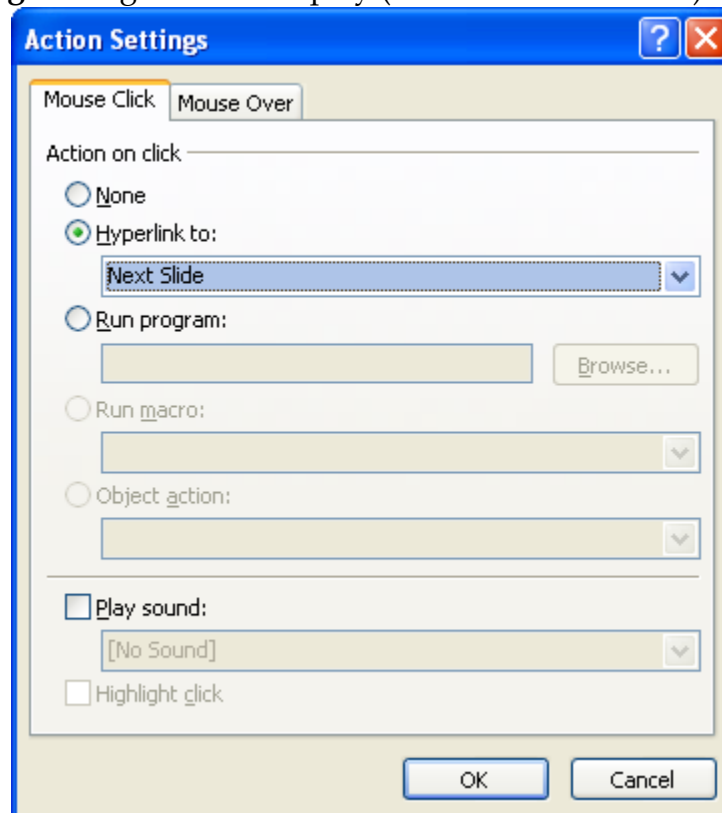


CREATING HYPERLINKS

Hyperlinks can be created in a presentation that can be used to access other sources, such as another presentation, another slide in a presentation, an external file, another Web page, or a program. Hyperlinks are created by using the Hyperlink button or the Action button under the Insert Tab. It is also possible to create hyperlinks using Action Buttons.

Creating a Hyperlink to Another Presentation

- ✦ Choose the text or object that the hyperlink is to be applied to.
- ✦ Click the **Insert Tab**.
- ✦ In the **Links Group**, click the **Action** button.
- ✦ The **Actions Settings** dialog box will display (see illustration below).



- ✦ Click the **Hyperlink to** option button.
- ✦ Click the drop-down arrow and choose **Other PowerPoint Presentation** from the list of hyperlinks.
- ✦ The **Hyperlink to Other PowerPoint Presentation** dialog box will display.
- ✦ Locate and select the presentation that the hyperlink is being created to.
- ✦ Click the **OK** button to exit the dialog box.
- ✦ 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.
- ✦ Click the **Insert Tab**.
- ✦ In the **Links Group**, click the **Action** button.
- ✦ The **Actions Settings** dialog box will display (see illustration above).
- ✦ 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 that the link is being create to.
- ✦ 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.
- ✦ Click the **Insert Tab**.
- ✦ In the **Links Group**, click the **Action** button.
- ✦ The **Actions Settings** dialog box will display (see illustration on previous page).
- ✦ Click the **Hyperlink to** option button.
- ✦ Click the drop-down arrow and choose **URL** from the list of hyperlinks.
- ✦ Enter the address for the Web site in the **Hyperlink to URL** dialog box.
- ✦ Click **OK** to accept this URL and exit the dialog box.



Creating a Hyperlink Using the Create Hyperlink Button

- ✦ Click in the slide where the hyperlink is to be created.
- ✦ Select the text or object for which the hyperlink is being created.
- ✦ Click the **Insert Tab**, if necessary.
- ✦ In the **Links Group**, click the **Hyperlink** button.
- ✦ The **Insert Hyperlinks** dialog box will appear (see illustration on 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 a message 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 the **Existing File or Web Page** option.
 - ✦ Type the Web page name.
 - ✦ **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.

✦ Take a few minutes to look at the options and add a link to the selected text.

✦ Click **OK** when all the changes have been made.

