

How to Use Google Slides Animations and Timed Transitions

business.tutsplus.com/tutorials/google-slides-animations-and-transitions--cms-29282

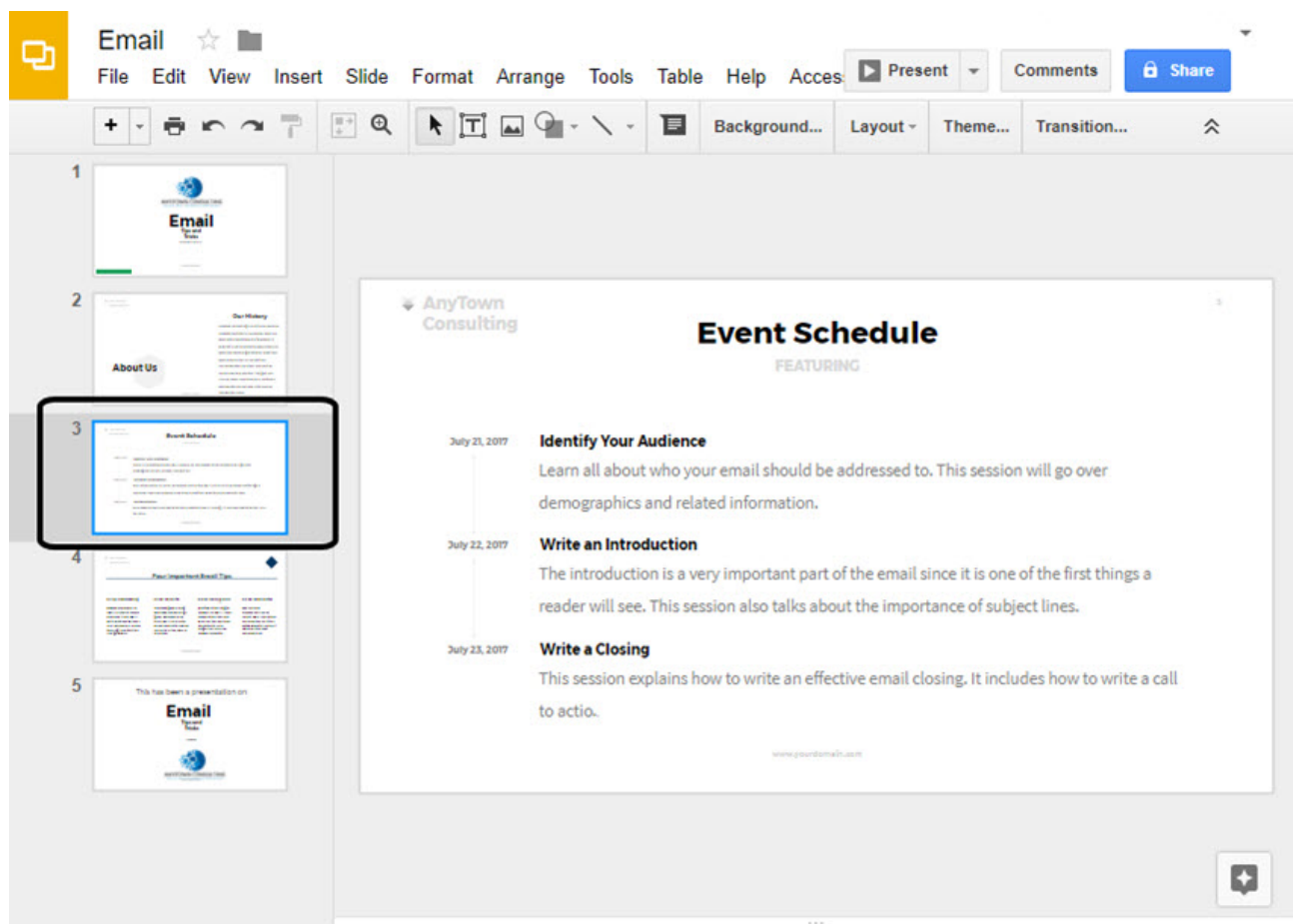
How to Add an Animation to a Google Slides Presentation

This section provides step-by-step instructions on how to add slide animations to a Google Slides presentation:

Step 1. Choose a Slide

Open the presentation you wish to work with. For this tutorial, I will continue using the Email presentation based on the [Fox Google Slides Template](#).

