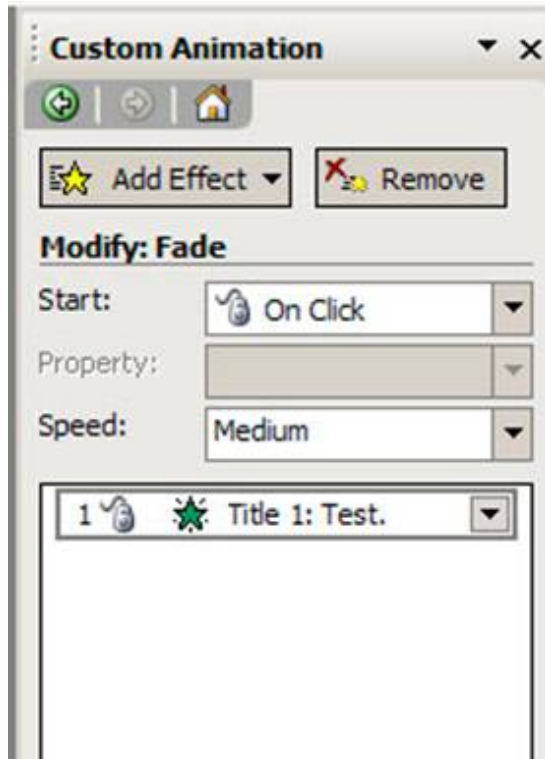
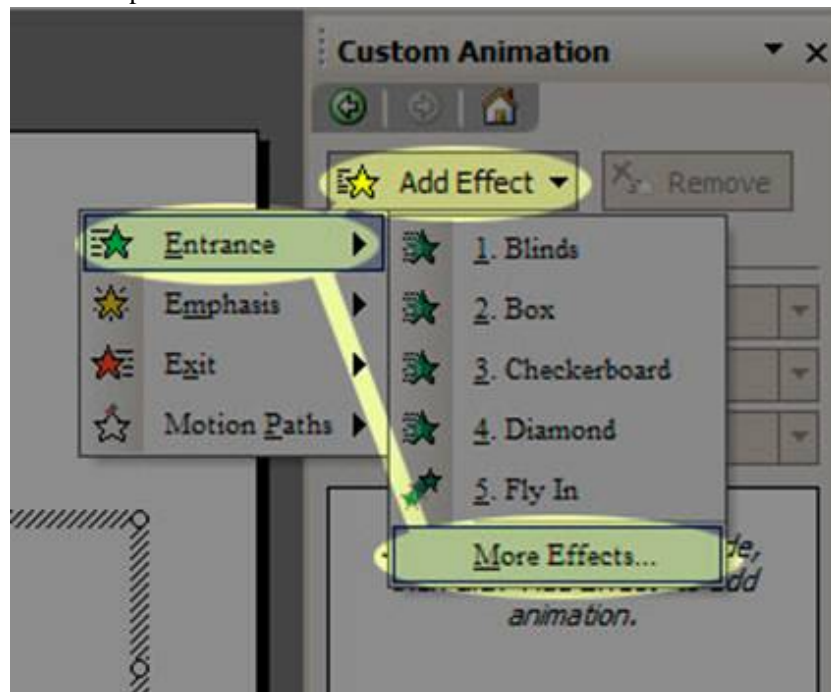


Manually Setting and Triggering Animations in PowerPoint

1. First, select what you want to animate (a picture, a bullet point, a link, a movie clip, etc.).
 1. Next, right click (for PCs) or control-click (for Macs) on the slide and select <Custom Animation>. Alternately, you can also click on the task pane selector, which will present you with a drop down menu. Select “Custom Animation”, and continue.

