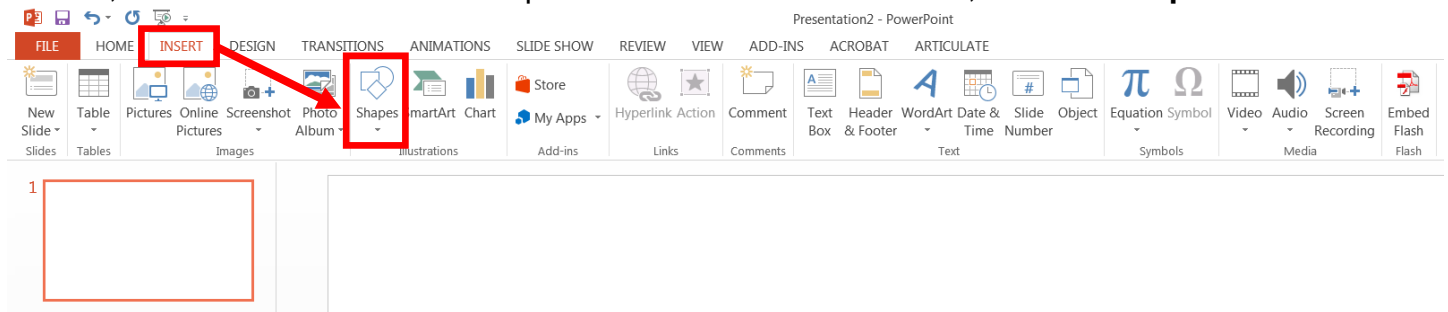


CREATE CUSTOM COURSE NAVIGATION BUTTONS

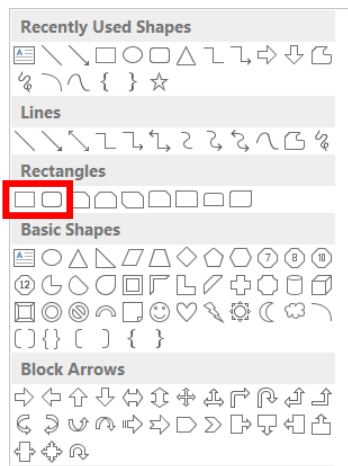
Santa Ana College Distance Education, Cesar Chavez Building Room A-101, (714) 564-6725, DistEd@sac.edu

CREATE CUSTOM COURSE NAVIGATION BUTTONS

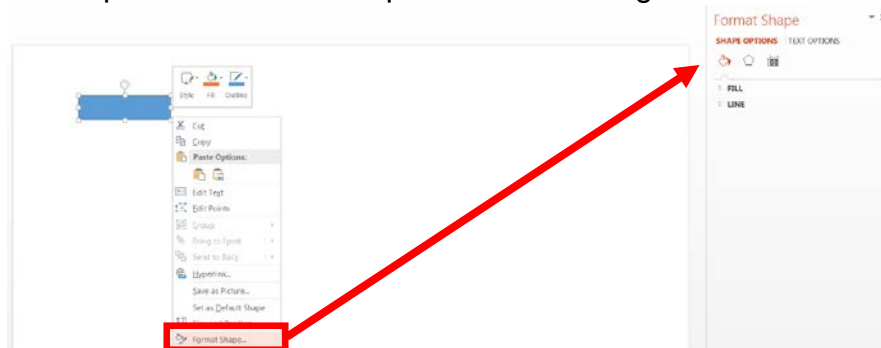
Instructors can create a custom course navigation button in Power Point. On a blank Power Point Screen, click the **Insert** tab on the top tool bar. On the Insert ribbon, click the **Shapes** button.



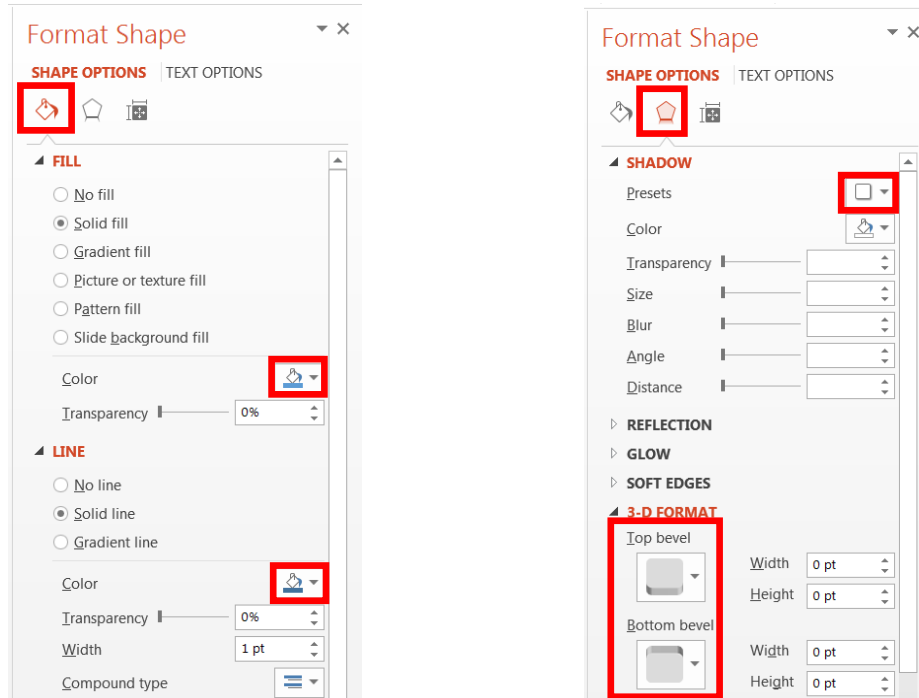
On the Shapes menu, click to select the button shape. Rectangle, rounded rectangle or square are recommended for the button shape.



