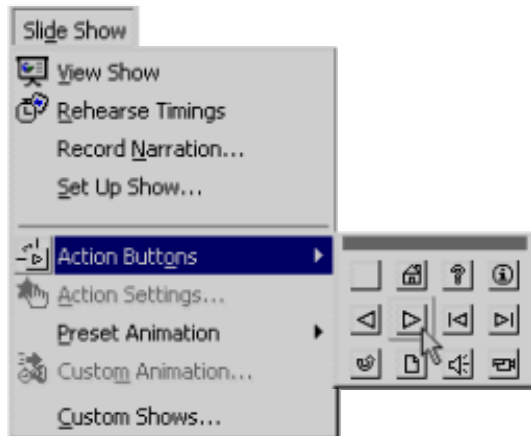
**Views:** Normal "Edit", Slide Sorter "Storyboard", Slide Show (from current slide) "Screen"

**Example:** wesleggett.com/examples.htm#ppnl ppnl.pdf **Before:** im.ppt **After:** imnl.ppt

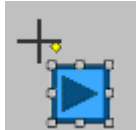
## SLIDE 1

### Add Forward Button:

1. While in Normal "Edit" View on slide #1, select **Slide Show > Action Buttons**



2. Click **Forward Button** (row 2, button 2)
3. Drag Crosshair Pointer to create and size button on bottom right corner inside border



4. In the **Action Settings** dialog box, click on **Selection Triangle** in "Hyperlink to:"
5. Scroll to and click on **Slide...**
6. In the **Hyperlink to Slide** dialog box, click on "2. Types of Instructional Media"
7. Click **OK** to close Hyperlink to Slide box
8. Click **OK** to close Action Settings box
9. Click on **Slide Show (from current slide)** View "Screen" to view active full screen
10. Click on **Forward Button** (Arrow Pointer should change to Finger Pointer) to confirm execution (should advance to slide #2)
11. Press **Esc** to return to Normal View "Edit"
12. Select **File > Save As...**
13. In the **Save As** dialog box, type a new File name (to conserve the original presentation) and click **Save**

## SLIDE 2

### Add First Forward Button:

1. While in Normal "Edit" View on slide #2, select **Slide Show > Action Buttons**
2. Click **Forward Button**
3. Drag Crosshair Pointer to create and size button over bullet for "Non-Projected Media"
4. In the **Action Settings** dialog box, click on **Selection Triangle** in "Hyperlink to:"
5. Scroll down and click on **Slide...**
6. In the **Hyperlink to Slide** dialog box, click on "3. Non-Projected Media"
7. Click **OK** to close Hyperlink to Slide box
8. Click **OK** to close Action Settings box
9. Click on **Slide Show (from current slide)** View "Screen" to view active full screen
10. Click on **Forward Button** to confirm execution (should advance to slide #3)
11. Press **Left Arrow** to move to slide #2
12. Press **Esc** to return to Normal View "Edit"

### Add Remaining Forward Buttons:

1. Confirm Forward Button just created still has grab handles – if not, click on button
2. Press **Ctrl+C** to copy button
3. Press **Ctrl+V** to paste button
4. Position Compass Pointer on new button and drag over bullet of next heading
5. Right-Click on new button just positioned
6. In the popup menu, select **Action Settings**
7. In the **Action Settings** dialog box, click on **Selection Triangle** in "Hyperlink to:"
8. Scroll to and click on **Slide...**
9. Find and click on appropriate slide
10. Click **OK** to close Hyperlink to Slide box
11. Click **OK** to close Action Settings box
12. Repeat steps 3-11 to complete remaining buttons
13. Select **File > Save**

## SLIDE 2 (continued)

### Add First Text Button:

1. While in Normal "Edit" View on slide #2, select **Slide Show > Action Buttons**
2. Click **Custom Button** (row 1, button 1)
3. Drag Crosshair Pointer to create and size button below last bullet and heading
4. In the **Action Settings** dialog box, click on Radio Button to select "Hyperlink to:"
5. Click on **Selection Triangle**
6. Scroll to and click on **Slide...**
7. In the **Hyperlink to Slide** dialog box, click on "9. Works Cited"
8. Click **OK** to close dialog boxes
9. Right-Click on new button just created
10. In the popup menu, select **Add Text**
11. Type: **Works Cited**
12. **Highlight** the text just typed
13. Click on the **Selection Triangle** for Font
14. Select **Tahoma**
15. If needed, drag any of the grab handles of the text box to size appropriately
16. Click away from the text box to check both size and alignment – readjust if needed

### Add Second Text Button:

1. Click on the edge of the first Text Button (while Compass Pointer is showing)
2. Press **Ctrl+C** to copy button
3. Press **Ctrl+V** to paste button
4. Position pointer on edit border of new button (so Compass Pointer is showing) and drag box to reposition button under first
5. Click in middle of text button
6. **Highlight** existing text
7. Type: **Title Screen**
8. Click away from the text box to check both size and alignment – readjust if needed
9. Right-Click on button
10. In the popup menu, select **Action Settings**
11. In the **Action Settings** dialog box, click on **Selection Triangle** in "Hyperlink to:"
12. Scroll to and click on **Slide...**
13. In the **Hyperlink to Slide** dialog box, click on "1. Instructional Media"
14. Click **OK** to close dialog boxes
15. Select **File > Save**

## SLIDES 3-9

### Add Back Buttons:

1. While in Normal "Edit" View on slide #3, select **Slide Show > Action Buttons**
2. Click **Back Button** (row 2, button 1)
3. Drag Crosshair Pointer to create and size button on bottom left corner inside border
4. In the **Action Settings** dialog box, click on **Selection Triangle** in "Hyperlink to:"
5. Scroll to and click on **Slide...**
6. In the **Hyperlink to Slide** dialog box, click on "2. Types of Instructional Media"
7. Click **OK** to close dialog boxes
8. Press **Ctrl+C** to copy button
9. Press **Page Down** to advance to next slide
10. Press **Ctrl+V** to paste button
11. Repeat steps 9-10 to complete remaining slides
12. Select **File > Save**

## VIEWING/DEBUGGING

### To View Presentation:

1. Press **F5** (View Show)
2. Check all buttons to confirm execution

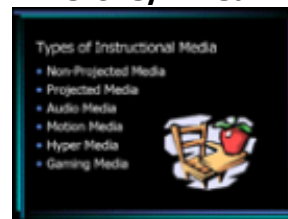
### To Change a Button:

1. Right-Click on button
2. In the popup menu, select action desired (like **Action Settings** or **Edit Text**)
3. Perform desired action
4. Click **OK** to close dialog boxes

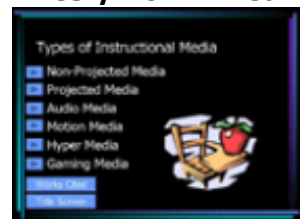
### To Delete a Button:

1. Click on button (Compass Pointer showing)
2. Press **Delete**

### Before/Linear



### After/Non-Linear



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