To select a slide, click on a thumbnail on the left. The selected slide displays:



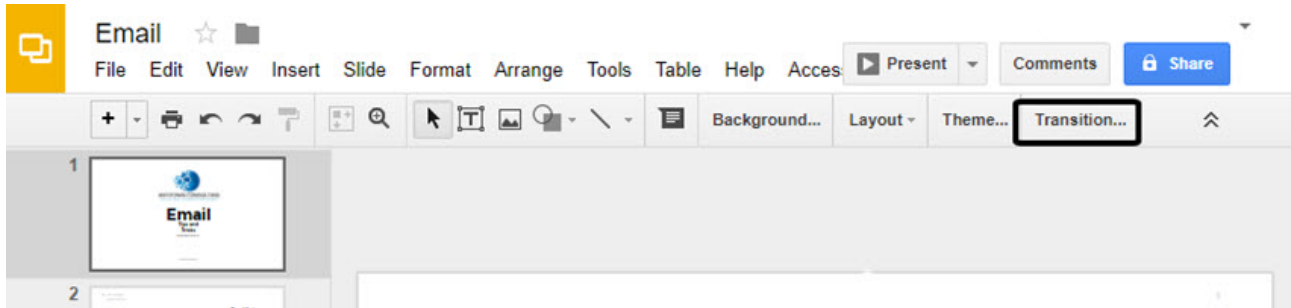
Select the slide you will add animations to.

I choose the third slide because I want to animate the text under each heading. The next step is to open the **Animations** panel.

Step 2. Open the Animations Panel

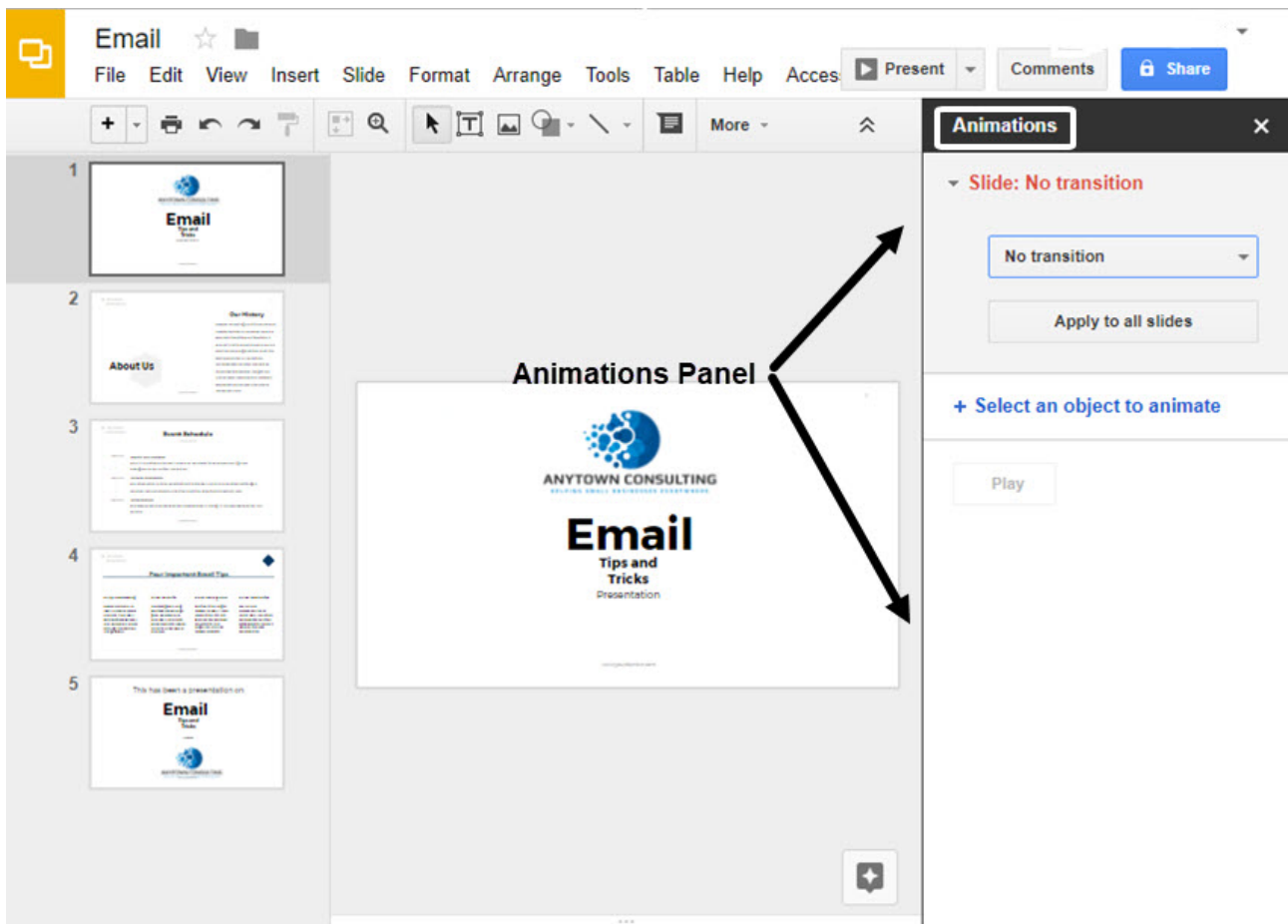
Google Slides animation effects use the same panel as Google Slides transitions.

To open the **Animations** panel, click the **Transition** button to the right of the toolbar:



The **Transition** button opens the **Animations** panel in Google Slides.

