

Adding Animation

To liven up a presentation, you may wish to include animation.

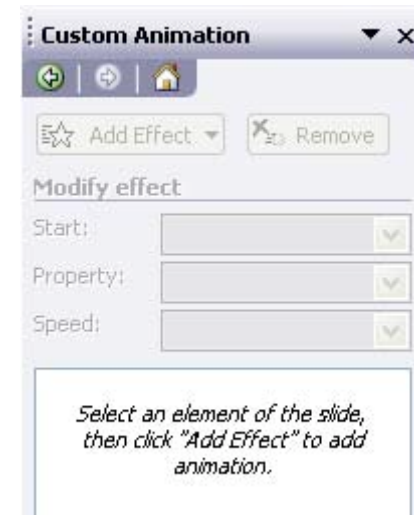
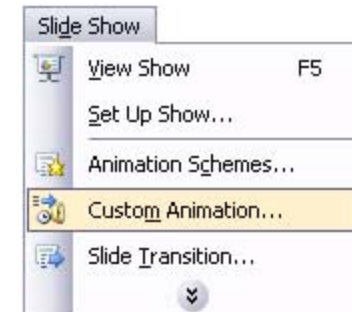
First of all, make sure that the slide you wish to animate is selected. To do this, either **select** it in the Outline/Slide pane, or **click** anywhere on the slide you wish to animate.

From the 'Slide Show' menu, **select** 'Custom Animation'.

The task pane will now display the Custom Animation options.

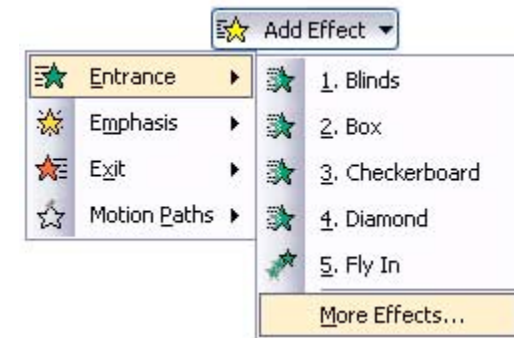
The task pane will prompt you to **select** an element from your slide to animate (if you do not have anything already selected in the slide)

Once you have an element from your slide selected, **click** on 'Add Effect'.

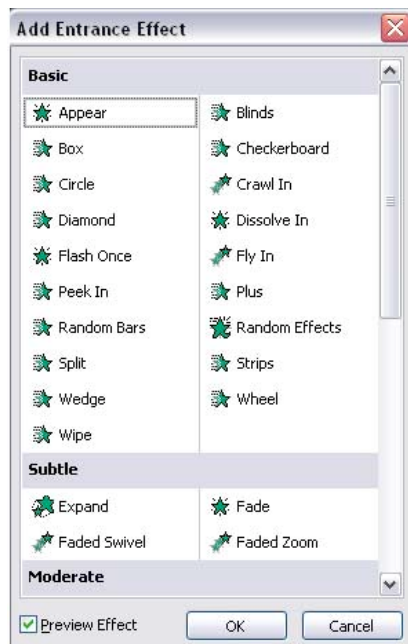


A pop out menu will appear with four options – ‘**Entrance**’, ‘**Emphasis**’, ‘**Exit**’ and ‘**Motion Path**’.

If you **hover** the **mouse over** any of these options, another pop out menu will appear with a number of options to choose from. In each menu the last option is ‘**More Effects...**’



Choosing this option will open a dialog box showing all the alternatives within this category.



Scroll down the box using the **scroll bar** on the right hand side of the list to see all the options. By **clicking** on any of the **options** you will be show a **preview** of it in the **slide pane**

TIP – *this may be obscured by the dialog box, so you may need to move the dialog box to see the preview. This is easily done by clicking and dragging the top bar of the dialog box to your desired location. The box will move as you drag it.*

Repeat the above steps with any element you wish to animate.

