Building a navigation-driven presentation:

1. Open PowerPoint and start a new, blank document.
2. On the HOME tab, under the slides section, click "Layout" to choose Blank so that we have a clean layout to start with.
3. Create a new text box on the left side of the page and type in the following:
   > INTRODUCTION
   > PROCESS
   > FINDINGS
   > FUTURE PLAN
   > RESOURCES

4. Style the text how you like. This will be the navigation bar that will appear on every page. For instance, you may want to increase the space between the lines (under the Paragraph section of the HOME tab), change to a right-aligned paragraph, or simply change the font. It might also be helpful to add a line or a colored box to distinguish the "navigation" portion of the page from the rest.

5. Next, you can go ahead and create a header text box and a content text box. This page will become a template for your other pages, but you can customize each page after you have created them.

6. Now, we will duplicate this slide 4 times (one slide for each of the 5 different pages). You can do this either by right clicking on the slide thumbnail, or dragging the slide thumbnail down while holding down the Control key on your keyboard.

7. Once all your slides are created, we can set up the hyperlinking for each page. On the first slide, select the text that says "INTRODUCTION" and right click on it. From that menu, select "Hyperlink". In the dialog box that comes up, first select the button on the left that says, "Place in This Document", then select "1. Slide 1" from the list in the middle, and click OK. Repeat this for the other navigation menu text that we set up, respectively linking to slides 2, 3, 4, and 5. Once each of these are linked (all should now be blue and underlined), we'll copy all the text in that text box and paste it into that same text box on each of the other pages (replacing the previous unlinked text).

8. To make it easier to see where you are within the navigation, I also find it helpful to go back to each page and **BOLD** the hyperlink for the active page.

9. This is a very simplified sample presentation, but once you get the hang of it, you can add lots of pages and subpages. A navigation-driven presentation is basically like a self-contained website. *You can also link to outside documents or websites, but make sure you will still have access to those items when you are presenting (bring the documents that you're linking to on the same thumb drive or computer that you present from, and/or make sure that you have internet access).*

10. It is helpful for these types of presentations to turn off the ability to advance the slide by clicking the mouse anywhere on the page. This means that when you are in slideshow mode, you can only click on the hyperlinks in the navigation menu in order to advance the slide. This helps make sure you don't accidently advance to a section you are not ready to go to. To do this, select all the slide thumbnails in the window on the left (select one slide, then click Control + A on your keyboard to quickly select all). Under the TRANSITIONS tab at the top, on the far right under the Timing menu, uncheck the "On Mouse Click" button. You can now test your slideshow and see how your hyperlinks work. *This type of presentation may not work with a clicker remote (in lieu of a mouse), since you will need to specifically click on the links to go to the pages. Also note that the slides may still be advanced linearly using the arrows on your keyboard.*

Good luck and have fun creating something new!