

Electronic Portfolio Tip Sheet (MAC) Creating Buttons

To create a button:

Click on **Slide Show** from the menu bar.

Then highlight **Action Buttons** and choose what you want the button to do.

(In the example below a *next slide* button is being selected.)

Once the action you want your button to perform is selected, you must click and drag the cursor to create the size of the button.

As soon as you have created your button the **Action Settings** menu pops up.

Confirm the actions you want your button to do and click OK.

* To save time, you can copy and paste the same button onto other slides.

