

A decorative graphic on the left side of the slide consisting of white lines and circles on a blue gradient background, resembling a circuit board or a stylized tree structure.

HOW TO ADD A HYPERLINK TO A POWERPOINT PRESENTATION

VLADIMIR BOYUKLIEV

WHAT IS HYPERLINKING IN POWERPOINT?

Hyperlinking is giving additional information to a selected text or object so that for every interaction with the text/object, the viewer is directed to the relevant information explained in detail for every interaction with the text/object.

For example, hyperlinking a text on any slide will highlight and underline the text containing the link, and every time the viewer clicks on the text, it will open the resource attached to it. (Calder, no date)



The improvisations are possible using hyperlinks. With hyperlinks, you can:

- Add links to any webpage that contains the data you want to direct readers to the relevant information,
 - Jump to the next/previous slide,
 - Jump to a particular slide from another PowerPoint presentation,
 - Add a link to open a local file from your PC, and
 - Open a video file from an online platform. (Calder, no date)
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DO HYPERLINKS WORK ON ANY OBJECT?

You can hyperlink smart objects, text boxes, images, and anything you can click on your slide. Hyperlinks can be divided as follows.

1. Text hyperlink – Use text to link your website or file.
2. Image hyperlink – Use the image to link to another resource.
3. Webpage address hyperlink – Use the full website address as the hyperlink.
4. Email hyperlink – Use the link to send an email directly from the presentation. (Calder, no date)

WHAT POWERPOINT OBJECTS CAN BE ASSIGNED WITH A HYPERLINK?

The options aren't limited to texts and pictures; below you will find a list of all options available when it comes to manipulating a hyperlink in PowerPoint. (Fox, 2023)

	Select the frame of a text box, and the whole area, including the white space around the text, will be clickable. The text will not be underlined or colored.
	Select the text only, and the rest of the text box will not be clickable. The text will be underlined and colored.
	You can add a hyperlink to any shape or group of shapes. To do that, select the frame of a shape. If you have placed text within a shape, it will not be underlined or colored.



Select the text within a shape, and the rest of the shape area will not be clickable. The text itself will be underlined and colored.



You can assign a hyperlink to any SmartArt object or group of SmartArt objects. To do that, select the frame of a SmartArt object.



Select the text within a SmartArt object, and the rest of the SmartArt area will not be clickable. The text itself will be underlined and colored.



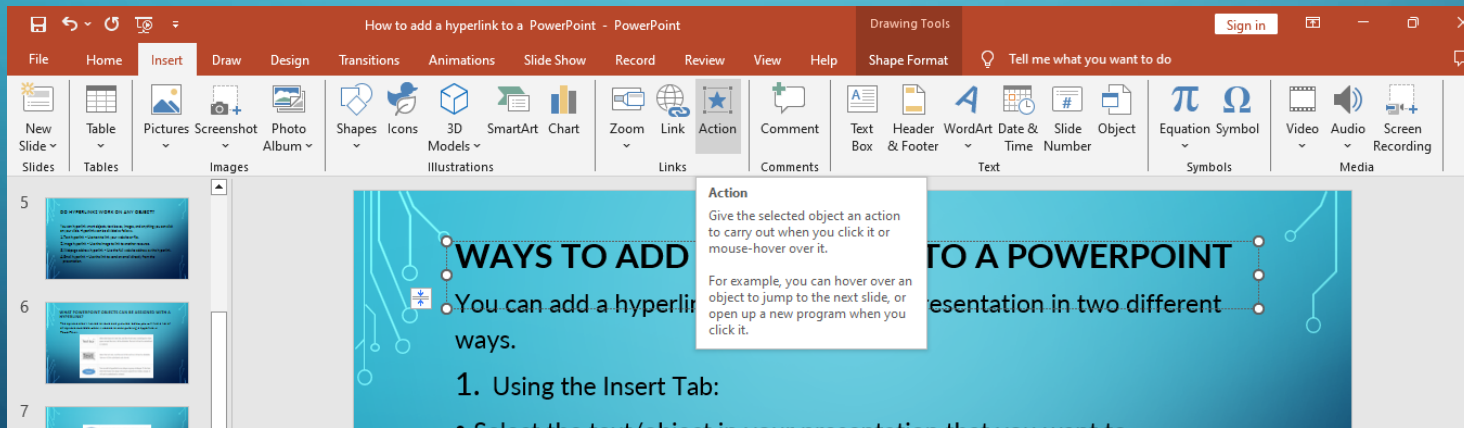
Any picture you insert into your PowerPoint presentation can have a hyperlink. You can use images to illustrate textual ideas, or create custom buttons instead of using PowerPoint templates.

