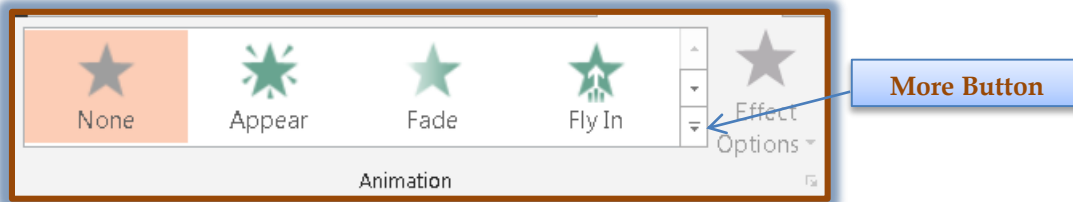


Animation

An animation is any type of motion or movement that occurs as the presentation moves from slide element to slide element. There are two ways that Animations can be added to a slide element. Both of these ways are explained in this document. After the animation is added to the slide element, other effects such as sound can be added to the animation.

Add an Animation-Animation Group

- ✦ Select the **Content Placeholder** or **Image** on the slide to which the **Animation** is to be applied.
- ✦ Make sure the border is a solid line; not a dotted line.
- ✦ Click the **Animations Tab**.
- ✦ In the **Animation Group** click the **More** button (see illustration below).



- ✦ A gallery of different **Animations** will appear (see illustration below).

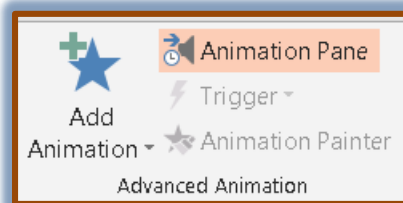


- ✦ Click one of the **Animations** to apply it to the selected object.

- ✦ To view additional **Animations**, click one of the links at the bottom of the gallery (see illustration above).
- ✦ Animations are divided into four groups:
 - ✧ **Entrance** – The animation will activate when the item enters the slide during a presentation.
 - ✧ **Emphasis** – Select animations from this section to add emphasis to the selected item.
 - ✧ **Exit** – To select an animation that will activate when the object exits from the slide, select this option.
 - ✧ **Motion Paths** – This animation type is used so different paths can be drawn for the animation to follow on the slide.

Add Animation-Advanced Animation Group

- ✦ Select the **Content Placeholder** or **Image** on the slide to which the **Animation** is to be applied.
- ✦ Click the **Add Animation** button.



- ✦ A gallery of different **Animations** will display (see illustration on previous page).
- ✦ Click any of the **Animations** to apply it to the selected object.
- ✦ More than one **Animation** may be added to a single object such as an Entrance, Emphasis, and Exit Animation.

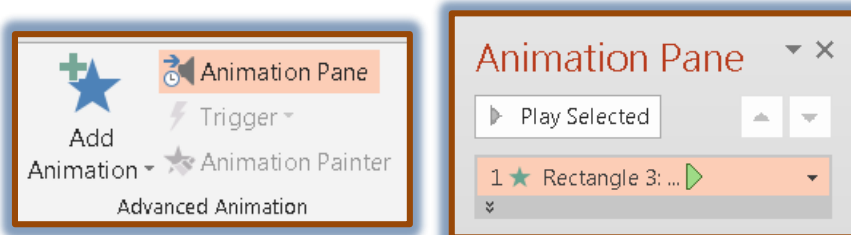
Change Effect Options

When an **Animation** is added to an object, different effects can be created by using this feature.

- ✦ Click the **Effect Options** button.
- ✦ Move the mouse pointer over each of the options to see a **Live Preview** of the effect.
- ✦ Select an appropriate option from the list.
- ✦ The options will change depending on the **Animation** that was selected.

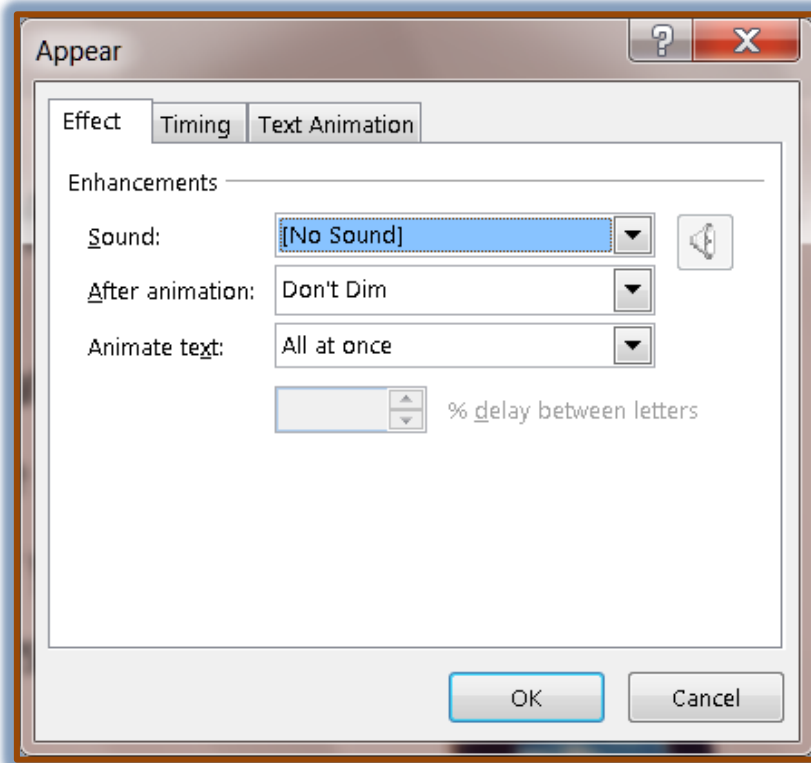
Add Sound to an Animation

- ✦ Click the image or text to which the **Animation** is to be applied.
- ✦ Follow the instructions in the previous two sections to add an **Animation** to the object.
- ✦ With the object selected, click the **Animation Pane** button (see illustration below left).
- ✦ The **Animation Pane** will display (see illustration below right).



- ✦ Click the **Picture** or **Text** link in the **Animation Pane**.

- ✦ Click the **Arrow** on the right side of the link.
- ✦ Click **Effect Options** from the list.
- ✦ The **Effect Options** dialog box will display (see illustration below).



- ✦ Click the **Effect** tab, if necessary.
- ✦ Under **Enhancements**, click the arrow for the **Sound** list.
- ✦ Do one of the following:
 - ✦ To add a sound from the list, click one of the options.
 - ✦ To add a sound from a file, click **Other Sound** and then navigate to the file.
- ✦ Click **OK** to exit the dialog box and apply the changes.
- ✦ Click the **Animations Tab**, if necessary.
- ✦ In the **Timing Group**, click the **Start** list arrow.
- ✦ Select one of the options from the list. These options are:
 - ✦ **On Click** - When this option is chosen, the object must be clicked in order for the Animation to activate.
 - ✦ **After Previous** - With this option, the Animation will activate immediately after the previous item is clicked.
 - ✦ **With Previous** - Select this option to have the Animation activate at the same time the previous item is clicked.
- ✦ Click the **Duration** option and select one of the options.