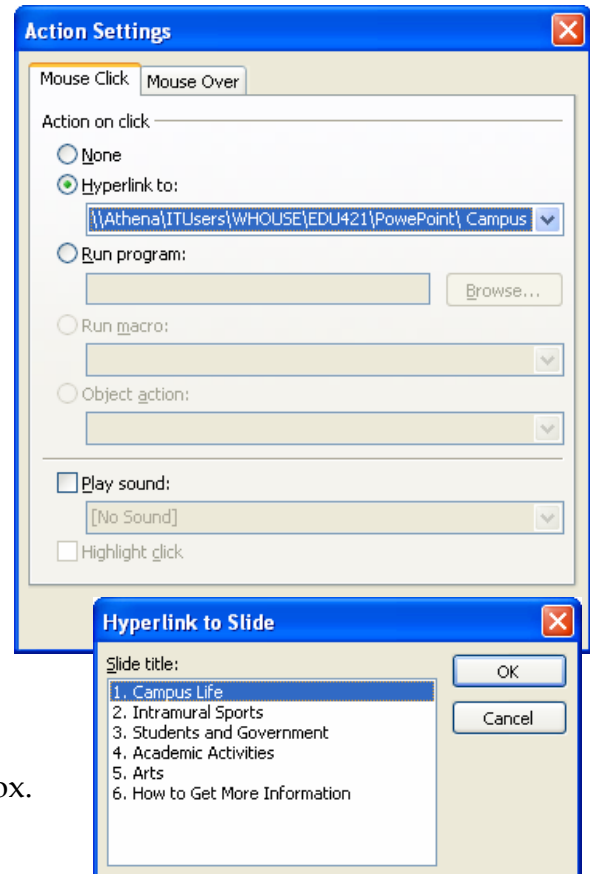


Creating Hyperlinks

Hyperlinks can be created in a presentation that accesses other sources, such as another presentation, an external file, another Web page, or a program. There are four different ways to create hyperlinks in the presentation; clicking the Hyperlink button on the toolbar, choosing Insert, Hyperlinks from the Menu Bar, clicking Slide Show, Action Settings on the Menu Bar, or right clicking on an object or word in the presentation and clicking Hyperlinks.

Creating a Hyperlink to Another Presentation

- ❖ Choose the text or object that the hyperlink is to be applied to.
- ❖ Do one of the following:
 - Right-click an object on a slide.
 - Click **Slide Show** on the **Menu Bar** and then choose **Action Settings**.
- ❖ Choose **Action Settings** from the list of choices.
- ❖ Click the **Hyperlink to** option button.
- ❖ Click the drop-down arrow and choose **Other PowerPoint Presentation** from the list of hyperlinks.
- ❖ Locate and select the presentation for which the hyperlink is being created for.
- ❖ A list of the slides in the presentation will be displayed.
- ❖ The first slide in the presentation will be highlighted.
- ❖ Click **OK** to accept the default if the first slide in the presentation is to be the slide shown when the hyperlink is clicked.
- ❖ Click **OK** to exit from the **Action Settings** dialog box.

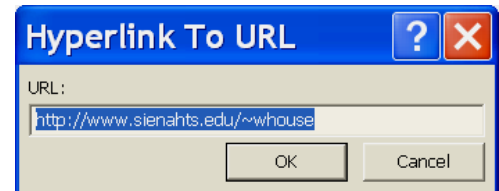


Creating a Link to an External File

- ❖ Choose the text or object that the hyperlink is to be applied to.
- ❖ Do one of the following:
 - Right-click an object on a slide.
 - Click **Slide Show** on the **Menu Bar**.
- ❖ Choose **Action Settings** from the list of choices.
- ❖ Click the **Hyperlink to** option button.
- ❖ Click the drop-down arrow and choose **Other File** from the list of hyperlinks.
- ❖ The **Hyperlink to Other File** dialog box will display.
- ❖ Choose the document for which the hyperlink is being created..
- ❖ Click **OK**.
- ❖ Click **OK** again to save the hyperlink.

