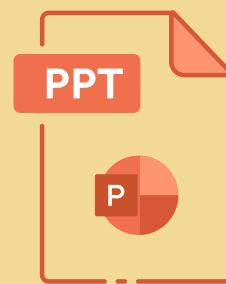


HOW TO INSERT HYPERLINKS IN A POWERPOINT

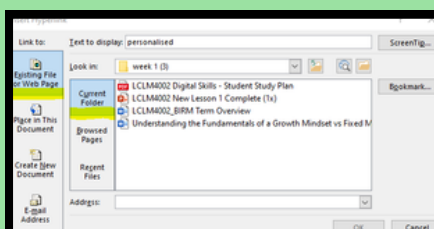
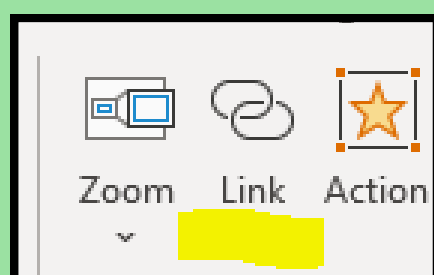
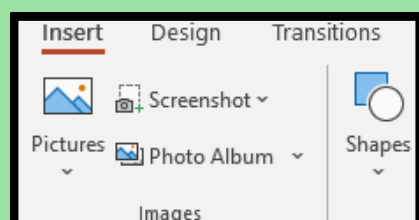


Hyperlinks in PowerPoint are necessary for building interactive and dynamic presentations, which transforms passive audiences to engaged viewers. Links to external websites increases credibility of the presentation, as it acts as evidence to the presented statements. Hence, the presentation emphasises on the clear steps related to inserting hyperlinks in MS PowerPoint Presentations.

1 Linking a website in PowerPoint Slides

- **Step 1:** Select the text, image, or shapes that needed to be hyperlinked
- **Step 2:** Select Insert, then the option Link
- **Step 3:** Go to Insert Hyperlink Dialogue Box and then select Existing File or Webpage option
- **Step 4:** Select either Current Folder, Browsed Pages, or Recent Files to link the file with the text
- **Step 5:** Select OK

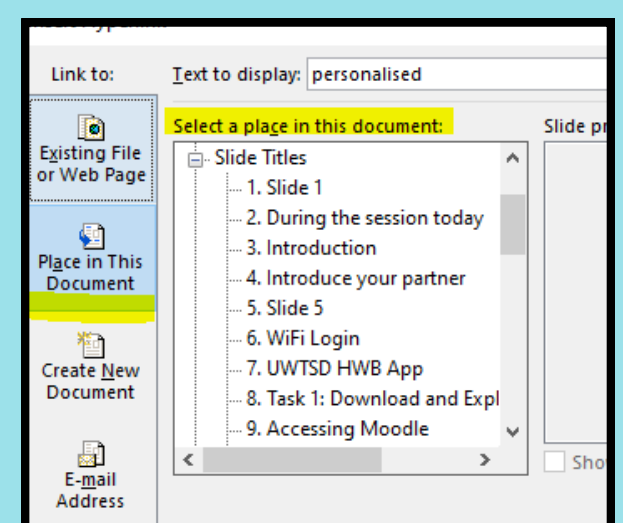
Note: The Screen Tip option is provided in the Insert Hyperlink dialogue box to allow the user to paste a text that appears when the user hovers over the hyperlink.



2 Linking a specific place in a document of PowerPoint

- **Step 1:** Select the image, text, or shape for hyperlinking
- **Step 2:** Select Insert and then the Link option
- **Step 3:** Select the Place in This Document option in the Insert Hyperlink dialogue box
- **Step 4:** Select a specific slide within the PowerPoint Presentation
- **Step 5:** Select OK

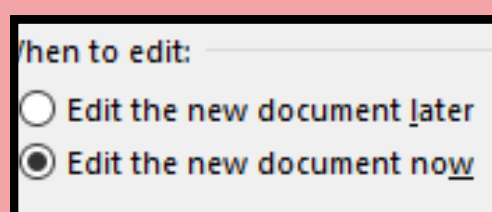
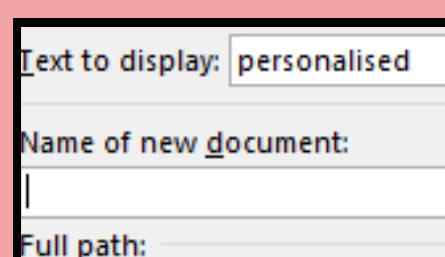
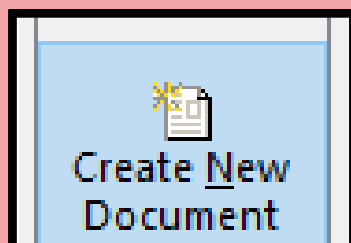
Note: Hyperlinking a text, image or shape within a specific place in a document allows users to reach the particular slide by double-clicking on the selected text, image or shape.



