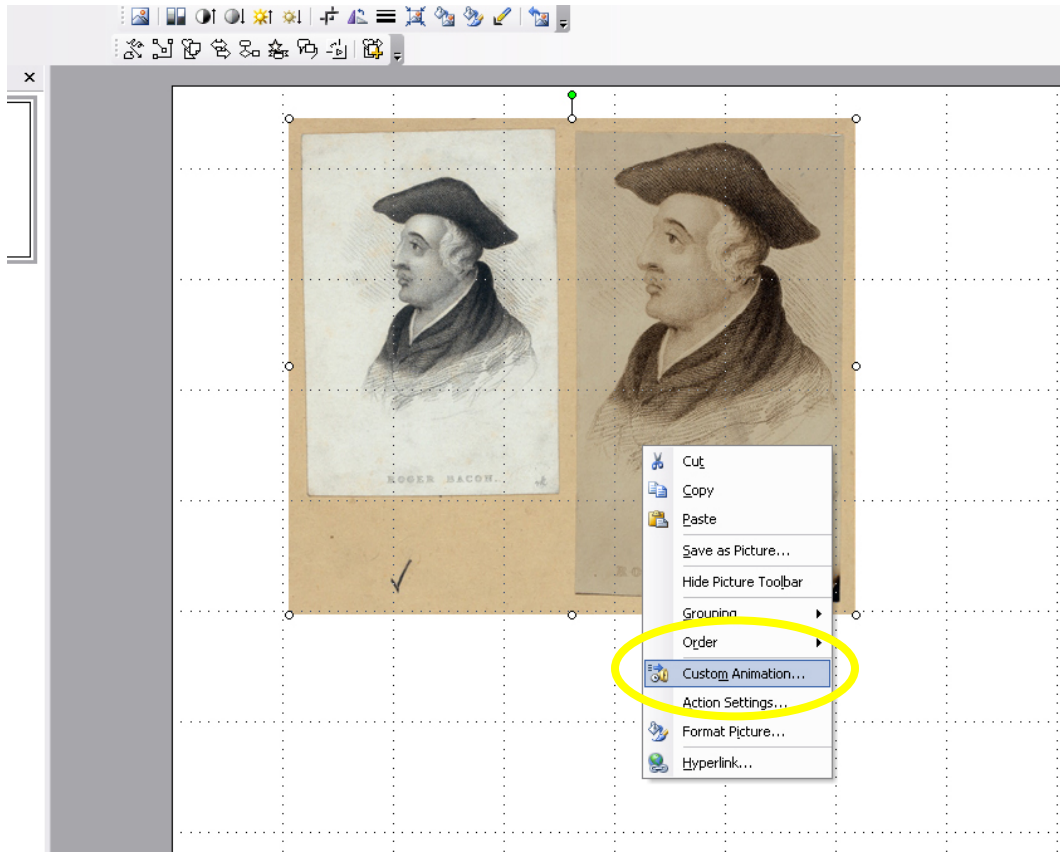


Basic PowerPoint [2003] Animation Tutorial

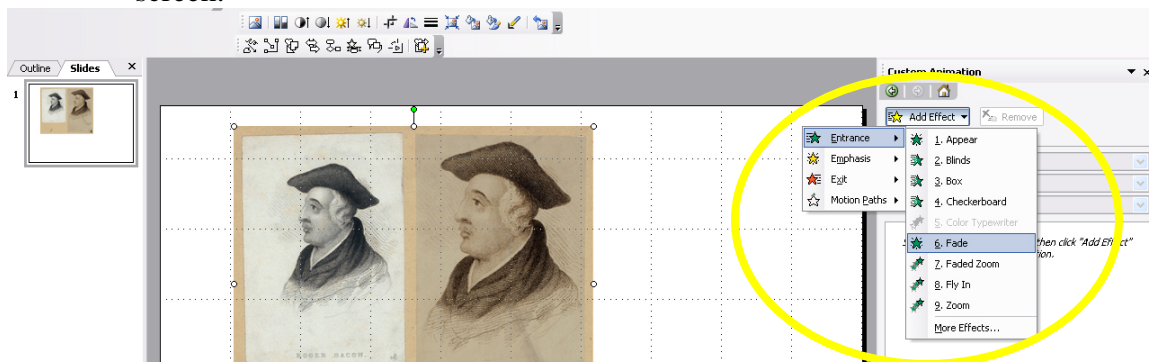
Refer to “Collecting Graphics Tutorial” for help importing images. No copying or pasting!