The **Animations** panel displays on the right of the screen:



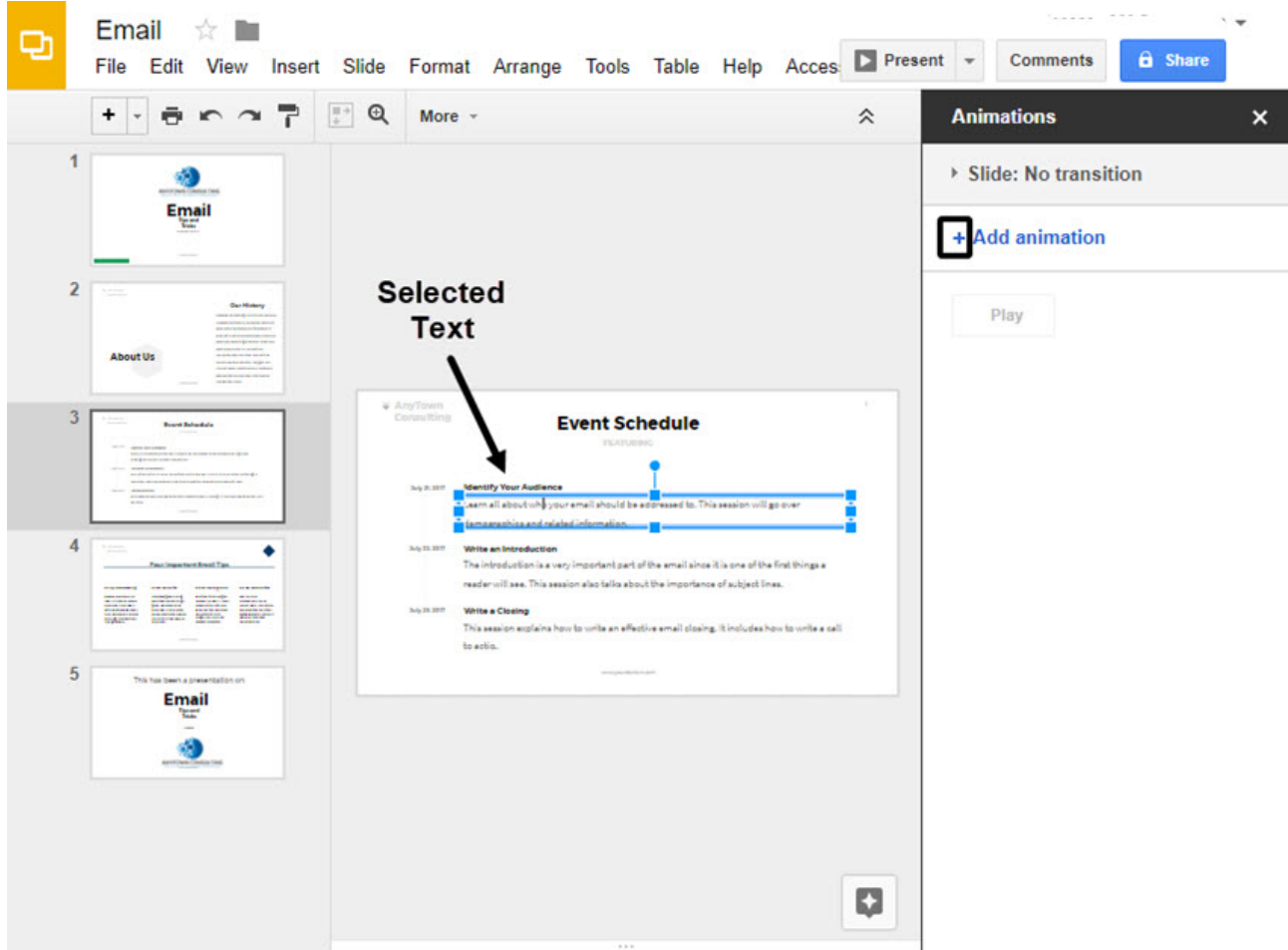
The **Animations** panel is also used to add animations.

Note: You can also open the **Animations** panel with the **Insert > Animation** menu option.

As you can see from the middle of the **Animations** panel, no animations are set up for this slide. Our next step is to add animations.

Step 3. Define Animations

To define animations, you need to first select the objects to be animated. Click on the object you wish to animate first. In this case, a text box:



