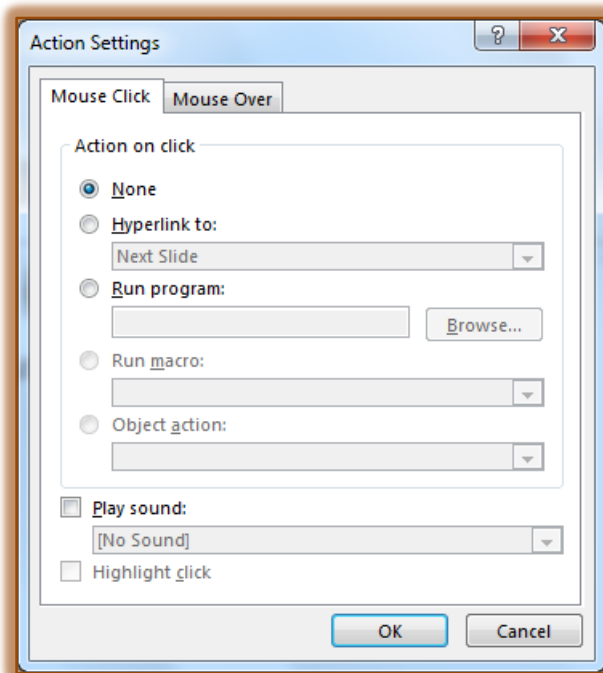


CREATE HYPERLINKS

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.

CREATE A HYPERLINK TO ANOTHER PRESENTATION

- ✦ Select the slide where the **Hyperlink** is to be inserted.
- ✦ Select the picture, text, or other object on the slide to which the **Hyperlink** is to be applied.
- ✦ Click the **Insert Tab**.
- ✦ In the **Links Group**, click the **Action** button (see illustration at right).
- ✦ 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.
- ✦ The **Hyperlink to File** dialog box will display.
- ✦ Click the slide in the presentation to which the **Hyperlink** is to go to.
- ✦ Click **OK** to exit from the **Action Settings** dialog box.

CREATE A LINK TO AN EXTERNAL FILE

- ✦ Select the text or other object to which the **Hyperlink** is being applied.
- ✦ Click the **Insert Tab**.
- ✦ In the **Links Group**, click the **Action** button.
- ✦ The **Actions Settings** dialog box will display (see illustration above).

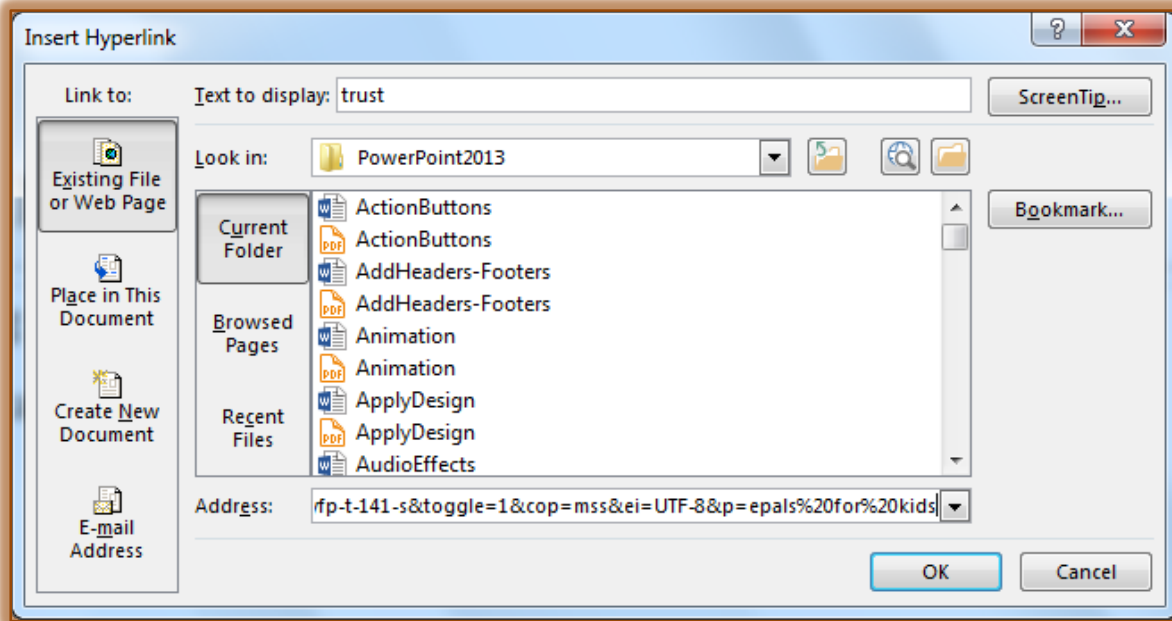
- ✦ Click the **Hyperlink to** option button.
- ✦ Click the drop-down arrow and choose **Other File** from the list of hyperlinks.
- ✦ The **Hyperlink to Other File** window will display.
- ✦ Choose the document file that the link is to go to.
- ✦ Click **OK**.
- ✦ Click **OK** again to save the hyperlink.

CREATE A HYPERLINK TO A WEB PAGE

- ✦ Select the text for which the **Hyperlink** is to be created.
- ✦ 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 box for the Web site that is being linked to into the **Hyperlink to URL** dialog box.
- ✦ Click **OK** to accept this URL and exit the dialog box.




CREATE A HYPERLINK USING THE CREATE HYPERLINK BUTTON

- ✦ Select the slide to which the **Hyperlink** is to be created.
- ✦ Select the text or other object that is to be used for the **Hyperlink**.
- ✦ Click the **Insert Tab**, if necessary.
- ✦ In the **Links Group**, click the **Hyperlink** button (see illustration at right).
- ✦ The **Insert Hyperlinks** dialog box will appear (see illustration below).



✦ The table below describes the different features that are available in this window.

Option	Description
Text to Display	When the link is in Slide Presentation mode, it provides a tip on what the link is for. The information that is input will appear in the slide.

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, Word document, or Excel worksheet 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.
Look in	To access other folders on your computer, click the list arrow for this option. A list of files and folders will display.
Current Folder	The folder where the PowerPoint presentation is stored will be displayed.
Browsed Pages	Pages that have been displayed on the Internet will be displayed.
Recent Files	A list of documents that were opened earlier will be displayed.
Up One Folder	 Select this button to move up one folder level. This could be helpful in looking for a presentation or other item to link to.
Browse the Web	 This button is used to search the Web or to search for a Web site to link to. Once the site is located, click the PowerPoint icon on the Task Bar to insert the address for the Web site.
Browse for File	 This button is used to access a file to link to that is stored on your computer.
ScreenTip	The information in this area will appear when the mouse pointer is moved over the link.
Bookmark	If a bookmark has been inserted into the document, this will create a link to that bookmark.

- ✦ Select the **Existing File or Web Page** option.
- ✦ Type the Web page address, such as www.sienaheights.edu.
- ✦ HTTP will be inserted into the box automatically.
- ✦ Click **OK** when all the changes have been made.