To animate an image in PowerPoint: Entrance

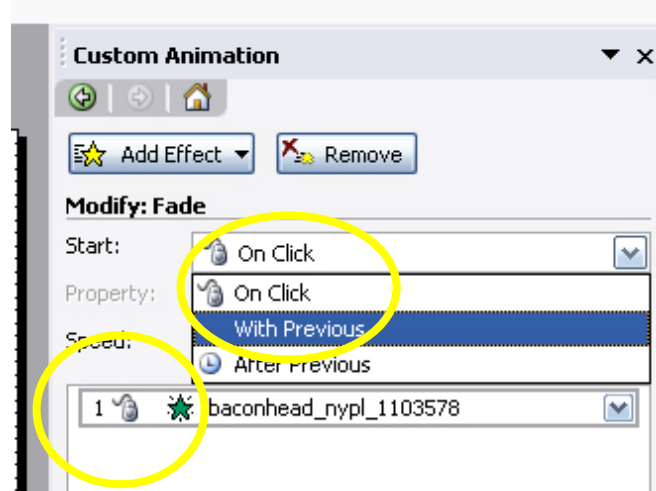
- Select the image on the slide to animate with the mouse. Right click. Select “Custom Animation.”



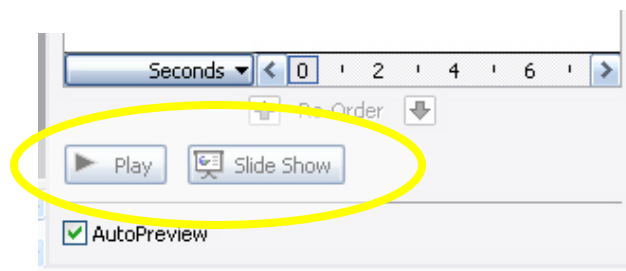
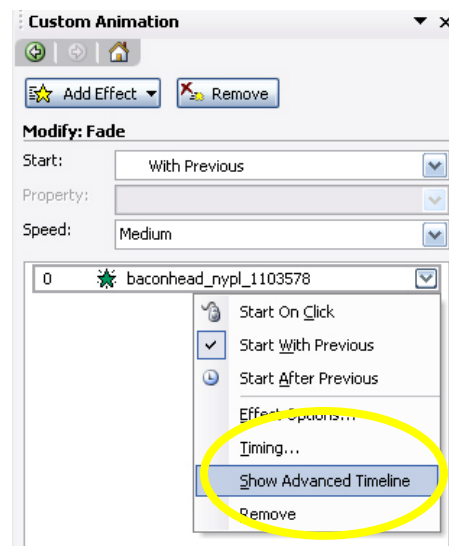
- A pane will appear to the right of the PowerPoint window. This is the custom animation area. This pane allows the user to create an entrance, emphasis, an exit, or movement for the image. To create an entrance, click on the “Add Effect” button. A small box will pop up just to the left. Select “Entrance.” This will offer many different types of entrances. “Fade” is the most common and generally what this project uses in PowerPoint presentations. A preview will appear on the screen.

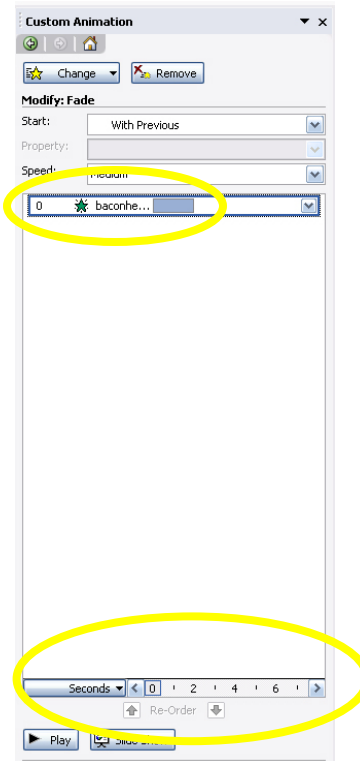


- The animation conditions should be changed to allow for the most user-friendly experience. The first long drop-down box in the Custom Animation window allows the user to determine when the image will appear in relation to other images. Many images can be animated on one slide. Select “With Previous” to avoid future confusion.

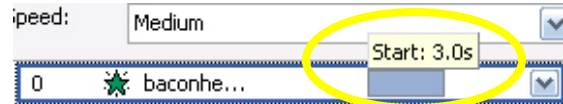


- The mouse symbol (circled above) should disappear from the image's list. Right click on the image name in the pane and select “Show Advanced Timeline.”
- At the bottom of the custom animation pane, there will be a “Play” button. If you wish to review your work, click the “Play” button. It will show all animation from the beginning of the slide. To view the animation full-screen, click “Slide Show.”