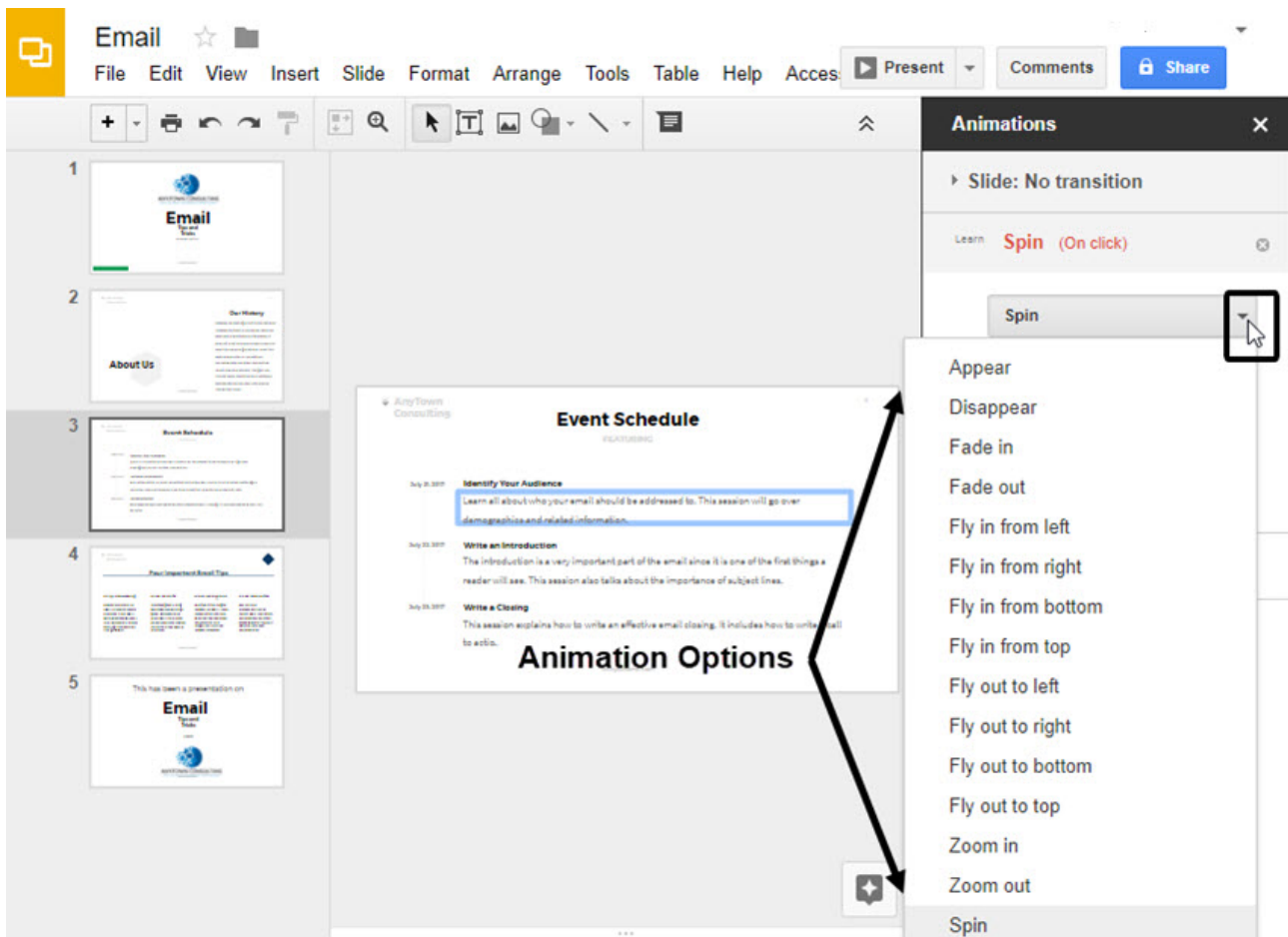
The object selected in this illustration is a **Text** box.

Next, click the plus (+) symbol next to the words **Add animation** to display the Google Slides animation options:

The screenshot shows a presentation software interface. The title bar reads "Email" with a star icon and a folder icon. The menu bar includes "File", "Edit", "View", "Insert", "Slide", "Format", "Arrange", "Tools", "Table", "Help", "Access", "Present", "Comments", and "Share". The toolbar contains icons for adding, deleting, undo, redo, and search, along with a "More" dropdown. The slide navigation pane on the left shows five slides, with slide 3, "Event Schedule", selected. The main slide area displays the "Event Schedule" slide, which has a blue box highlighting the text "Learn all about who your email should be addressed to. This session will go over demographics and related information." The "Animations" panel on the right shows the current slide has "No transition". The selected text has a "Fade in (On click)" animation. The "Fade in" dropdown is open, showing "Fade in" and "On click" options. The "By paragraph" checkbox is unchecked. The speed slider is set to "Medium". A "Play" button is at the bottom of the panel.

Use these fields to select an animation option and trigger.

