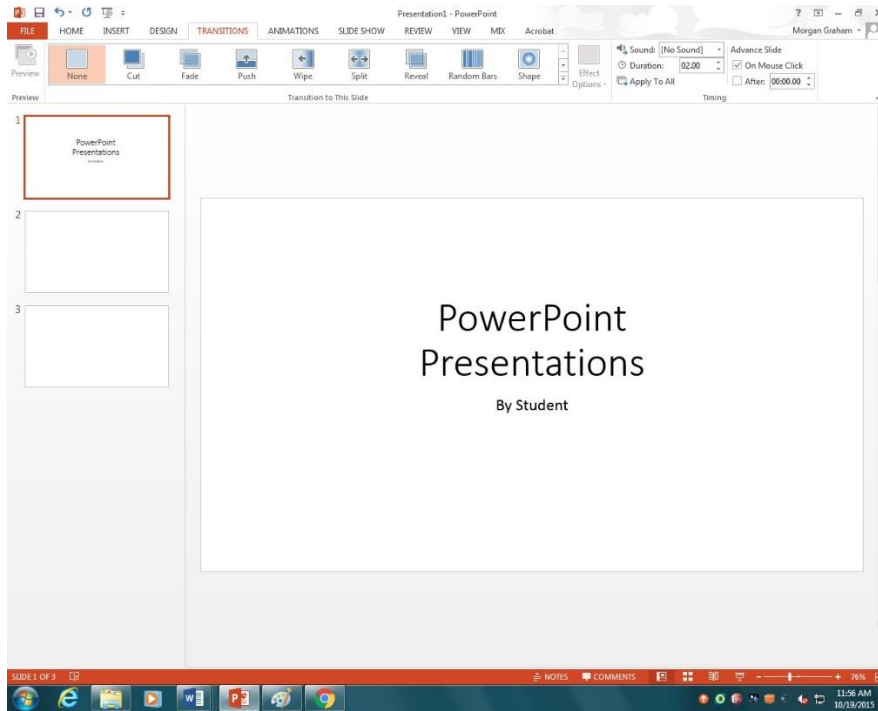


# How to Add Transitions

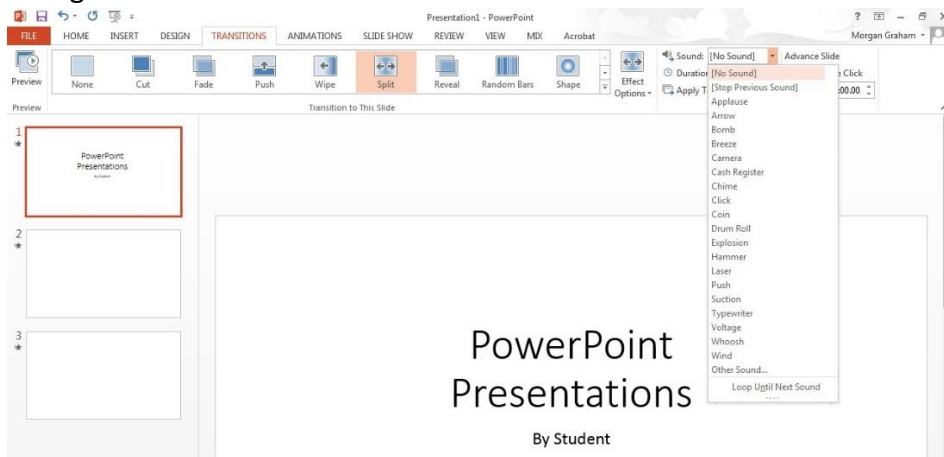
The purpose of this tutorial is to show you how to use transitions to focus on important points, control the flow of information, and to increase viewer interest in your presentation.

## Transitions:

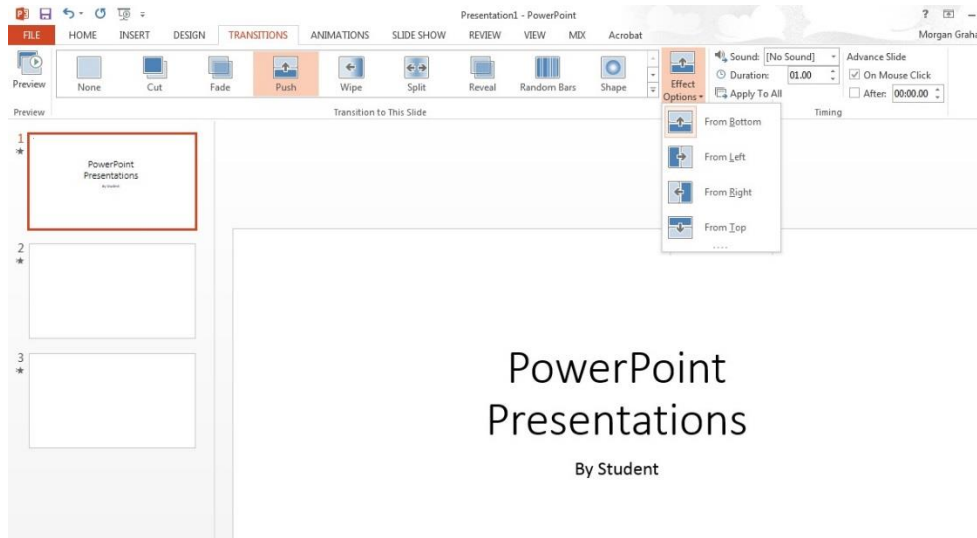
1. Open your presentation. Click on the desired slide you want the transition on. Then, in the top tool bar, select the "Transitions" tab.



