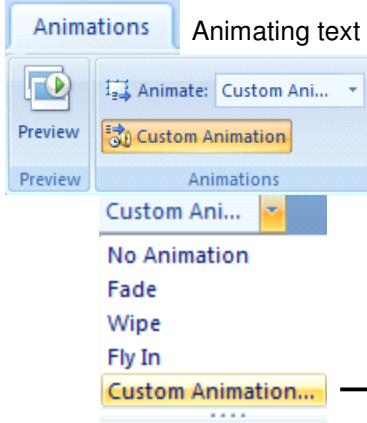
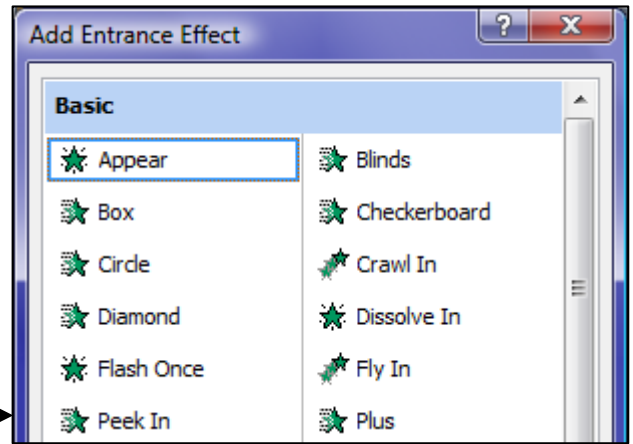




## Animations



Animating text is more complicated in the 2007 version. **Select the object** to animate (text box, graphic...) Then select **animate**. You can choose from the simple list or choose **custom animation**. The task pane will appear on the right. Click **add effect** and choose from the list and then choose an effect.



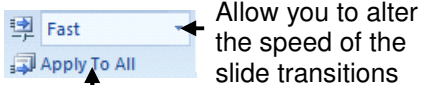
## Transitions

This is the set of effects that will show up between slides. The last one in the list is random which will shuffle between all the choices



## Other choices

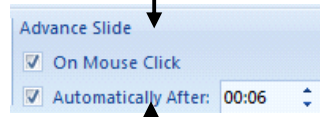
**Sounds between slides** (use sparingly)



Allow you to alter the speed of the slide transitions

Apply effects to all slides for *consistency* (this does not apply to Animation effects)

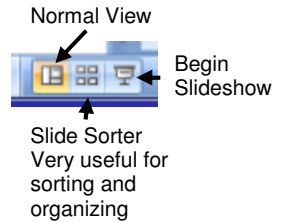
Allows you to use the mouse to advance slides



Set times for advancement. Be very careful about too long or too short

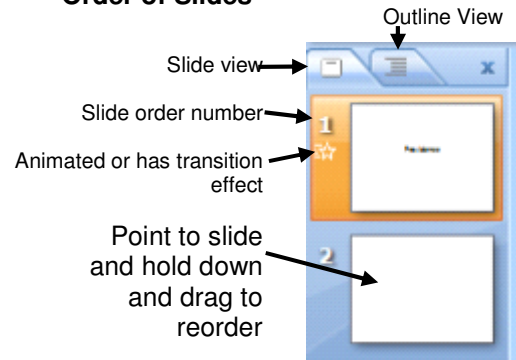
## Viewer options

The Slideshow will begin on whatever slide you are looking at.



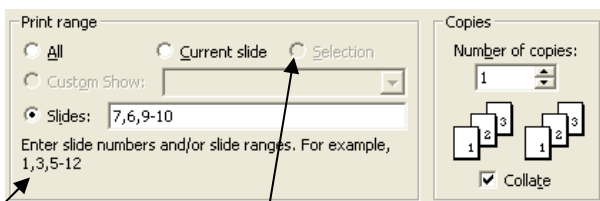
To begin a slideshow at the beginning press **F5 Key**

## Order of Slides



## Printing

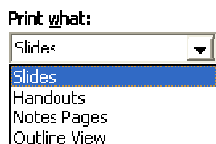
### What slides



Change what is to be printed

If you only want a piece of text, use the selection button

Change how many are to be printed

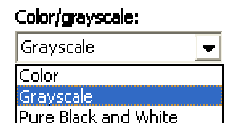


### Print What:

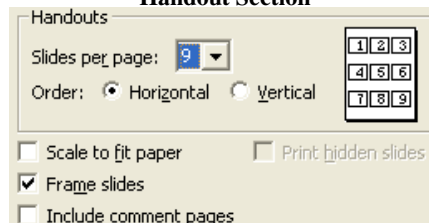
Slides- Prints all or certain slides  
Notes pages- Print a list of speaking notes  
Handouts- Prints mini slides to hand out (turns on handouts section)

### Color/Grayscale:

*Color*- prints in color includes backgrounds  
*Grayscale*- prints in grays only includes backgrounds  
**Pure Black and white** - prints only the text and pictures, not backgrounds



### Handout Section



Change how the handout sheet is printed