You'll notice that the default animation is set to **Fade in (On Click)**. To change the default, first click the down arrow to the right of the words **Fade in**. A drop-down menu appears:



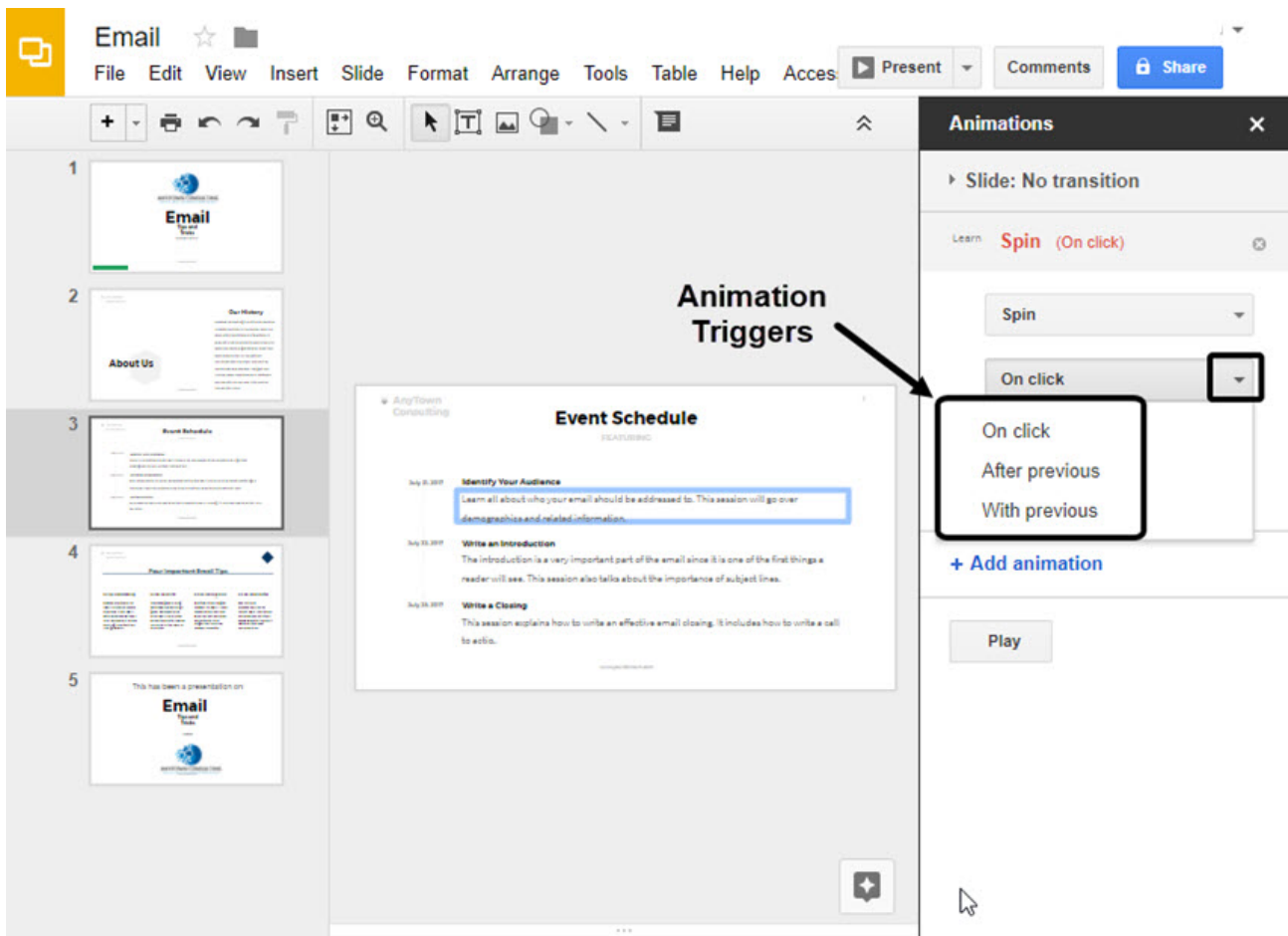
This Google Slides menu shows the various animation options.

As you can see, there are many different animation effects to choose from.

Most of the animation effects descriptions are self-explanatory. However, pay attention to the words "**in**" and "**out**" in the animation effect description:

- Animation effects with the word "**in**" in the description add the selected object to your slide.
- Animation effects with the word "**out**" in the description remove the selected object from your slide.
- Likewise, the animation effect **Appear** adds an object and the animation effect **Disappear** removes the selected object.

Next, you'll want to define how the animation is triggered. The animation trigger you select determines what activates the animation. To see the **Animation Triggers** drop-down menu in Google Slides, click the down arrow to the right of the words **On Click**:



There are three animation triggers available from the drop-down menu.