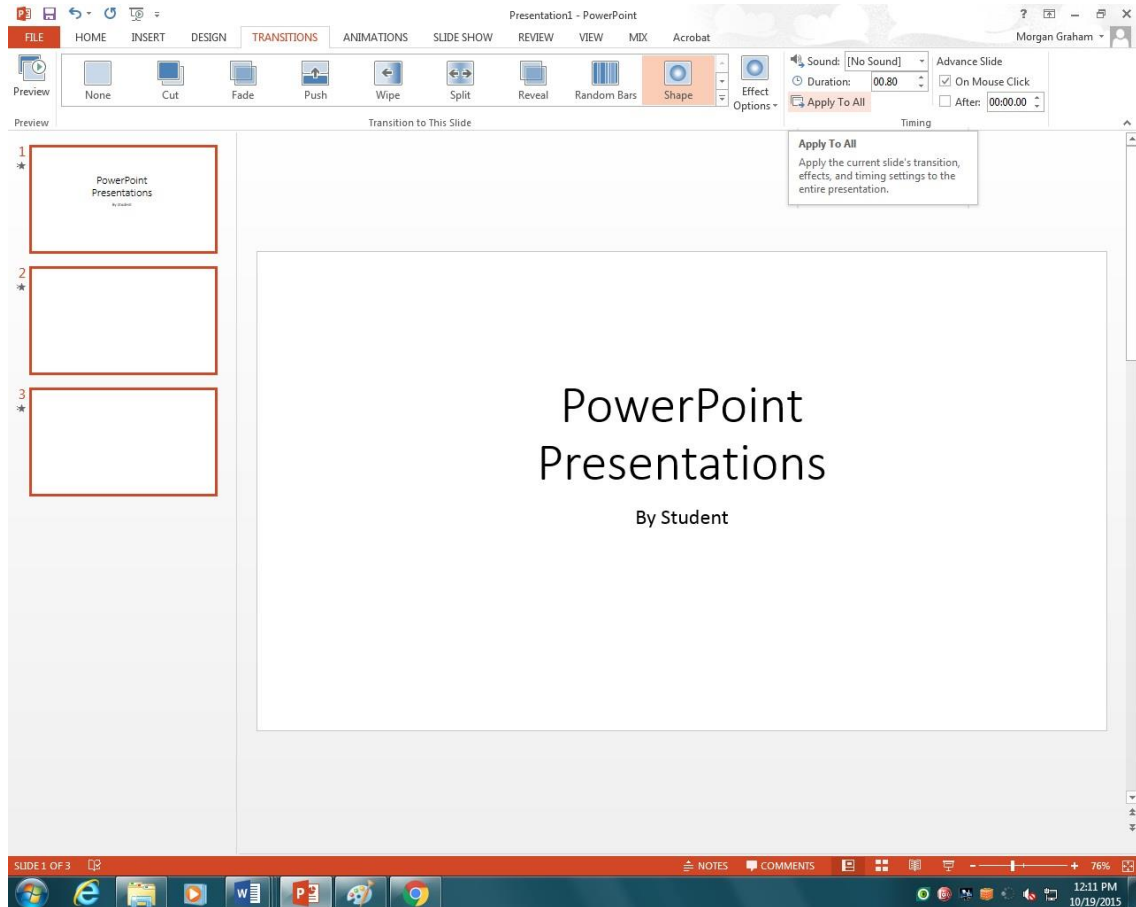
2. Here you can select a variety of transitions. If you click on the transition, it will give you a preview on your selected slide. Once you have chosen your desired transition, you can change the duration of the transition as well as add a sound to the transition.



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



To add the same transition to all slides, first select all your slides in the left slide menu. (Hold SHIFT and click top or bottom slide). Then go to the “Transitions” tab and under “duration”, left-click “Apply to All”.



## Removing a Transition:

1. Select the slide you want the transition to be removed from. Navigate to the “Transitions” tab in the top tool bar.
2. Select the “None” transition from the transitions menu. That selected slide will not have a transition any longer.

