# **Navigation during a slide show**

*PowerPoint* presentations are normally constructed to be viewed from the first slide to the last slide in linear fashion – in the same order as the slides appear in the presentation. However, there is sometimes a need to branch or ‘jump’ to some other slide in the presentation.

Using a menu

When we have a contents slide at the beginning, it can act as a menu showing different topics. We will learn how to branch to a specific topic slide by clicking on the topic name (a *hyperlink*) in the contents slide. When all the slides for that topic have been displayed, the presentation should jump back to the contents slide containing the menu.

Consider the diagram below. It shows the planning for navigation in a slide show.

Hyperlinking slides

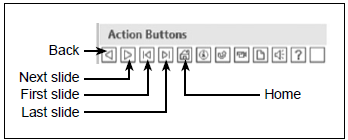
To be able to branch from one slide to another, you need to add a hyperlink to an object on the starting slide (such as the contents slide). The hyperlink acts as a link between the object and another slide. The hyperlink will only become active when the slide show is presented. When the presenter clicks on the hyperlink, the slide show will branch to the ‘linked’ slide.

To add a hyperlink to text or graphics, do the following:

* Select the text or graphic that you want to convert to a hyperlink.
* On the *Insert*tab, click on the *Link*command in the *Links* group.
* Click on *Place in This Document*, and then select the slide that you wish to branch to.
* Click *OK*.

Using Action Buttons

Using Action Buttons enables the user to navigate a slide show in a logical way.

Action Buttons fall under the category of *Shapes* provided by *PowerPoint* on the *Insert* tab. They already contain hyperlinks associated with the actions they represent.

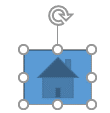
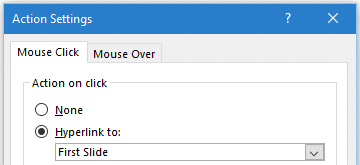
To insert an Action Button on a slide, do the following:

* On the *Insert* tab select *Shapes* from the *Illustrations* group. *Action Buttons* are at the bottom of the list of shapes.
* Click on the Action Button you want to add.
* Click at the position on the current slide where the button must be inserted, then drag the button to the desired size.
* A dialog box will appear showing the default hyperlink action associated with the button. It is possible (and sometimes necessary) to change the default link to point to a different slide.

Navigation guidelines

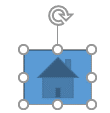
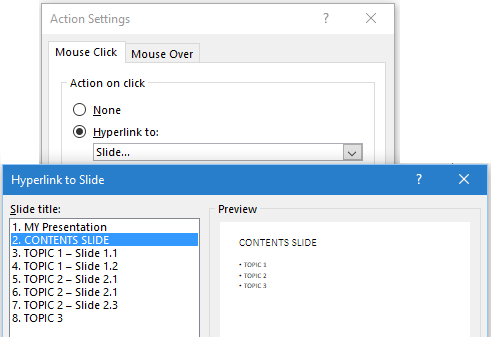
The navigation mechanisms used in a slide show must be clear and consistent. Here are some guidelines:

* Your slide show should always have a title slide as slide number 1. If you also have a contents slide (acting as a menu) as slide number 2, you may want to use the Home button on some slides to branch back to this menu on slide number 2. The ‘problem’ is that the default hyperlink on the Home button points to the First Slide (see alongside).



You can change this hyperlink to point to slide number 2 (the menu slide) instead, as follows:

* Click the small arrow on the *Hyperlink to:* drop-down list.



* Choose the option *Slide…*.
* Then choose the slide you want to branch to, in this case number 2.
* If you are using an Action Button which looks and behaves like a standard navigation icon, try to place it in an expected position on a slide, i.e. at the bottom left for returning to the previous slide, and at the bottom right for advancing to the next slide.

It looks neater if all the buttons have the same size and are in the same position on the slides. First ensure that the size and position of the button on any one slide is correct, then simply copy-and-paste this button to the other slides. This technique can be extended to other objects as well. What a time-saver!

* If you use an Action Button or hyperlinked text to branch to the first slide of a certain topic, you should also add an Action Button to go to the next slide of the topic. You should not sometimes use Action Buttons, and sometimes mouse clicks, to navigate between slides. It will then be easy to ‘get lost’ in the presentation – not very professional!

Keep in mind that a slide show is not always presented by the person who created it. Make sure that your Action Buttons are so intuitive and consistent that a presenter will not even consider another way to navigate between slides. The time spent in setting up a professional navigation system is time well spent.