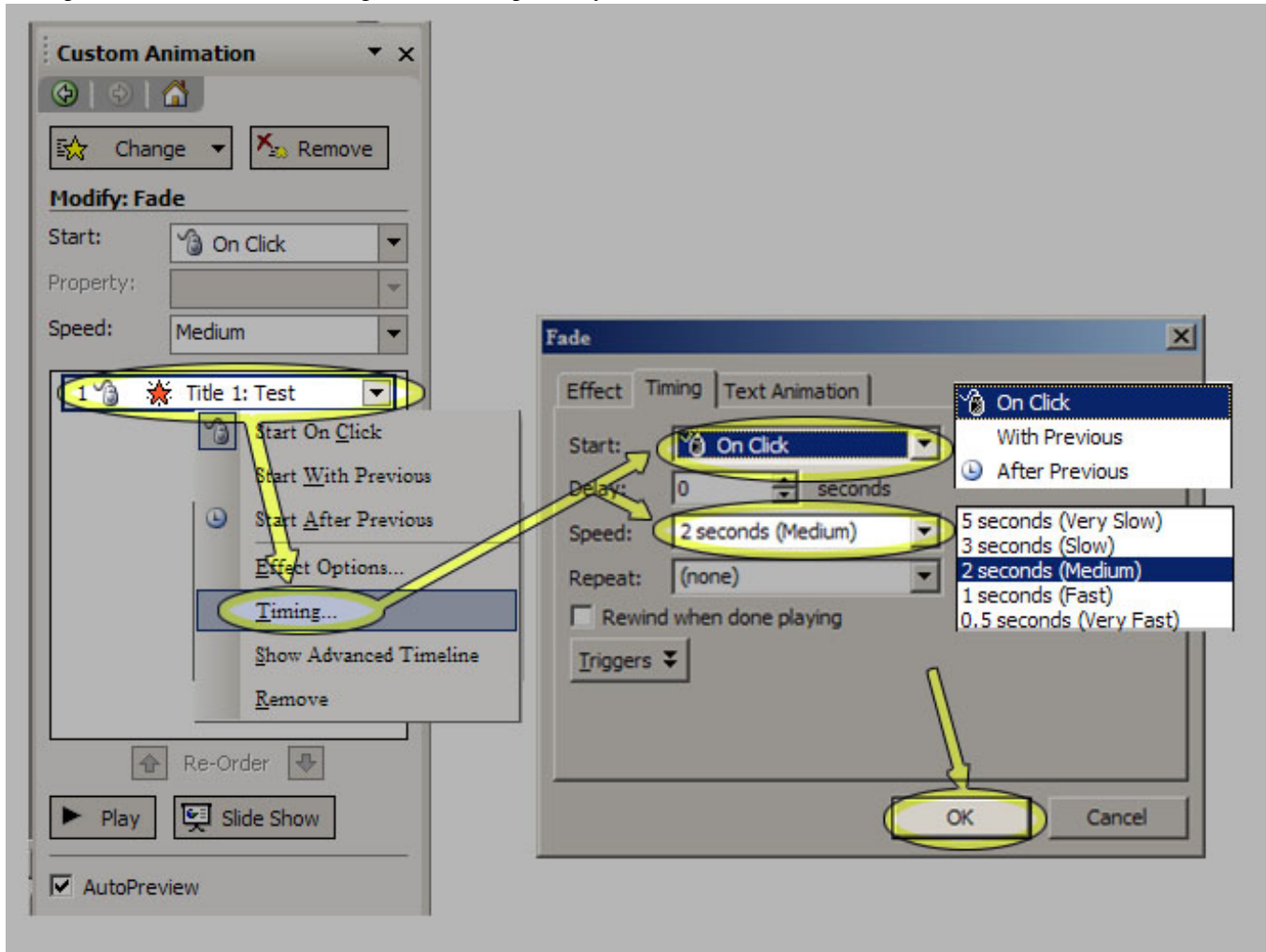


2. Next, click on the “Add Effect” button near the top of the task pane. This will open an expandable menu, with various options with their own sub menus (as shown in the image below). To continue with this tutorial, you must add at least one effect. Once you have done so, continue to the next step.



1. You’ll note that in the image above, we select “More Effects” rather than one of the offered effects in the drop down menu. Like other slide transitions, we recommend that you choose more subtle, and less distracting animations for your presentations. These kinds of effects are offered under the “More Effects” menu, under “Subtle”.
3. To adjust your animation settings, click on the animation within the task pane (marked with a 1 in the image below), which will

present a dropdown menu. Select “Timing”, which will present you with an additional menu box.



1. To change the start trigger for the animated element, click on the drop down menu next to “Start”. This will present you with several different ways to trigger your animation.
2. You can also adjust the speed of your animation by clicking on the drop down menu next to “Speed”. Here, you can choose the duration of your animation.
4. You may repeat this process on each element that you wish to animate.