

Dim Text to Keep Audience Focus in PowerPoint Presentations

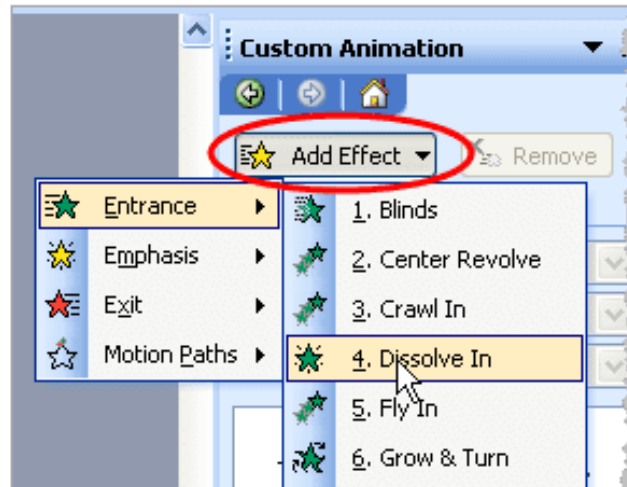
by Wendy Russell Updated April 23, 2017

How to Use the Dim Text Feature in PowerPoint

Keep The Audience On Track

The *Dim Text* feature is an effect you can add to bullet points in your PowerPoint presentations. This causes the text of your previous point to effectively fade into the background, while still being visible. The current point you want to speak about remains front and center.

1. First, select the object you want to animate. (picture, text, other).
2. Click on the *Animations* tab of the ribbon, then click the **Add Animation** button.
3. Click on the *border* of the text box containing the bullet points on your slide.
4. Click the drop down arrow beside the **Add Effect** button in the *Custom Animation* task pane.
5. Select one of the animation effects. A good choice is *Dissolve In* from the *Entrance* group.
5. *Optional* - You may also wish to change the speed of the animation.

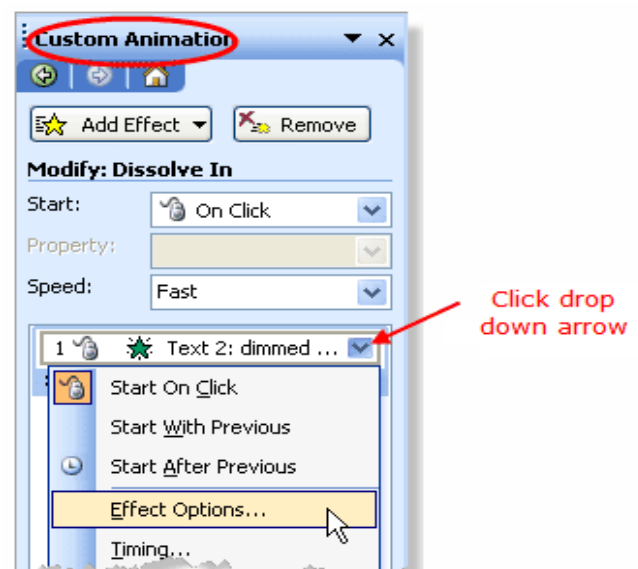


Add an effect to custom animations in PowerPoint. screen shot © Wendy Russell

Dim Text Effect Options in PowerPoint

Effect Options For Dimming Text

1. Make sure the border of the bulleted text box is still selected.
2. In the *Custom Animation* task pane, click on the drop down arrow beside the text selection.
3. Choose **Effect Options...**

