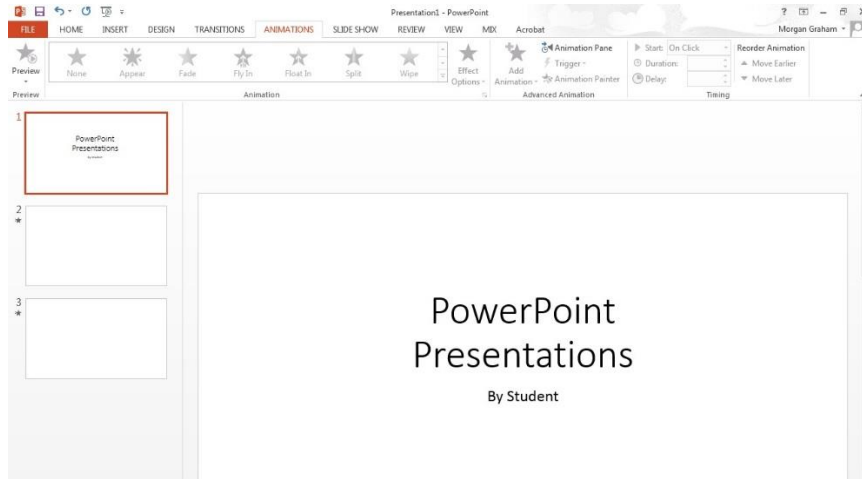


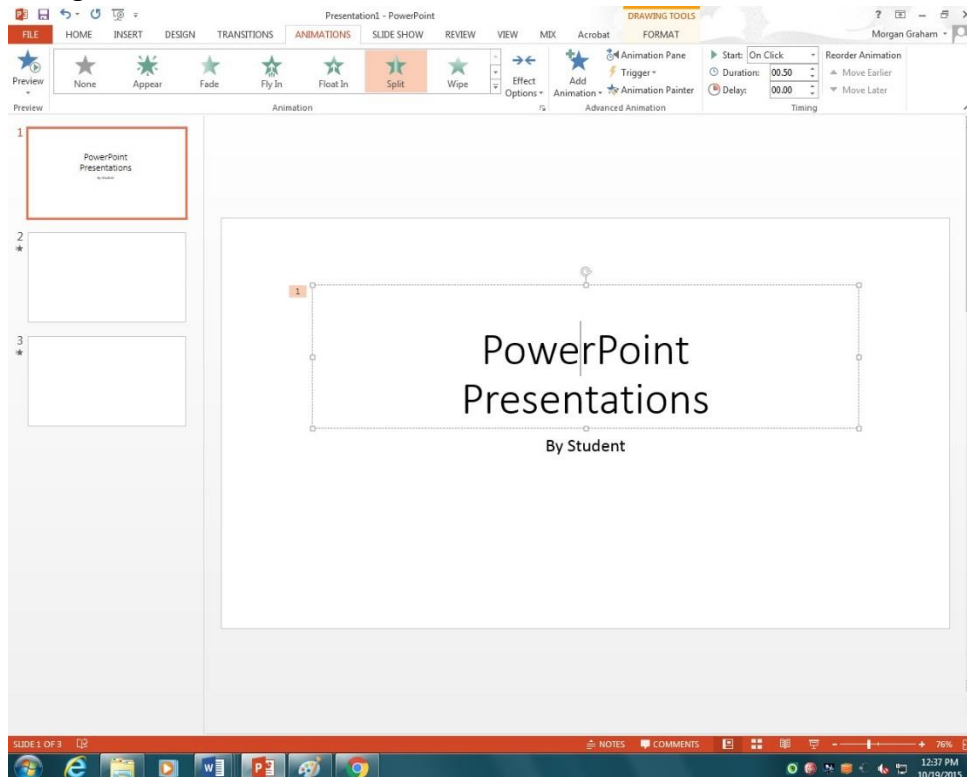
How to Add Animations

The purpose of this tutorial is to show you how to use animations to focus on important points, control the flow of information, and to increase viewer interest in your presentation.

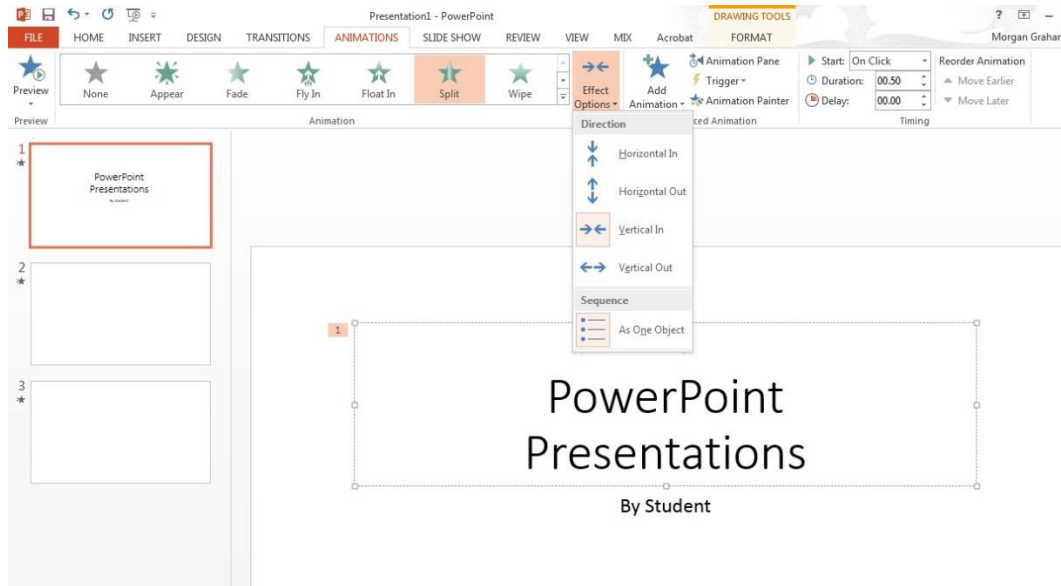
1. Select the text or image you wish to animate. Navigate to the “Animations” tab and select it.



2. Here you can select a variety of animations. If you click on an animation, it will give you a preview on your selected slide. Once you have chosen your desired animation, you can change the duration of the animation as well as add a sound to the animation.



- For each animation, you can further customize it by opening the effects option tab at the end of the animation menu.



To add the same animation to multiple pieces of text, first select your slide and the text you want. (Hold SHIFT and click all text boxes/images you want). Then go to the “Animations” tab and in the animations tab, click the animation you want.

Removing an Animation:

- Select the slide and text box/image you want the animation to be removed from. Navigate to the “Animations” tab in the top tool bar.
- Select the “None” animation from the animations menu. Those selected text boxes/images will not have an animation any longer.

