

FADING BULLETS

with Custom Animations in PowerPoint 2007

Tutorials Brought to You By:

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You can present your bullet points in PowerPoint and use Custom Animations to fade out one bullet point as you move to the next bullet point. Here's how:

INSTRUCTIONS:

1. **Open** PowerPoint 2007 for Windows.
2. Start a new presentation by going to the **Office Button** (top left corner) and selecting **New > Blank Presentation** and click on **Create**.
3. Click on the **Home** tab and select **Layout > Title and Content** (or whatever layout you desire but Title and Content allows for a title at the top of the slide and bullet points in the text box.)

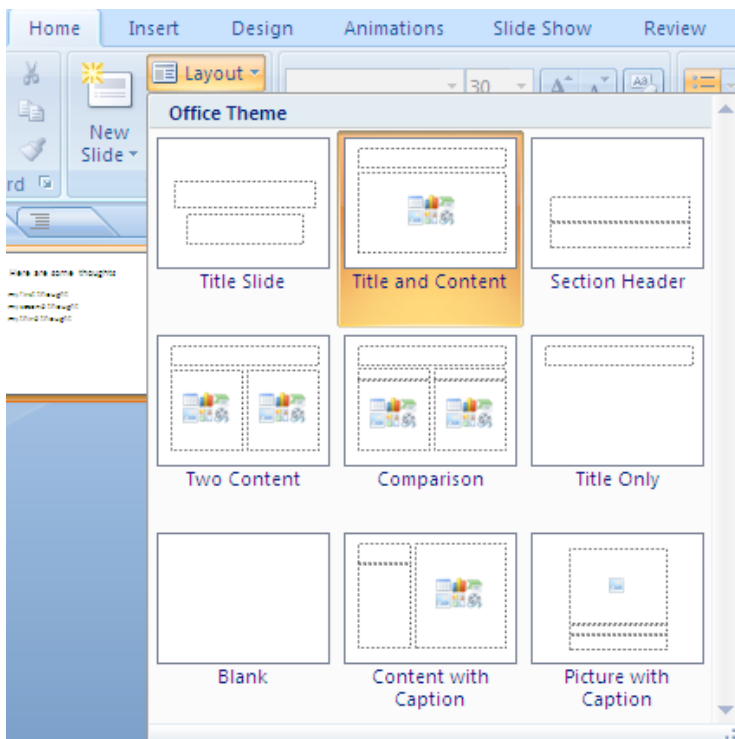


Figure 1: Layout Choices in PowerPoint 2007

4. Click on the **Design** tab and select a theme. For the purpose of this tutorial, select the **Metro** theme.
5. Type a title on your slide and begin typing bullet points. For the purpose of this tutorial, type 3 bullet points.

8. Highlight the text of the first bullet point with your mouse (sometimes it is easiest to do this from the back to the front of the phrase).
9. In the **Custom Animations** area, select the pull-down menu for **Add Effect** and from there select **Entrance > More Effects...**

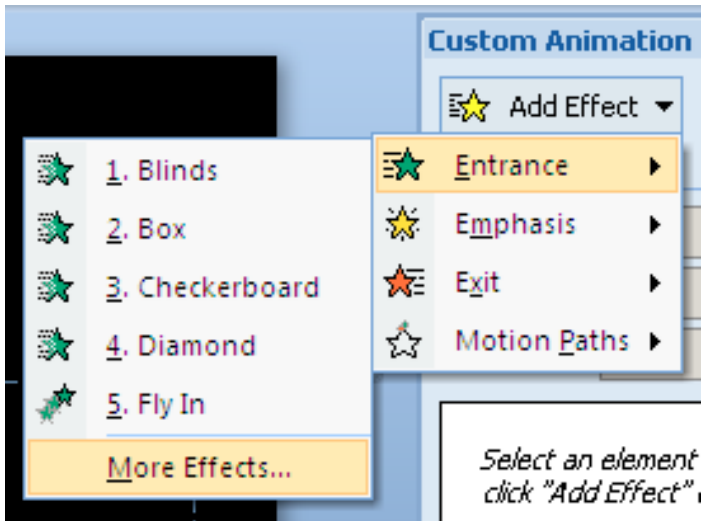


Figure 2: Add Effect >Entrance > More Effects...

10. From the **More Effects** dialogue box, select **Appear** and click **OK**. (Appear is a mild animation that comes in without being too ostentatious.)

