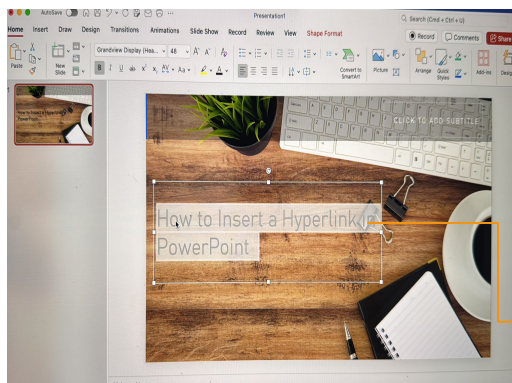


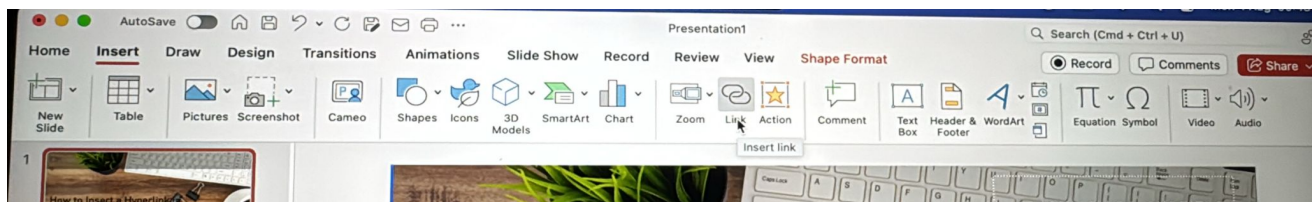
How to Insert Hyperlinks in PowerPoint

1. Select the Text, Shape, or Picture that you want to Add the link.



I Select this text to add the Hyperlink.

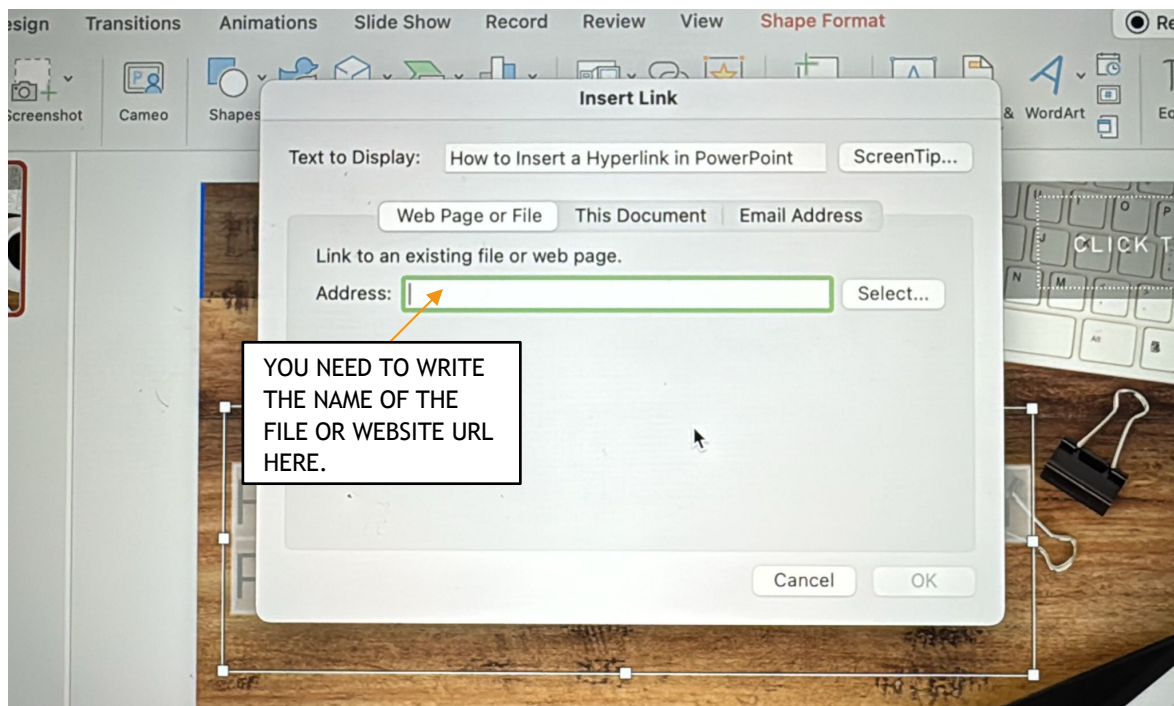
2. Select Insert > Link > Insert Link



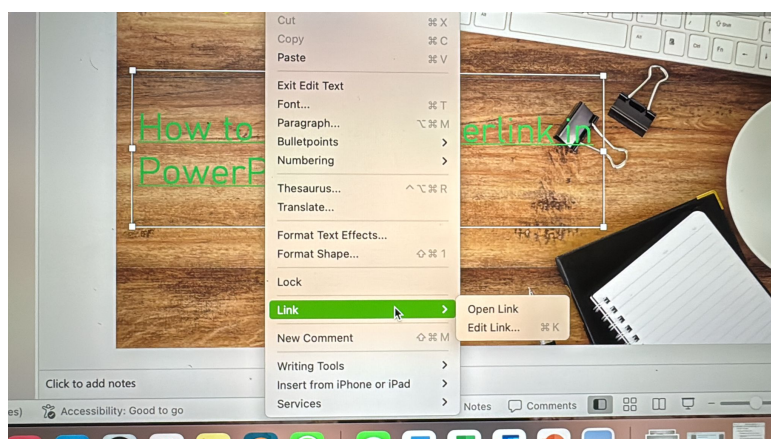
3. Select the Existing File or Web Page, and add the:

- Text to Presentation: Write the information that you need to appear on the Hyperlink. You can add the information in any slide or part of your presentation.
- ScreenTip: Write the information that you want to appear when the user press on the Hyperlink.

- Current Folder, Browsed Pages, Recent Fils: Select where you want to Link to. You can Link information from your presentation to another one
- Address: If you haven't selected a location insert the URL for the Website that you want to link. You can add E-mail Address information in your Hyperlinks.



4. Finally Select OK.



After you Add the Link you can Open it using the text, shape or picture that you select at the beginner of the process.

Note:

You can use the Hyperlinks to add information in your PowerPoint presentations. You can use it to add websites or documents, where you can find more information about a specific topic or find the meaning or overview about something that you want to include in your slide without to write it in your work, it will be used to display more information that you can use but it is not essential to include in your work.

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Reference: Microsoft (ND), *Add Hyperlink to a PowerPoint*. Available at:

<https://support.microsoft.com/en-us/office/add-a-hyperlink-to-a-slide-239c6c94-d52f-480c-99ae-8b0acf7df6d9#officeversion=windows>. (Accessed: 03/08/2025).