

EMBEDDING FILES OR DOCUMENTS INTO YOUR PRESENTATION

Embedding files or documents into a slide deck is a great way to refer to additional data without having to break from your presentation, making for a smoother and more professional presentation.

- 1 Begin with your presentation open to the slide into which you want to embed a file or document.

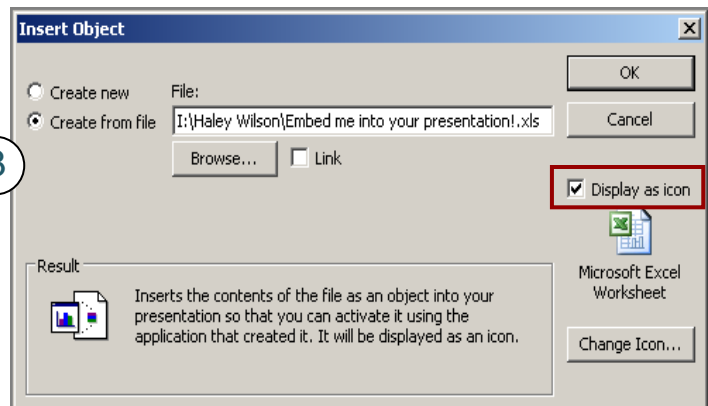
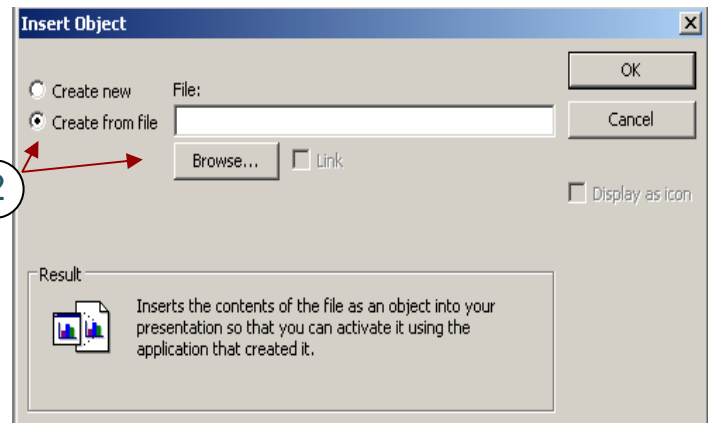
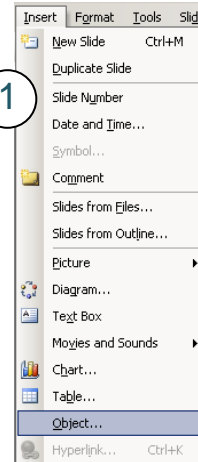
Select “Insert” from the toolbar and click “Object...”.

- 2 A dialog box labeled “Insert Object” will open.

Click the bullet next to “Create from file” then “Browse...” to search for and select the file or document to be embedded.

- 3 Click or check the box next to “Display as icon” which appears in the right side of the dialog box.

Click “OK”.



- 4 An icon representing the document type of the embedded file will now appear on the slide.

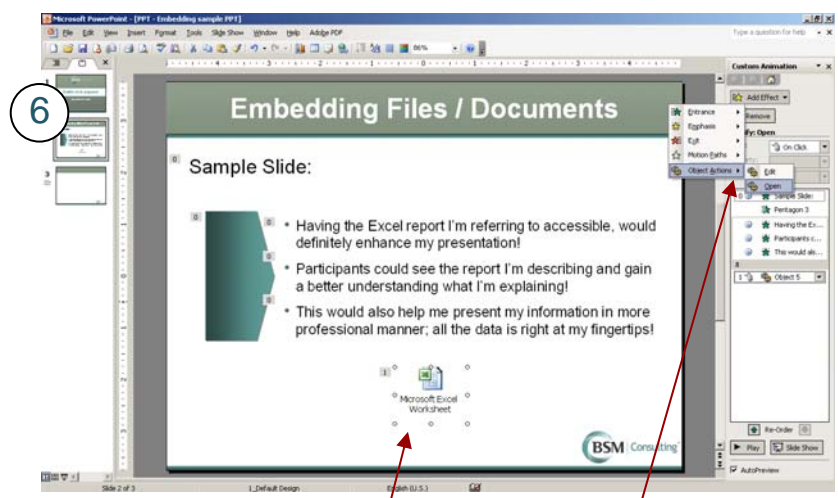
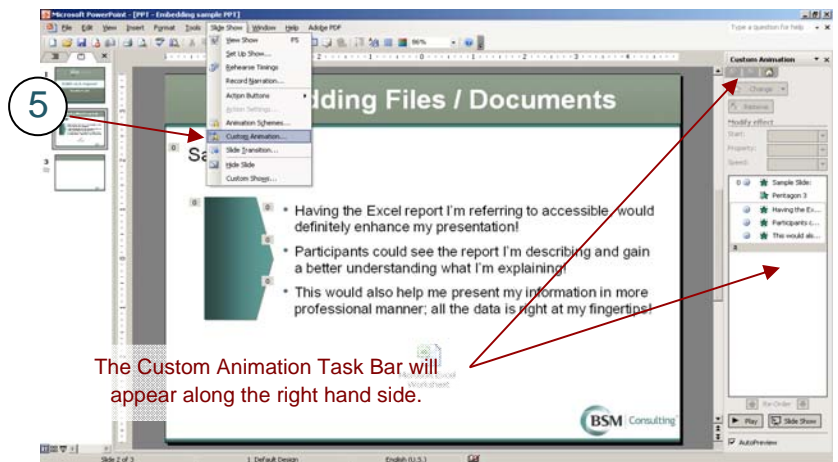
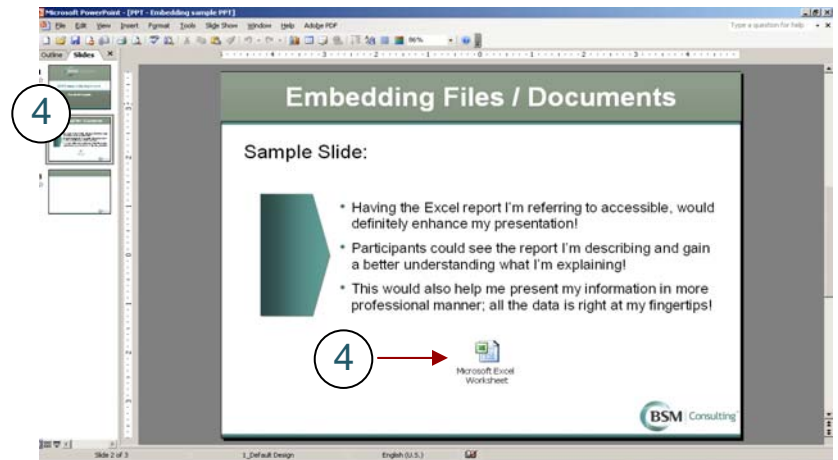
Move it to your preferred location on the slide.

