




## Creating Flipcharts

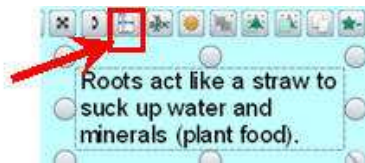
### Tip: Using the “Hidden” Action

You can use the “hidden” action to hide and show an object on the flipchart. Using this action is a quick and easy way to hide important parts of the flipchart until you want them revealed. On the flipchart page below, you’ll see an “answer” button. When it is clicked, the answer will appear. Click the answer button a second time, and it hides again.



Directions for making an “answer” button:

1. Be sure you are working in “Design Mode”. 
2. Click the text tool . Type the word “Answer” on the flipchart. I also changed the background color of the textbox so that it looks like a button instead of a textbox.
3. Click the text tool  and type a separate textbox with the text that you want hidden. (In the example above, this would be the textbox that says, “Roots act like a straw to suck up water and minerals (plant food).”)
4. Then click the second textbox so that the “object edit” toolbar appears. Click the “Object Edit Menu” icon (see picture), and then choose “Properties Browser” to access the properties for this textbox.



5. Within the “Properties Browser”, change the name to a one word name that you will remember. In this case, I renamed my textbox as “Roots”. Then close the Properties Browser.



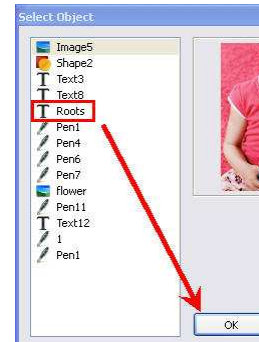
6. Click on the textbox that says “Answer” so that the “object edit” toolbar appears. Click the “Object Edit Menu” and choose “Action Browser” to access the actions for this textbox. Make sure the “current selection” tab is selected. Scroll down the actions until you find “Hidden”. Click “Hidden” to select it.



7. At the bottom of the Action Browser, you will see a “Target” field. Click the “Ellipsis” (...) and browse to the textbox that you named in step 5.



Then



8. You will see a thick red outline appear around the textbox that says “Answer” now that you have added an action. To test it to see if it works, close the action browser and turn off Design Mode.



9. When you move your mouse over the textbox “Answer”, you’ll see a blue and white triangle appear to indicate the textbox has an action associated with it. Click it to make the second textbox appear and disappear.