Using Triggers in your PowerPoint Presentation

This handout was created for Microsoft Office PowerPoint 2003. This short tutorial explains how to use an image to trigger the entrance of a text box. Remember, you can use any item on your slide such as a clip art, auto shape, button, or even a paragraph/text box to trigger an action! Good luck, have fun, and be creative when using Triggers!

1. Launch Microsoft Office PowerPoint.

2. A blank presentation file will appear. Using the task pane, click on the Getting Started drop down arrow, and select Slide Design. *(If the Task Pane is not visible, click on View (menu) and then select Task Pane.)*

3. Select a design of your choice from the available templates.
4. From the Task Pane, click on the **Slide Design** drop down menu and select **Slide Layout**.

5. When the available layouts appear, select the **Title, Text, and Content** style layout underneath the **Text and Content Layouts** section.

6. Add a **title** and **text** to your slide.
7. In the content area of your slide, click on the **insert picture icon**.

![Insert Picture Icon](image)

8. When the dialog box appears, select a **picture** from your computer, and then click the **insert** button.

![Insert Picture Dialog](image)

**Now that you have content on your page it's time to add your trigger!**

9. Click on the **Slide Layout** drop down menu, and select **Custom Animation**.
10. Select the text box on your slide, then click the **Add Effect** button on the task pane → Entrance → More Effects.

11. When the dialog box appears, select how you would like your text to enter the screen by clicking once on an effect. Click **OK** when finished. *Hint: Click the Preview Effect check box to see how each selected effect will enter the screen.*

12. Click on the **effects drop down arrow**, and select **Timing**...
13. When the dialog box appears, click the **Triggers** button.

![Wedge dialog box]

14. Click the **Start effect on click of** radial button and select the **image** added in step eight. Click the **OK** button when finished.

![Wedge dialog box]

15. You’ll notice that an icon with a finger pointed to the left will appear next to your text box. This is an indication that you designated a trigger to initiate this effect.

![Icon with finger]

16. Click on the **Slide Show** button to test your trigger.

![Slide Show button]

**Have fun using Triggers in your presentation!**