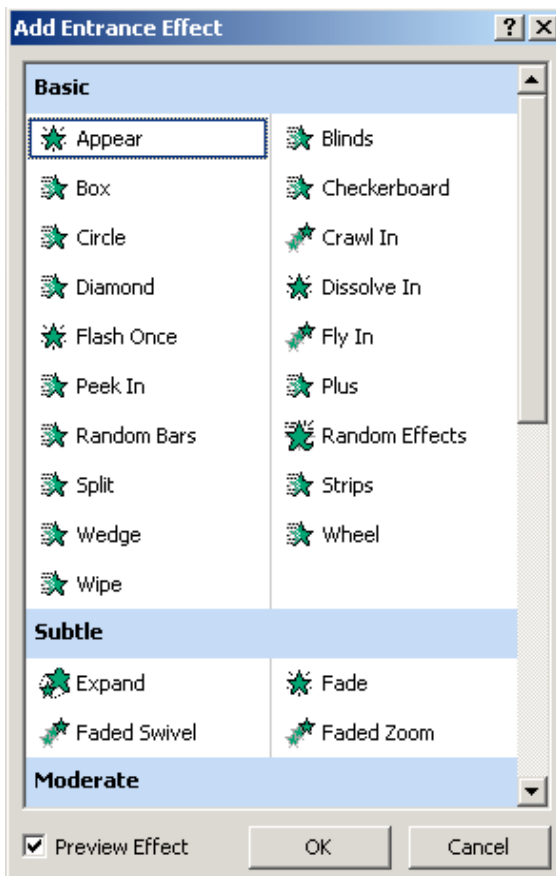


Figure 3: Add Entrance Effect Dialog Box

11. While the first bullet point text is still highlighted, select **Add Effect > Emphasis > More Effects > Transparency**.
12. Continue on in the same manner for bullet points 2 and 3, adding the **Entrance Effect of Appear** and the **Emphasis Effect of Transparency** for each bullet point. (Note that when you go to do this for the remaining bullet points, “Appear” and “Transparency” appear in the first viewable areas of the Entrances and Emphasis menus because PowerPoint understands that you want these effects and doesn’t make you go into the More Effects menu to find them anymore.)
13. You will now see 6 items in the **Custom Animation pane** - one item for each entrance of the bullet and one item for each transparency as shown in Figure 4 below.

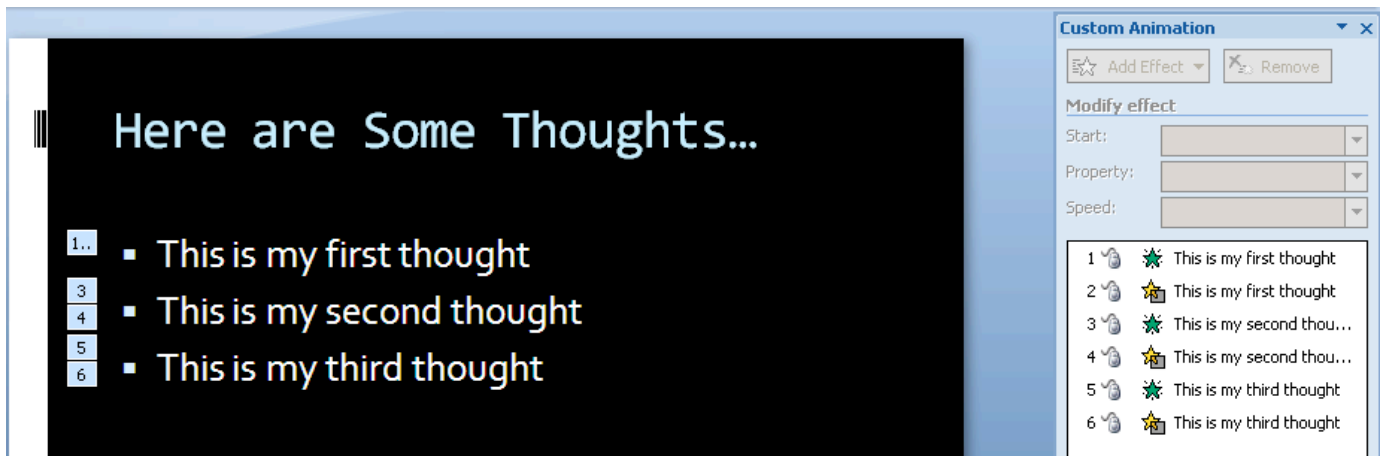


Figure 4: Six Animation Items in the Custom Animation Area

14. In the **Custom Animation pane**, pull down the arrow to the right of the first entry and choose either **“Start on Click”** (this will cause the first bullet to appear on the slide when you click your mouse) or **“Start After Previous”** (this will cause the first bullet to appear on the slide immediately when the slide appears without the need for a mouse click).
15. In the **Custom Animation pane**, pull down the arrow to the right of the second entry (i.e., the transparency emphasis item you created for the first bullet) and select **“Start on Click.”** This choice will cause the transparency fading of the first bullet when you click the mouse to move toward the second bullet.
16. In the **Custom Animation pane**, pull down the arrow to the right of the third entry (i.e., the second bullet choice. In the Figure 4 above it is the bullet item for **“This is my second thought”**) and select **“Start After Previous.”** This will cause the second bullet to appear automatically all in one step after you click on your mouse to cause the transparency to occur. In other words, with only one mouse click you can cause the transparency fade and the next bullet point to occur simultaneously.
17. The remainder of your entries should continue to be set in the **Custom Animation pane** as **“Start on Click”** and **“Start After Previous”** for the remaining bullet items and transparency items so that when you click the mouse you cause the transparency and the immediate appearance of the next bullet point to occur simultaneously.
18. Now play your slide in **Slideshow** mode to make sure that the appearance of the bullets and transparencies occur as you had planned. Make adjustments as necessary.
19. **Save** your PowerPoint file.