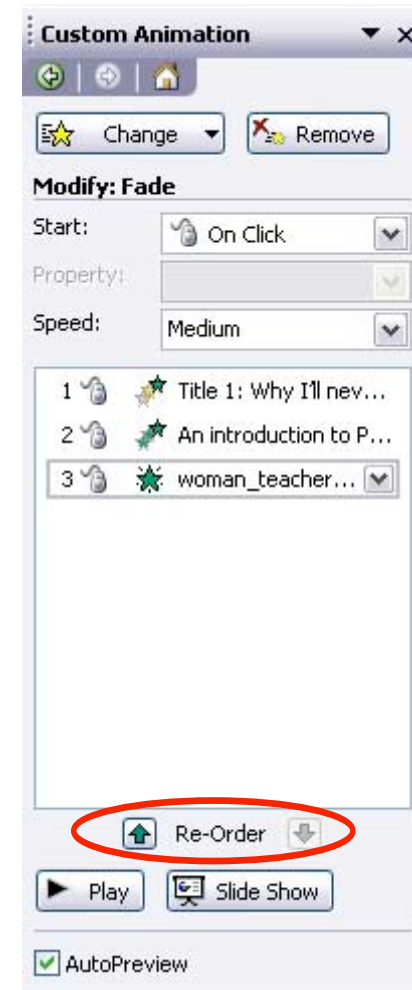
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It is possible to alter the order of animated events on a slide.

To do this, simply **click** on the **event** you wish to move and **drag** it to the correct location in the list.

Alternatively **click** on the **'Re-Order'** up or **down arrows** near the bottom of the task pane to move it to the correct place in the list.

By default, animation events happen when you click the mouse button.



To alter how animation events happen, **right-click** on your chosen **event** in the task pane list and a **drop down menu** will appear.

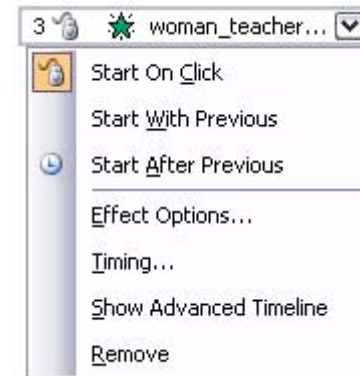
There are three options at the top of this list –

‘Start On Click’

‘Start With Previous’

‘Start After Previous’

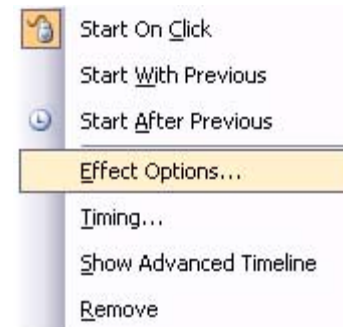
Click the one you wish to use.



NOTE: *if you select anything other than ‘Start On Click’, clicking the mouse before the event takes place will override the animation*

You can also add sounds to animations and alter their timing.

To do this, **click** **‘Effect Options...’** from the drop down list.



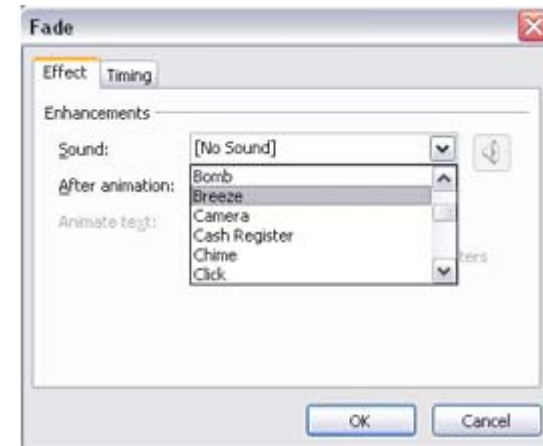
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The Options dialog box will open.

The first tab allows you to add a sound effect to the animation and select whether the effect will dim after the animation is over.

To add a sound, **click** the **down arrow** next to ‘**Sound**’

Scroll down the list to find the sound effect you wish to use, and **click** on it to select it.



The second tab allows you to control the timing of the animation.

Using this tab you can control the speed of the effect and whether there is a delay or not.

Once you have made any alterations, **click** ‘**OK**’.



Repeat the above steps will all of the slides in your presentation.