

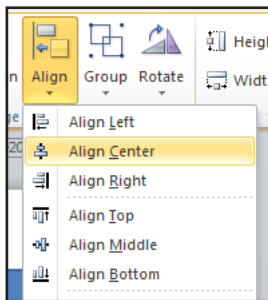
Create your pages

It is best to create the pages you want even if not yet finalised. You can not link to pages that don't exist.

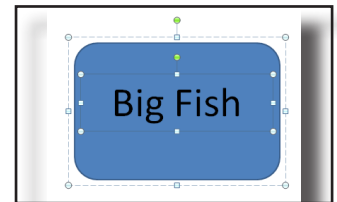
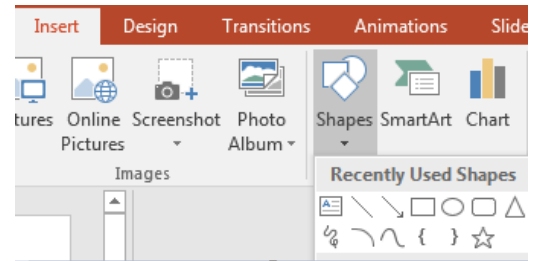


Create menu buttons

Create a button by selecting **Insert**, **Shapes** and choose appropriate shape. Click and drag on slide to draw shape and enter text. Copy and paste to get a consistent look. Any item including pictures can be used as links.



Select shapes and then align them using the **Format** menu and **Align Center** or **Align Middle**.

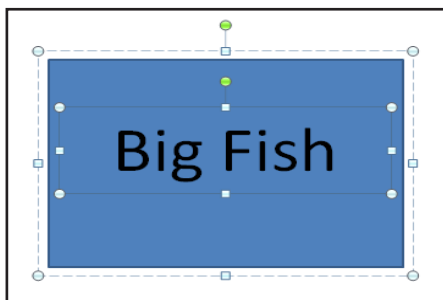


Add links from the main menu

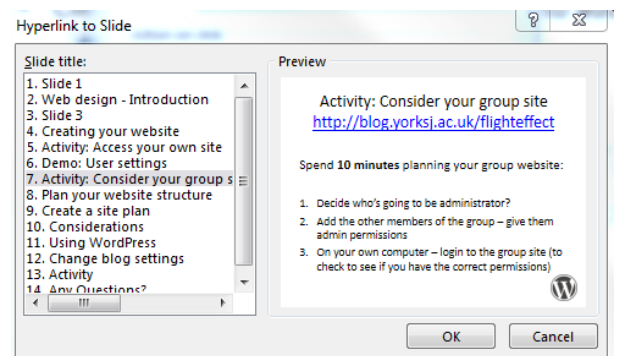
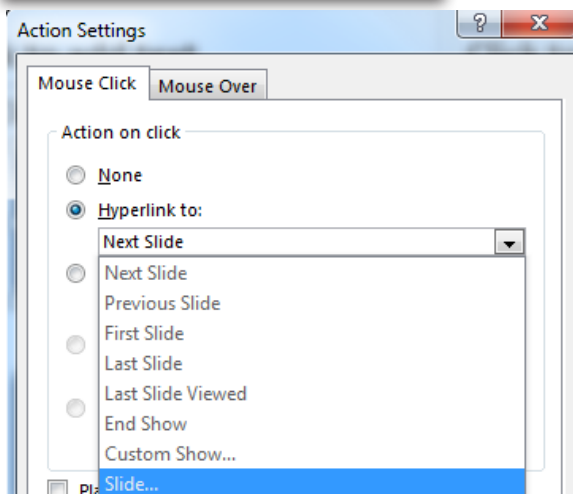
Select the button, select the **Insert** menu and **Hyperlink** to launch a website or **Action** to move to another slide.



To make the button jump to another slide select **Hyperlink to**, **Place in this document** and choose **Slide**.



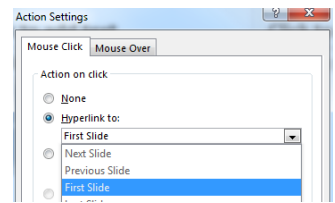
Then choose the destination slide and click ok.



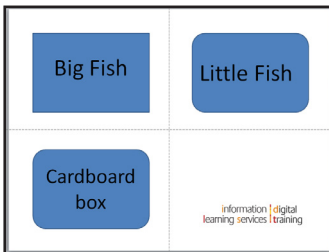
Make a return button

Design a return button as above. For the hyperlink select **First slide** (or the number of your choice).

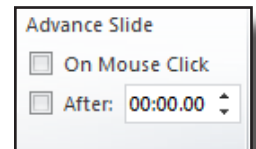
As this button always returns to the same slide it can be copied and pasted onto other slides to provide a return button.



Turn off transitions from the menu page



To avoid accidental advances from the menu page, select the **Transitions** menu and turn off the tick next to Advance Slide **On Mouse Click**

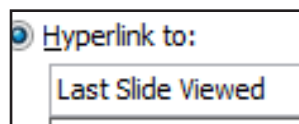
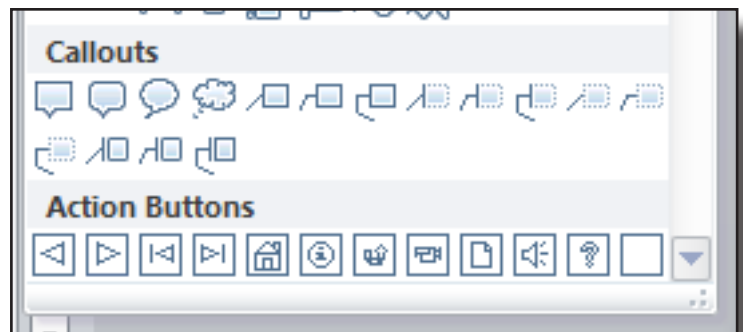


Using the built in Action buttons

On the Insert menu under Shapes there is a set of pre-defined buttons that can be used if desired.

The Action performed by these can be changed using the **Action** menu.

Note that Back in PowerPoint means the previous slide numerically. There is an option to jump to the last slide viewed as an alternative.

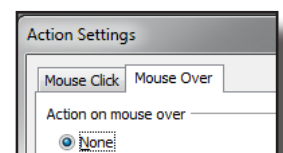


Other options

In the **Action** dialogue box are options to run other programs, play sounds, open files, launch other PowerPoints or run custom versions of the current presentation.

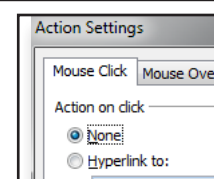
Actions without clicking

In the **Action** settings an action can be set when the mouse moves over an area without clicking.



Removing links

To make a button inactive select **None** as the action



Get more help from

digital training

- Term time drop-in clinics on the ground floor of the Fountains Learning Centre: Tuesdays and Thursdays 12.30-13.00
- Email: digitaltraining@yorksj.ac.uk
- Web: bit.ly/ysjDigitalTraining

