

HOW TO INSERT HYPERLINKS IN POWER POINT

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SELECT
THE
TEXT

THE FIRST THING YOU NEED TO DO IS CHOOSE WHAT YOU WANT TO LINK. THIS CAN BE A TEXT, SHAPE, OR IMAGE ON YOUR SLIDE.

SELECT THE TEXT OR OBJECT THAT YOU WOULD LIKE TO TURIN INRO A HYPERLINK.

- **FOR TEXT:** HIGHLIGHT THE SPECIFIC WORDS THAT YOU WANT TO LINK TO A WEBSITE, EMAIL, OR OTHER SLIDE.
- **FOR SHAPES OR IMAGE:** SIMPLY CLICK ON THE SHAPE OR IMAGE THAT YOU WANT TO BE THE CLICKABLE AREA.

ONCE THE TEXT OR OBJECT IS SELECTED, RIGHT CLICK TO OPEN UP THE CONTEXT MENU. LOOK FOR THE OPTION THAT SAYS **HYPERLINK**. THE OPRION WILL USUALLY BE NEAR THE BORROM OF THE MENU. SELECTING THIS WILL OPEN A DIALOG BOX WHERE YOU CAN INPUT YOUR LINK.

INSERT
LINK

IF YOU ARE LINKING TO A WEBSITE, ENETER THE COMPLETE URL, STARTING WITH **HTTP://** OR **HTTPS://**. FOR EXAMPLE **HTTPS://WWW.EXAMPLE.COM**. ONCE YOU CLICK **OK** THE HYPERLINK WILL BE SET, AND ANYONE WHO CLICK ON IT DURING YOUR PRESENTATION WILL BE DIRECTED TO THAT WEBSITE. MAKE SURE THE URL IS CORRECT TO AVOID ERRORS!

WHEN YOU WANT TO LINK TO AN EMAIL ADDRESS, THE FORMAT SHOULD BE **MAILTO:** FOLLOWED BY THE EMAIL ADDRESS. FOR EXAMPLE **MAILTO:INFO@EXAMPLE.COM**. THIS ALLOWS THE VIEWER TO CLICK AND INSTANTLY START AN EMAIL TO THE SPECIFIED ADDRESS.

TO LINK TO ANOTHER SLIDE IN YOUR PRESENTATION, CHOOSE **THIS PRESENTATION**. AFTER CLICKING **THIS PRESENTATION**, A NEW WINDOW WILL APPEAR SHOWING A LIST OF SLIDES. SELECT THE SLIDE YOU WANT TO LINK TO, AND NOW WHEN SOMEONE CLICKS THE HYPERLINK, THEY WILL BE TAKEN DIRECTLY TO THAT SLIDE, MAKING IT EASY TO JUMP BETWEEN RELEVANT CONTENT DURING YOUR PRESENATION.

IF YOU WANT THE HYPERLINK TO OPEN A SPECIFIC FILE ON YOUR COMPUTER (LIKE A PDF, WORD DOCUMENT, OR SPREADSHEET), SELECT **THE WEB PAGE OR FILE OPTION**. YOU'LL BE PROMPTED TO BROWSE YOUR FILE SYSTEM TO FIND AND SELECT THE FILE YOU WANT TO LINK TO. ONCE THE HYPERLINK IS CLICKED DURING THE PRESENTATION, THE FILE WILL OPEN AUTOMATICALLY.

CLICK
INSERT

ONCE YOU HAVE ENTERED TO URL, EMAIL, SLIDE, OR FILE, CLICK THE **INSERT** BUTTON TO FINALISE THE HYPERLINK. THIS WILL CREATE THE HYPERLINK FOR SELECTED TEXT, SHAPE, OR IMAGE. YOU WILL NOTICE THE THE LINKED OBKECT HAS A DIFFERENT STYLE (USUALLY UNDERLINED OR COLORED). THIS TELLS YOUR AUDIANCE THST IS CLICKABLE.

REMEMBER THAT **HYPERLINKS** CAN ENHANCE YOUR
PRESENTATION BY MAKING IT INTERACTIVE