- 5 If the Custom Animation Task Bar is not open on the right hand side of your slide, go to “Slide Show” on the tool bar and click on “Custom Animation”.

- 6 Next, click on the file icon on the slide to select it.

Click “Add Effect” in the Custom Animation Task Bar, which will open a drop-down menu.

Choose “Object Actions” then “Open”.



Select the icon Click “Add Effect” then choose “Object Actions” and “Open”

7 Your “open object” animation will appear at the bottom of the list of animations, in the Custom Animation window.

Note its name in the animation list (in this example “Object 5”) and click on it to select it.

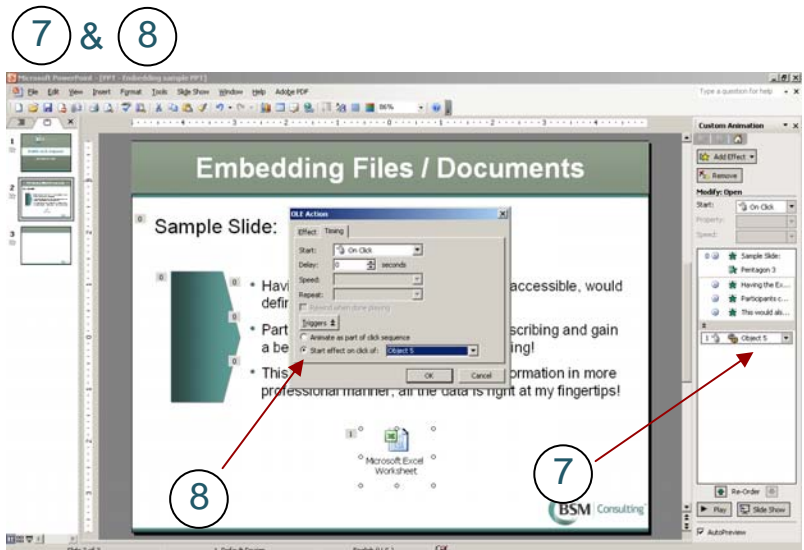
Click on the down arrow to the right of the animation and choose “Timing”; a dialog box will appear.

8 In the dialog box, click the button labeled “Triggers”.

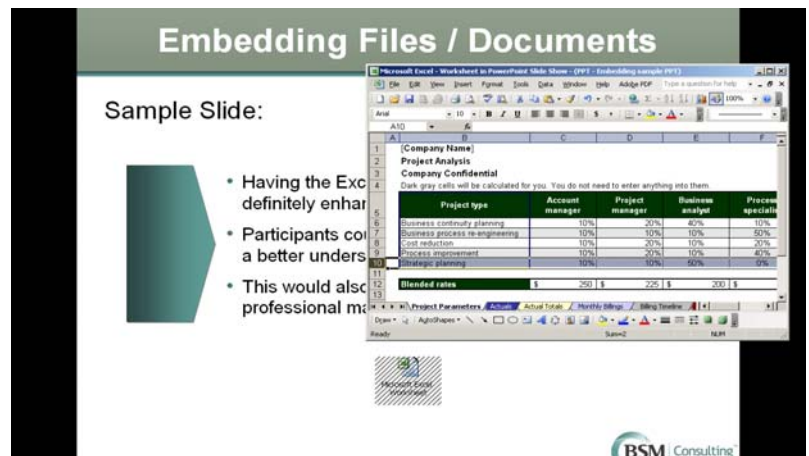
Select the bullet next to “Start effect on the click of:” and choose the animation name of your embedded file from the drop-down (such as “Object 5”).

Then click “OK”.

Your embedded file is now ready to view. When in presentation mode, simply click on the file icon on the slide.



Embedded file opened within a presentation:



Additional Tip: Do not change the order in which the Triggers appear in the Custom Animation list. Triggers must remain at the bottom of the list in order to function properly.