You can define three different types of animation triggers:

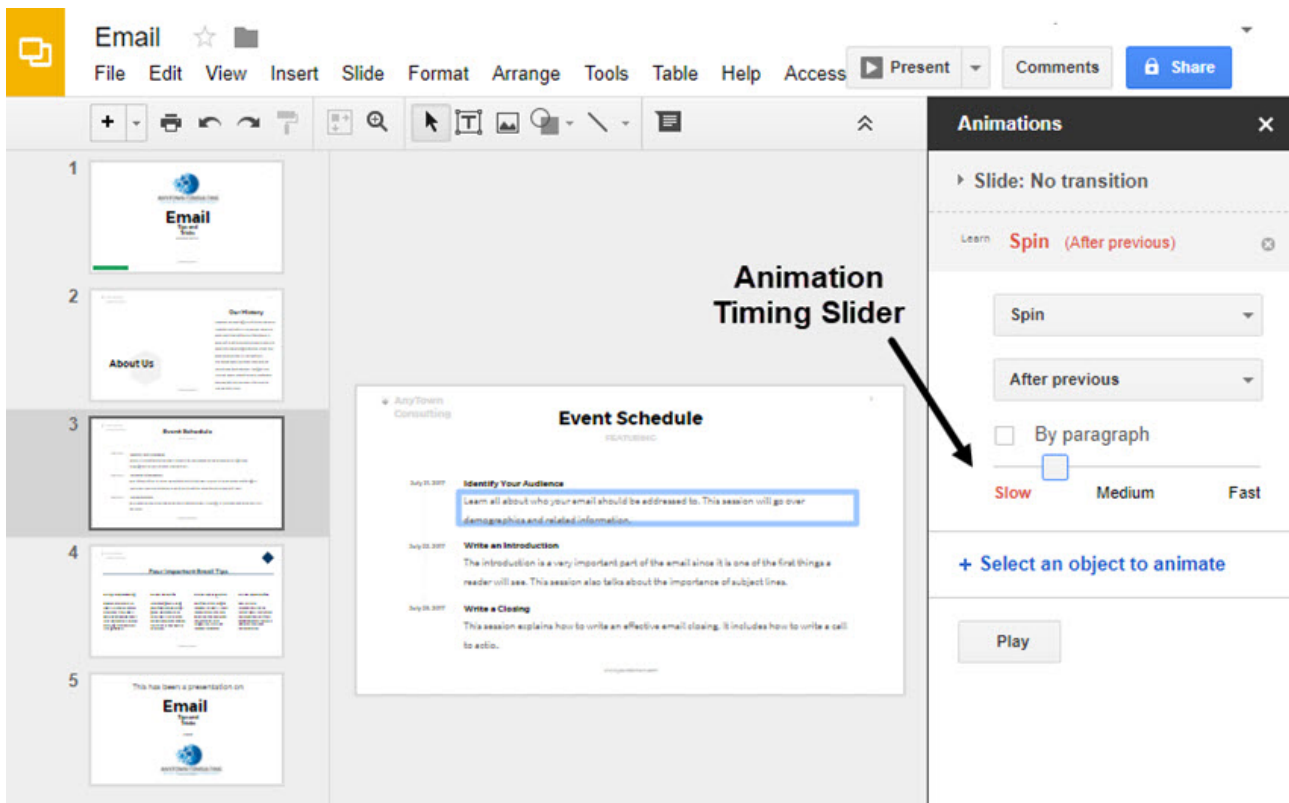
1. **On click.** The presenter must click to trigger the animation. This is the default setting.
2. **After previous.** The animation plays after the previous animation.
3. **With previous.** The animation occurs at the same time as the previous animation.

Click on an animation trigger to select it.

If you click the checkbox next to the **By paragraph** field, the animation will be applied paragraph by paragraph to the selection. This can be especially helpful for animating lists line by line.

Step 4. Timing

Now that we've defined when the animation will occur, it's time to define how long each animation lasts. To do this, you will use the **Animation Timing** slider. *(It is nearly clear, so you may not see the slider until you click on it to move it.)* Here's what it looks like when you click on it:



Use the **Animation Timing** slider to define the length of each animation.

Notice that the sliding scale is labeled: **Slow**, **Medium**, and **Fast**. To speed up the timing of your transition, drag the slider to the right. To slow the timing down, drag the slider to the left.

Now that you've set up your first animation for this slide, you can add additional animations.

Step 5. Add Additional Animations

To add additional animations to the slide, click on the next object you wish to animate. Click the plus (+) symbol next to the phrase **Select an object to animate**.

Follow the instructions in Steps 3 and 4 to define the animation effect. Continuing adding animations to the slide as desired.