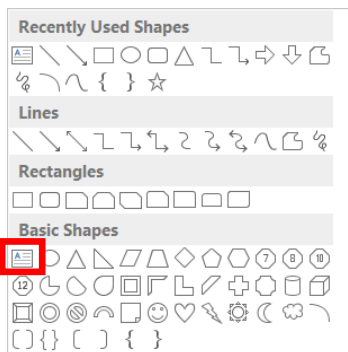
Draw the shape on the blank Power Point slide. Right click on the shape and select **Format Shape** from the menu. This will open the Format Shape menu on the right side.



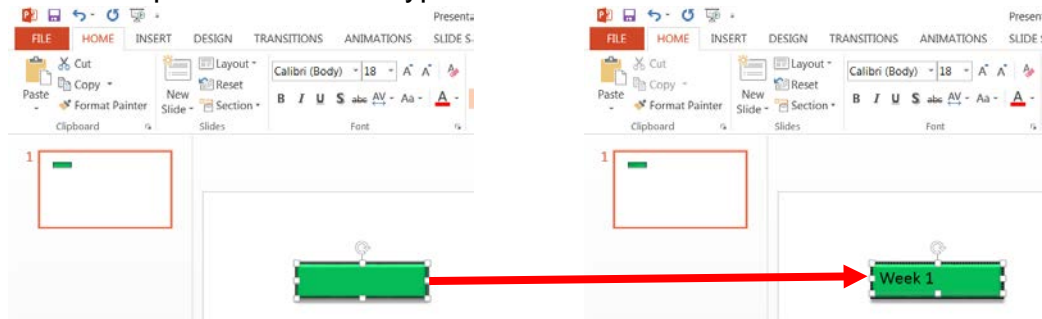
Use the Format Shape tools to select the fill and line color and widths. Click the middle icon to add a shadow, make it 3-D, and other options if desired.



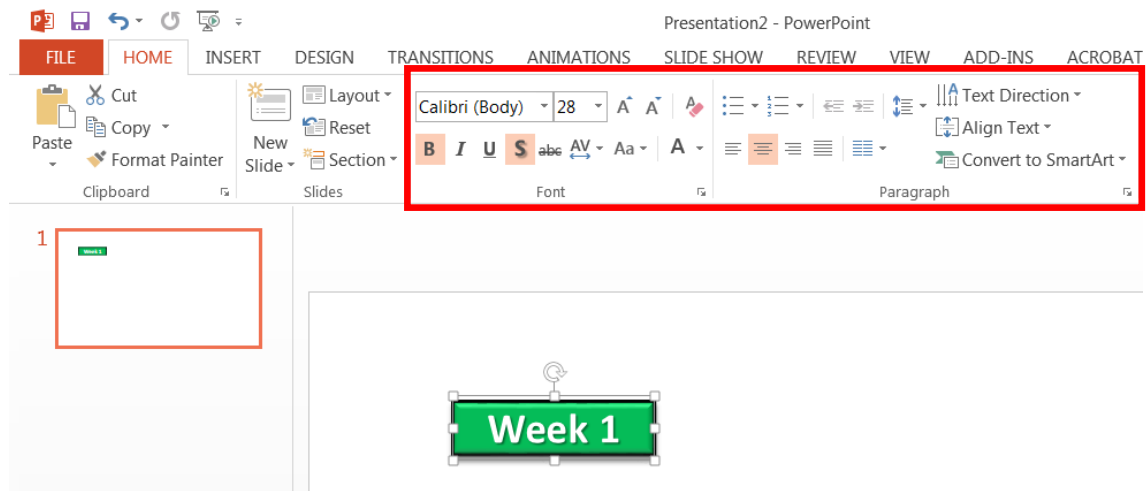
Once the color and effects are determined, click the **Shapes** button on the Insert Ribbon and select **Text Box** from the list.



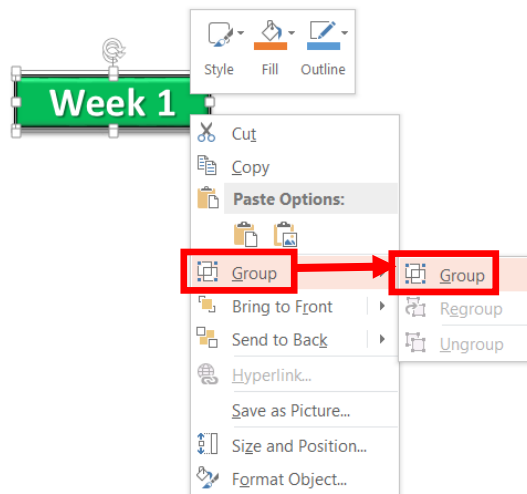
Draw the Text Box on top of the button. Type the text in the text box.



On the top tool bar, click **Home** to select it. Use the **Text Tools** provided on the ribbon to select the font color, size, justification, direction, and to add bold, italics, or a shadow if desired.



Once the button characteristics and text have been configured, select the button (shape and text box). Right click, then select **Group** from the menu, and finally **Group** from the sub menu. Once grouped, right click and select **Copy** from the menu. Paste to create as many buttons as needed. Click to edit the clipboard text.



Once the navigation button has been created, right click and select **Save as Picture**. In the Save as Picture dialog box, change the Save As Type to **JPEG**. Repeat this for each button created. The button JPEGs can now be imported into the LMS.