3 Linking New Document in MS PowerPoint

- **Step 1:** Select the image, text, or shape needed to be hyperlinked
- **Step 2:** Select Insert and then the Link option
- **Step 3:** Once the Insert Hyperlink dialogue box appears select Create New Document
- **Step 4:** Type the name in the Name the New Document option
- **Step 5:** Click on either Edit Document Now or Edit Document Later
- **Step 6:** Select OK

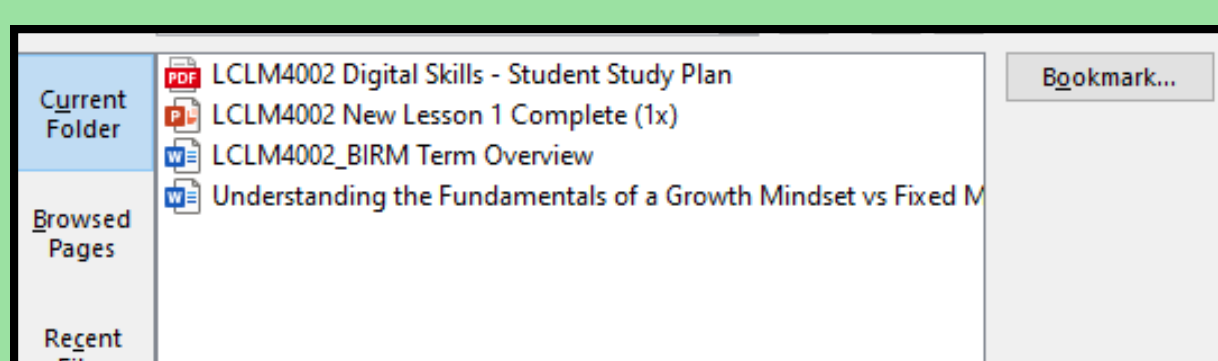
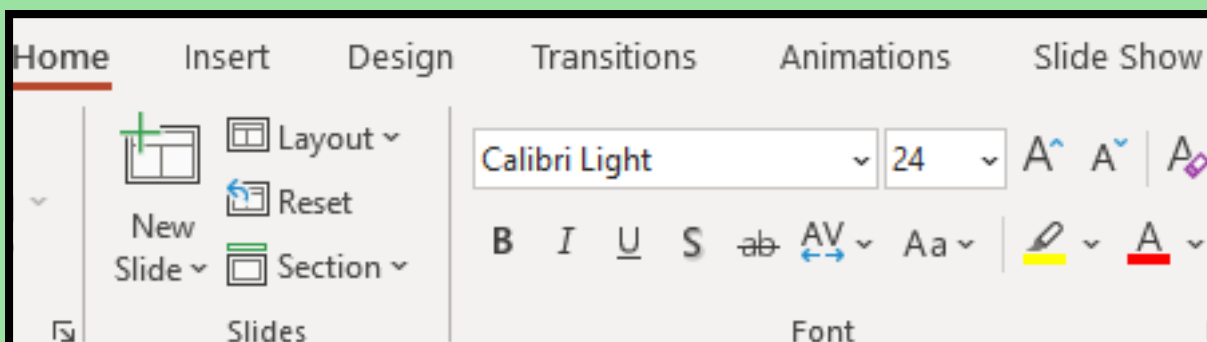
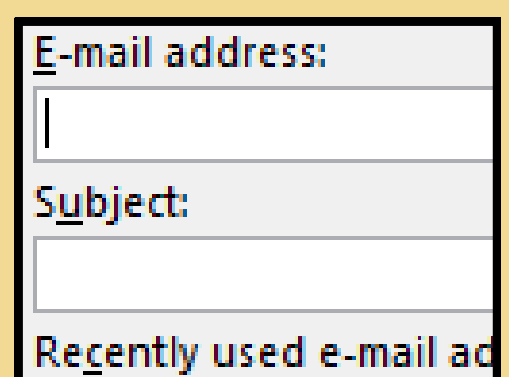
Note: Selecting Edit Document Now option will lead MS PowerPoint to guide users to a new Presentation, while edit later option enables users to edit the document by selecting the hyperlink at a later time.



4 Linking email address in the PowerPoint slides

- **Step 1:** Select the image, text, or shape needed to be hyperlinked
- **Step 2:** Select Insert and then the Link option
- **Step 3:** Once the Insert Hyperlink dialogue box appears select Email Address option
- **Step 4:** Type the email address in the Email Address option
- **Step 5:** Select OK

Note: In the Email Address dialogue box, users can write the subject of the email, which is optional and clicking the hyperlinking leads the user towards preferred email option.



5 Editing the Hyperlink

- **Step 1:** Select the hyperlinked text, image or shape and press right-click
- **Step 2:** Choose the Edit Link option to change the Link
- **Step 3:** Select the hyperlink and go to Home option in the ribbon
- **Step 4:** Keeping the hyperlink selected choose preferred font and colour
- **Step 5:** Click OK

Note: The editing option helps in changing the hyperlink if necessary or highlighting the link with a new colour that differs from the tone of the presentation.

THANK YOU