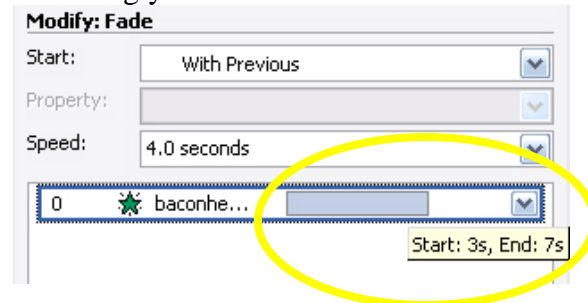




- The Advanced Timeline allows the user to move the small box next to the image name to various points on the timeline. If you want the image to fade in at 3 seconds, drag the box to the right until it aligns with 3 seconds. The point in time that the box is aligned with will appear above the box.

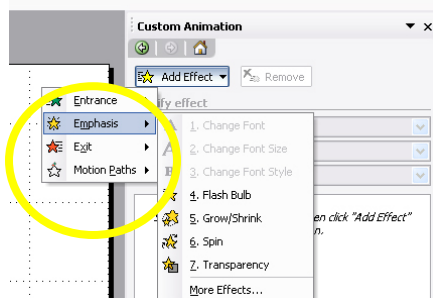


- To extend or shorten the length of the fade-in, simply grab the edges of the box with the cursor and lengthen or shorten it accordingly.



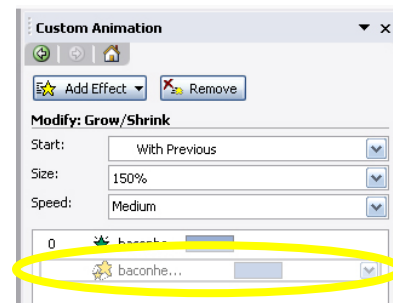
Animating an Image: Emphasis

- When an image is in the PowerPoint slide, it can be emphasized in a number of ways. The most common way to emphasize an image is to have it grow or shrink.



- To use the “Emphasis” tools, click on “Add Effect.” A menu will appear to the side (the same one that appeared at the beginning of the “Entrance” section above). Click on “Emphasis.” Another menu will appear. Click on desired emphasis.

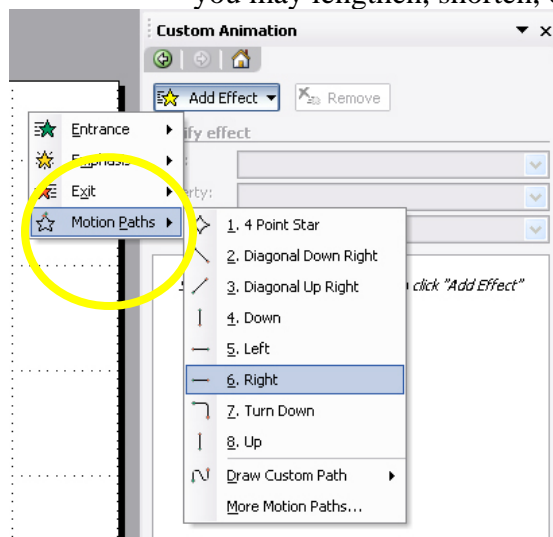
- The name of the image should appear in the timeline with a yellow marker next to it. This is the line for that image’s emphasis animation.



- Click on the drop-down menu next to “Start:” under the title “Modify: Grow/Shrink.” Select “With Previous” instead of “After Previous.”
- The amount of growth or shrinkage can be controlled with the menu directly under the “Start:” menu. Open the drop-down menu next to “Size:” to choose preset grow/shrink percentages. Percentages over 100 make the image grow. Percentages below 100 make the image shrink.
- Try to avoid drastic growth (over 300%). This will cause the resolution of the image on the screen to decrease in relation to the size, and the image will appear to be much less sharp.
- This process can be repeated as many times as you like. If you want the image to shrink back to its normal size after it has grown, simply deselect (click on something else) the image and then reselect it by clicking on it. Start at the beginning of the emphasis section and follow the directions again.
 - **Troubleshooting: Do your commands keep disappearing?** If you do not deselect and reselect the image when starting a new command, the command you just made will be over-written. Make sure that you deselect and reselect between each command so that all of your commands remain.

Animating an Image: Motion Paths

- To make an image move around on the screen, select the image you wish to move with the mouse. Click on the “Add Effect” button and select “Motion Paths.” You will be given a choice between many preset motion paths. If I want to make my image move to the right, I will select “Right.” The program will show me a preview of the move and an arrow marking the motion path. The path begins at the green arrow and ends at the red arrow. By selecting either end of the arrow, you may lengthen, shorten, or move the arrow as you wish.



- Motion paths may also be repeated. If you want the image to move to one side of the slide, and then later to another, simply deselect, reselect, and follow the directions from the beginning of this section.

Animating an Image: The Exit. The exit is exactly the same process as entrance. Simply select “Exit” rather than entrance on the menu that appears after clicking “Add Effect.” Remember to deselect and reselect before each command.