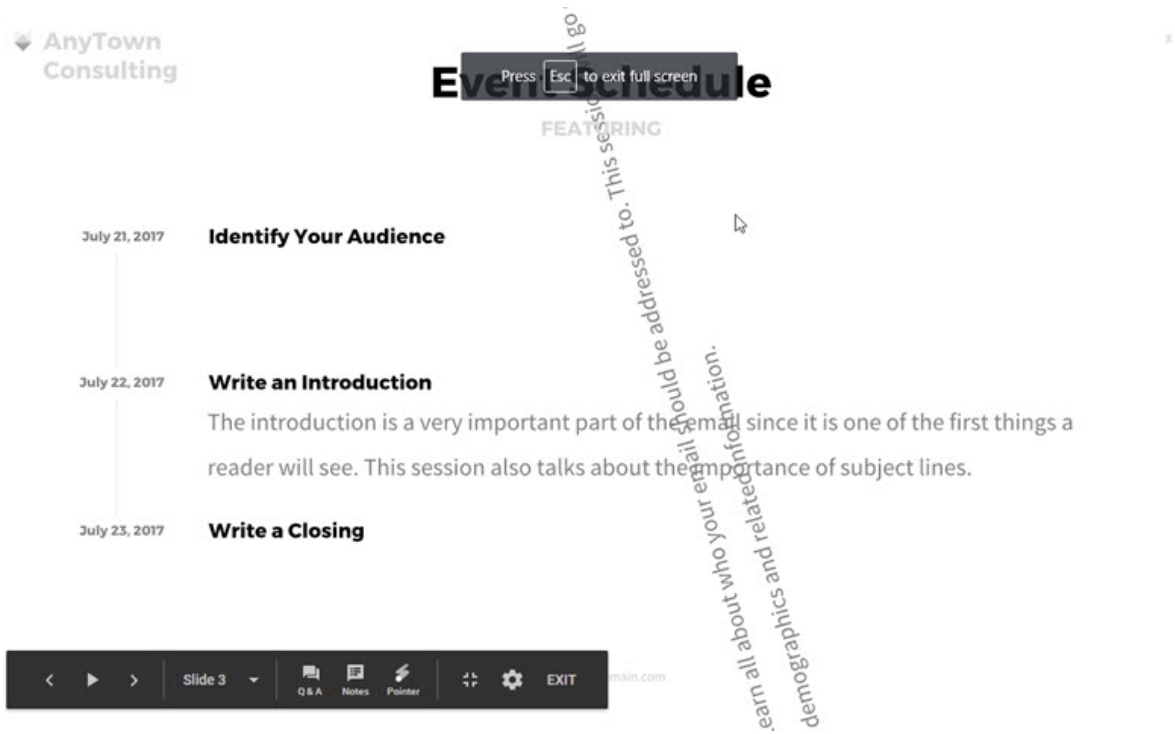
Note: *The order in which the animations are defined will determine the order in which the animations play if you select the **After previous** animation trigger. The first animation you define will play first, the second animation you define will play second, and so on ...*

Step 6. Test Your Animations

Once you're done defining all the animations for a slide, test them by clicking the **Play** button on the **Animations** panel. The animation effect for the selected slide displays in the center of the screen.

A second way to test your animations uses the **Present** button. Close the **Animations** panel by clicking the **X** in the upper right corner. Next, click the **Present** button next to the menu. A full-screen version of your presentation displays. Use the arrow in the bottom left to move

between the slides. Here's how the **Spin** animation effect looks on my sample Google Slides presentation during testing:

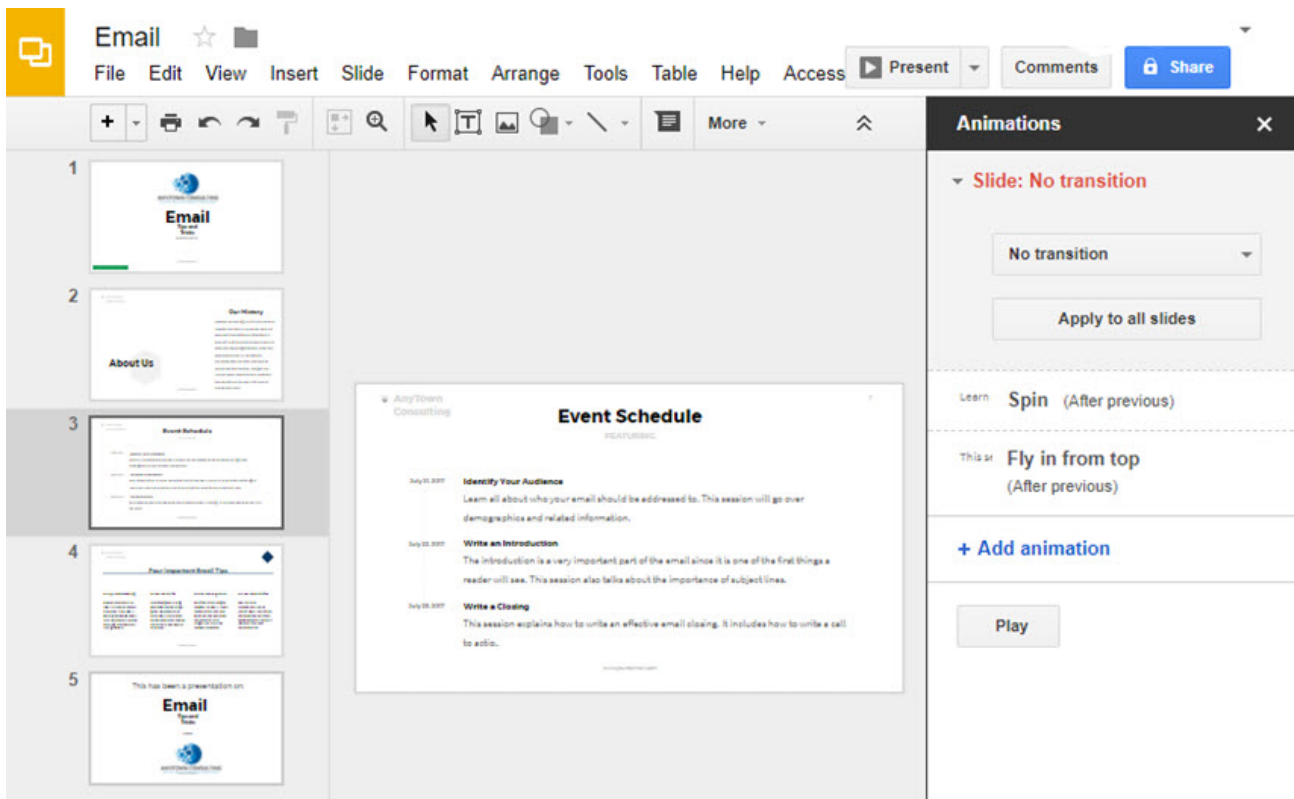


This test shows the **Spin** animation in Google Slides.

Notice the text under the phrase **Identify Your Audience** spins before moving into place.

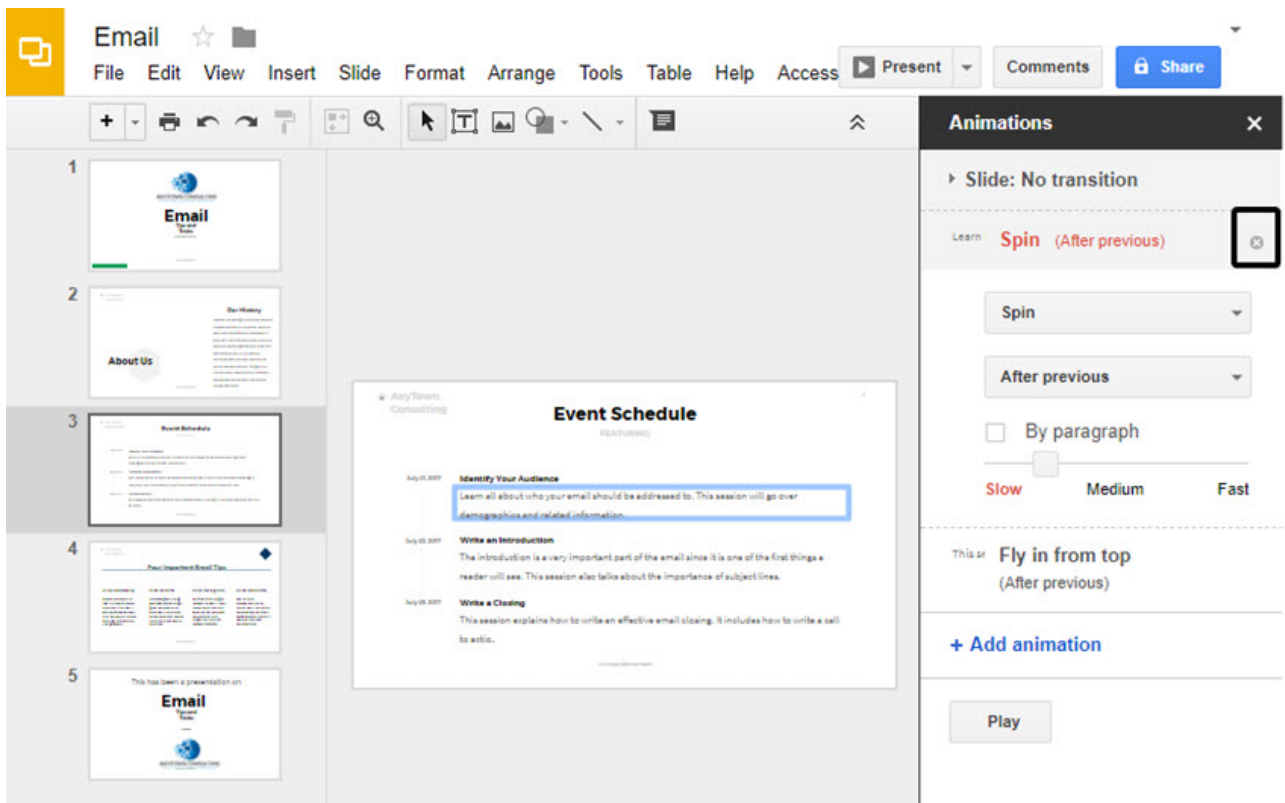
Step 7. Remove or Change an Animation

After you've defined an animation, you may want to remove it or change it. Open your presentation to the slide where you want to change or remove an animation. Click the **Transition** button to the right of the toolbar. The **Animations** panel opens:



You can also use the **Animations** panel to change or remove an animation.

Click on the animation effect you want to change. The details of the animation appear in the **Animations** panel. Here are the animation details for the Spin animation:



Use the **X** to the right of the animation to delete it.

