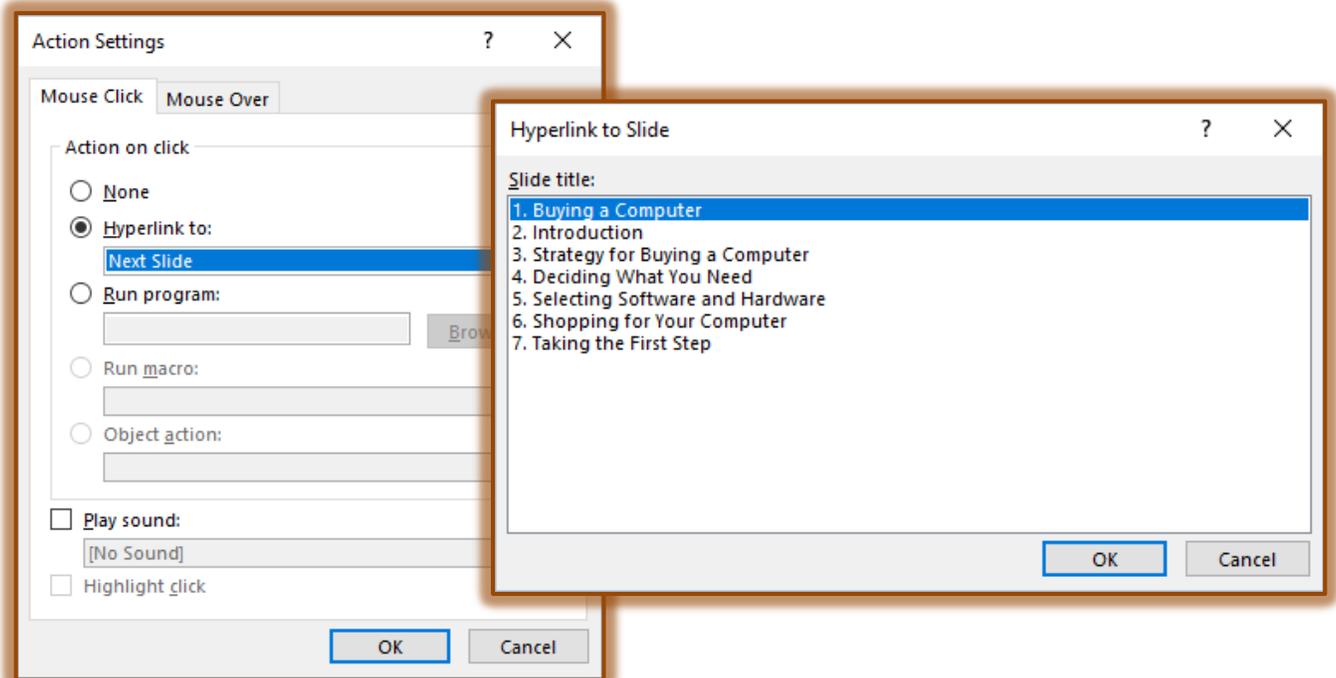


## CREATE HYPERLINKS

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.
- ✦ The **Actions Settings** dialog box will display.
- ✦ 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 Slide** dialog box will display.
- ✦ Click the slide in the presentation to which the **Hyperlink** is to be created.
- ✦ Click **OK** to exit from the **Action Settings** dialog box.

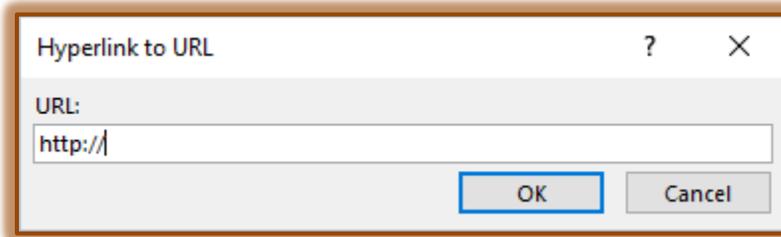
### CREATE A LINK TO AN EXTERNAL FILE

- ✦ 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.
- ✦ 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

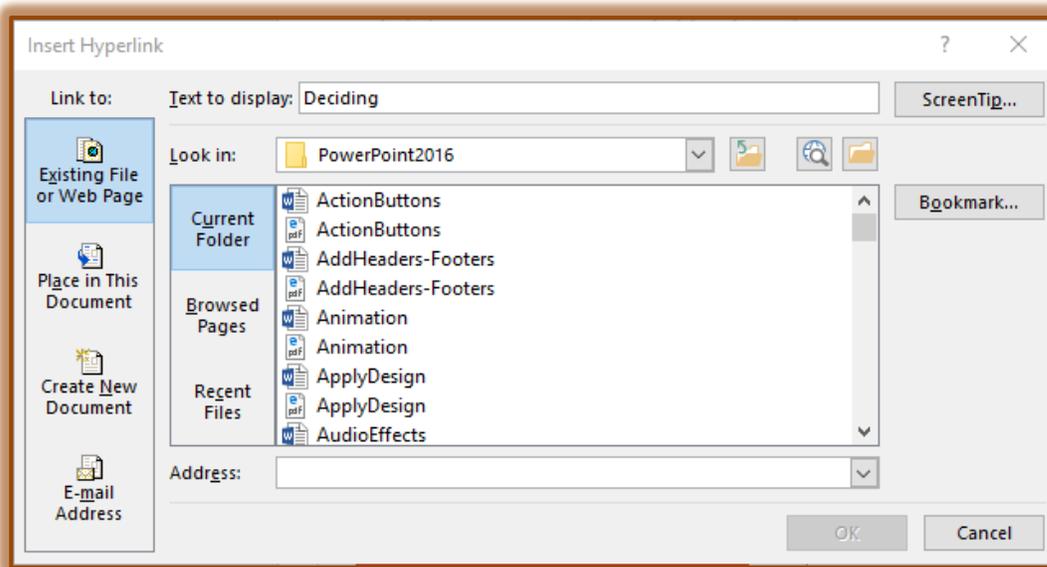
- ✦ Select the text for which the **Hyperlink** is to be created.
- ✦ Click the **Insert Tab**.
- ✦ In the **Links Group**, click the **Action** button.
- ✦ The **Actions Settings** dialog box will display.
- ✦ Click the **Hyperlink to** option button.
- ✦ Click the drop-down arrow and choose **URL** 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.
- ✦ The **Insert Hyperlinks** dialog box will appear.



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

Option	Description
<b>Text to Display</b>	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.
<b>Link to</b>	
<b>Existing File or Web Page</b>	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 <b>Address</b> box.
<b>Place in this document</b>	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.
<b>Create new document</b>	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.
<b>E-mail Address</b>	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.
<b>Look in</b>	To access other folders on your computer, click the list arrow for this option. A list of files and folders will display.
<b>Current Folder</b>	The folder where the PowerPoint presentation is stored will be displayed.
<b>Browsed Pages</b>	Pages that have been displayed on the Internet will be displayed.
<b>Recent Files</b>	A list of documents that were opened earlier will be displayed.
<b>Up One Folder</b>	Select this button to move up one folder level. This could be helpful in looking for a presentation or other item to link to.
<b>Browse the Web</b>	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.
<b>Browse for File</b>	This button is used to access a file to link to that is stored on your computer.
<b>ScreenTip</b>	The information in this area will appear when the mouse pointer is moved over the link.
<b>Bookmark</b>	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://www.sienaheights.edu).
- ✦ HTTP will be inserted into the box automatically.
- ✦ Click **OK** when all the changes have been made.