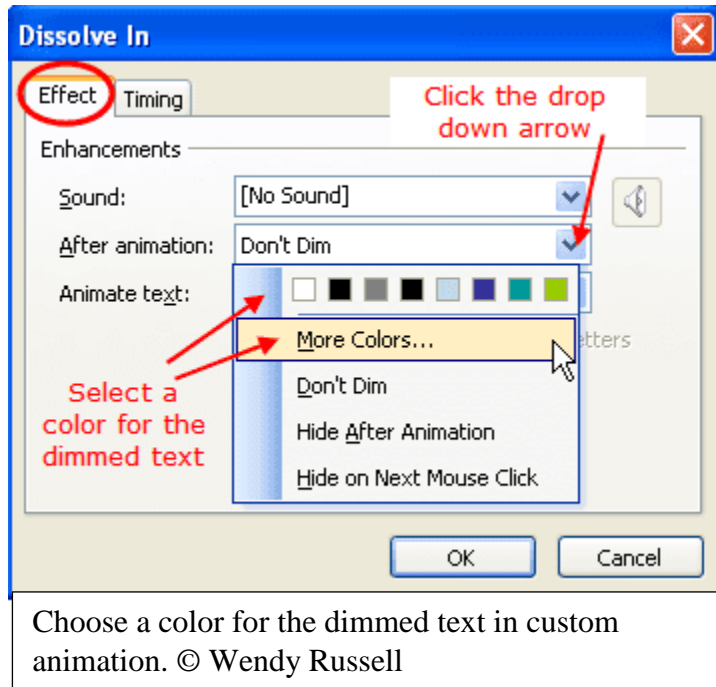


Effect options for custom animations in PowerPoint. screen shot © Wendy Russell

Choose a Color for the Dimmed Text

Dim Text Color Choice

1. In the dialog box (the title of the dialog box will differ depending on the choice you made for the animation effect), select the *Effect* tab if it is not already selected.
2. Click the drop down arrow in the *After animation:* section.
3. Select a color for the dimmed text. It is a good idea to choose a color that is close to the color of the slide background, so that it is still visible after dimming, but is not distracting when you are discussing a new point.
4. *Color Options*



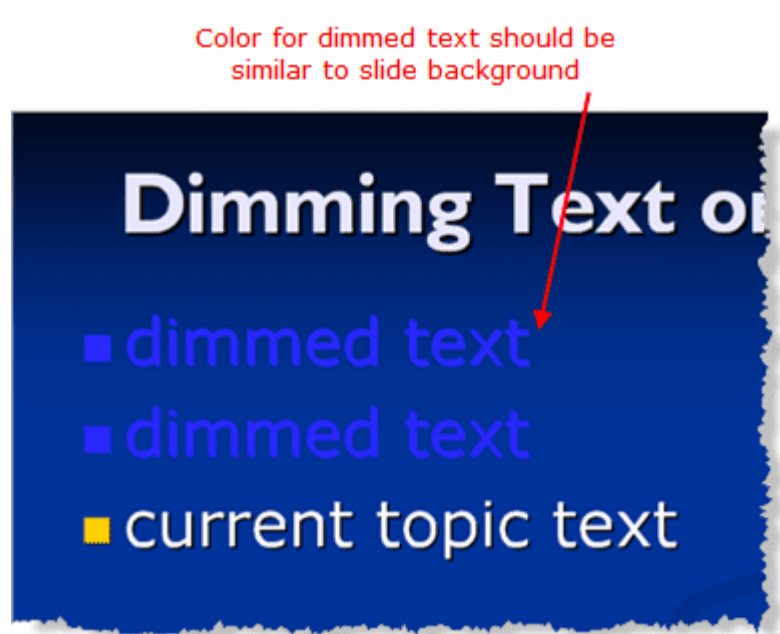
- Choose a color that is currently visible in the list.
- Or choose a color from *More Colors...*
- Click **OK** when you have made your selection.

Test the Dim Text Feature by Viewing Your PowerPoint Show

View The Powerpoint Show

Test the dim text feature by viewing your PowerPoint presentation as a slide show. Choose **one** of the following methods to view the slide show.

1. Press the **F5** key on the keyboard to start the complete slide show. Or:
2. In the *Custom Animation* task pane, click on the **Play** button to see the current slide in the working window.



Your text for each bullet point should dim with each click of the mouse.