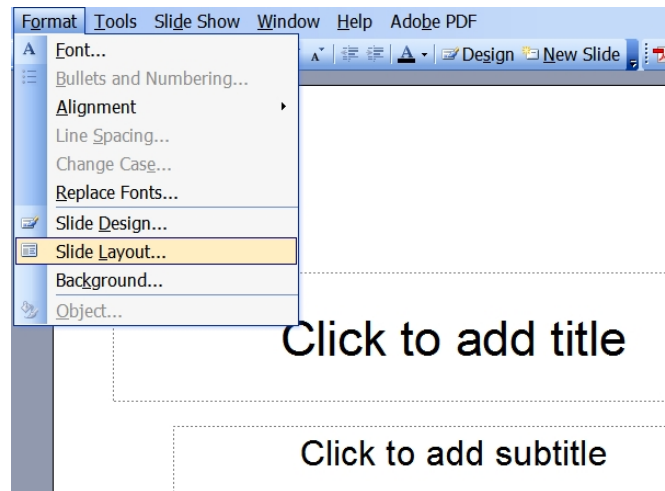
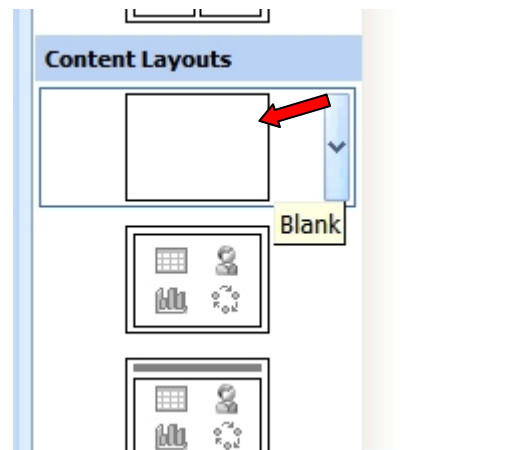


Designing a MS PowerPoint E-Book Template

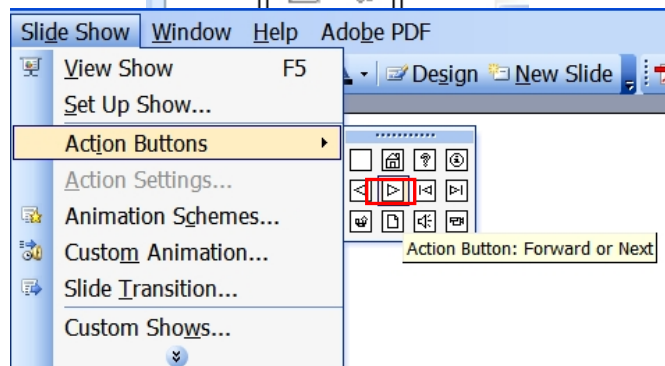
1. Open Microsoft PowerPoint. To change the slide layout, on the Toolbar, select Format and left click on “Slide Layout...”



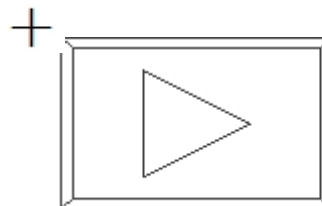
2. On the far right side of the screen, you will see a list of options. Double click on the square.



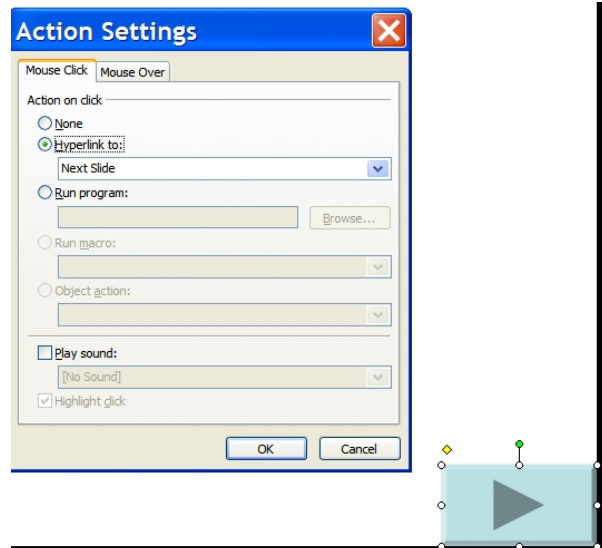
3. To insert an action button on the slide to go forward to the next slide, on the Toolbar, go to “Slide Show”, highlight “Action Buttons”, the left click on the forward button.



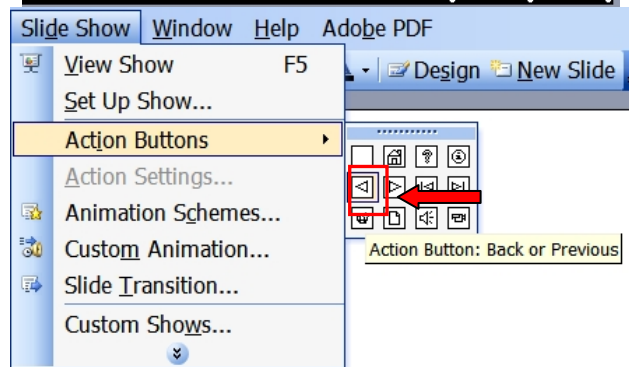
4. The cursor will be a “plus symbol”. Put it where you want your button. Click, then drag and drop the cursor to make the button the size you want.



- Once you drop the cursor, a dialog box will appear. Make sure that “Hyperlink to:” radio button is circled, then select OK.

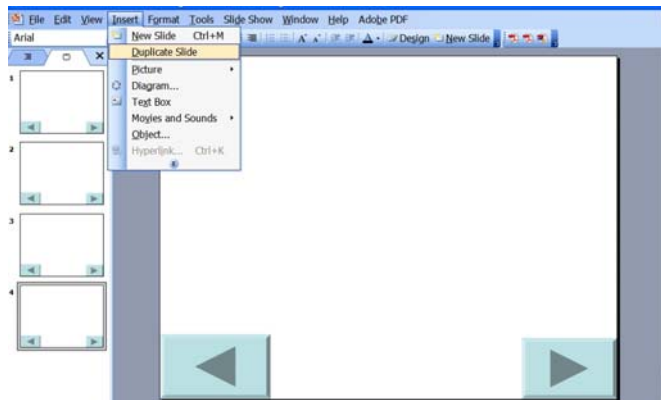


- To insert an action button on the slide to go backward to the previous slide, on the Toolbar, go to “Slide Show”, highlight “Action Buttons”, the left click on the previous button.



- Repeat steps 4 and 5.

- Once you have the buttons on the slide, go to the Toolbar and select Insert and left click on “Duplicate Slide” as many times as you need slides.



- Be sure to name and save your template in a folder where you can easily find it.