Creating a Hyperlink to a Web Page

- ❖ Choose the text or object that the hyperlink is to be applied to.
- ❖ Do one of the following:
 - Right-click an object on a slide.
 - Click **Slide Show** on the **Menu Bar**.
- ❖ Choose **Action Settings** from the list of choices.
- ❖ Click the **Hyperlink to** option button.
- ❖ Click the drop-down arrow and choose **URL** from the list of hyperlinks.
- ❖ Enter the address of the Web page in the **Hyperlink to URL** dialog box.
- ❖ Click **OK** to accept this URL and exit the dialog box.
- ❖ Select the slide to be linked to from the list that appears.
- ❖ Click **OK**.
- ❖ Click **OK** again to save the hyperlink.



Creating a Hyperlink to a Program

- ❖ Choose the text or object that the hyperlink is to be applied to.
- ❖ Do one of the following:
 - Right-click an object on a slide.
 - Click **Slide Show** on the **Menu Bar**.
- ❖ Choose **Action Settings** from the list of choices.
- ❖ Click the **Run Program** option button.
- ❖ Click the **Browse** button.
- ❖ Look for **Local Disk (C:)** in the **Look in** drop-down list.
- ❖ Double-click the **Microsoft Office** folder.
- ❖ Double-click **Program Files**.
- ❖ Double-click **Office 11**.
- ❖ Look for the file **WINWORD** to link the information to a Word file.
- ❖ When this file is located, double-click on that file name.
- ❖ Click **OK** to exit the dialog box.
- ❖ Click **OK** to save the hyperlink that runs the program.

Creating a Hyperlink Using the Create Hyperlink Button

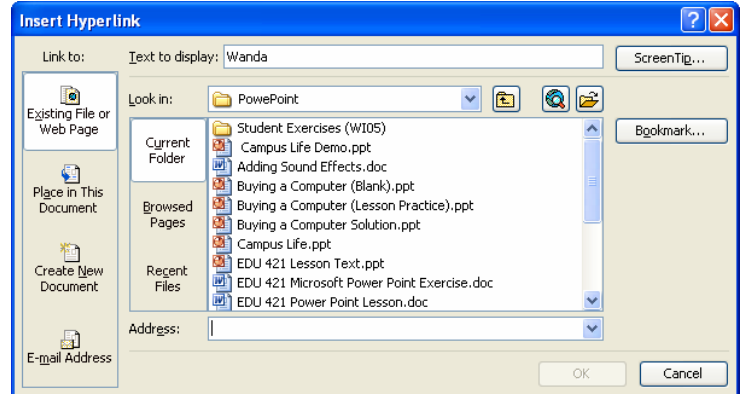
- ❖ Move to the next slide in the presentation.
- ❖ Insert a new bulleted item that says **Web site**.
- ❖ Highlight the text that was just entered.
- ❖ Do one of the following:
 - Click the **Insert Hyperlink** button on the Standard toolbar (see illustration at right).
 - Click **Insert** on the **Menu Bar** and then click **Hyperlink**.
- ❖ The **Insert Hyperlinks** dialog box will appear (see illustration at top of next page).



- ❖ This dialog box contains the following items:
 - **Text to display** – When the link is in Slide Presentation mode, it provides a tip on what the link is for.

- **Link to**

- **Existing File or Web Page** – This option is used to link to a file in another program such as Word or Excel or to link to a particular Web page. Input the Web page address into the **Address** box.
- **Place in this document** – This option is used to insert a hyperlink to a location in the current presentation. When this option is clicked, a list of the Slide Titles will appear. Click on one of these titles to link the current slide to another slide.
- **Create new document** – This option is used to create a new presentation while still in the current presentation. A link will be created to the new presentation.
- **E-mail Address** – Use this option to send the presentation to someone while doing the presentation. When this option is chosen, a box for the e-mail address is provided along with a Subject box.



- Select one of the options to create the appropriate link.
- **Or select from list**
 - **Recent Files** – The folder where the PowerPoint presentation is stored will be displayed.
 - **Browsed Pages** – Pages that have been displayed on the Internet will be displayed.
 - **Inserted Links** – A list of documents that were linked to earlier will be listed.
- **Bookmark** – If a bookmark has been inserted into the document, this will create a link to that bookmark.

- ❖ Click **OK** when all the changes have been made.