WAYS TO ADD A HYPERLINK TO A POWERPOINT

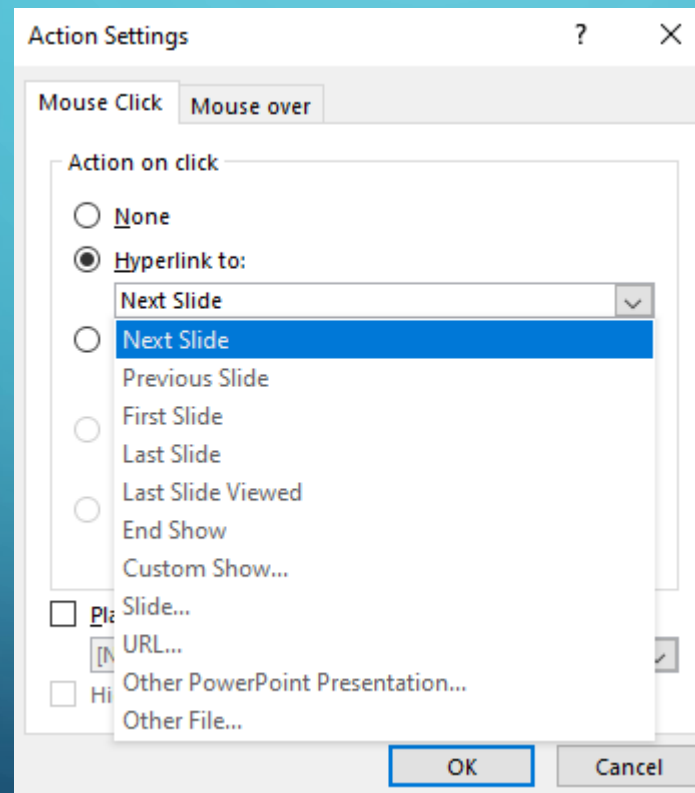
You can add a hyperlink to a PowerPoint presentation in two different ways.

1. Using the Insert Tab:

- Select the text/object in your presentation that you want to hyperlink.
- Go to **Insert** Tab, and under the **Links** section, you will find the **Action** icon.

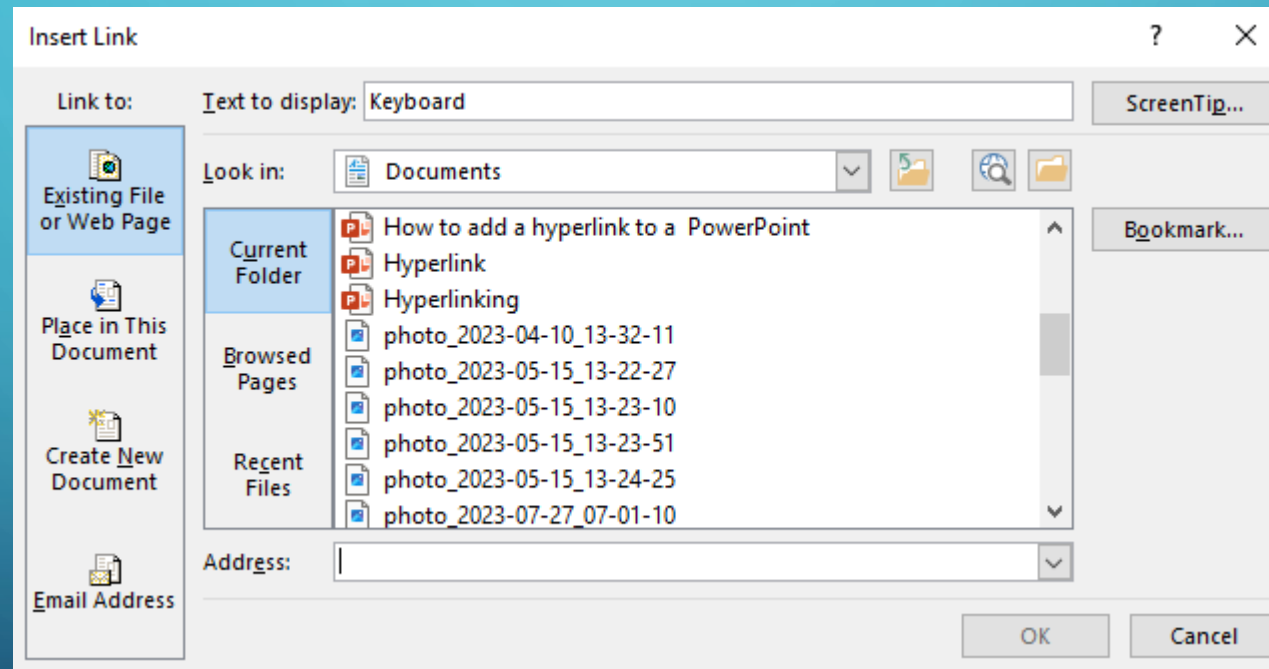


- Clicking on the **Action** icon will open the Action Settings dialog box. Under the **Mouse Click** tab, click on the **Hyperlink to** option. Once done, you can hyperlink the text to multiple locations within the slide, another presentation, or even to a local file.



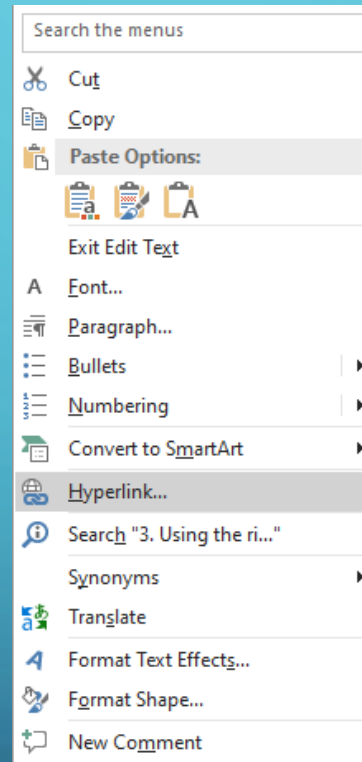
2. Using Keyboard Shortcuts

- You can hyperlink any text/object you want using the shortcut **Ctrl + K**. A dialog box appears with the list of hyperlink options, and as discussed earlier, you can direct the text to a webpage, local file, or new document or send an email.



3. Using the right mouse button

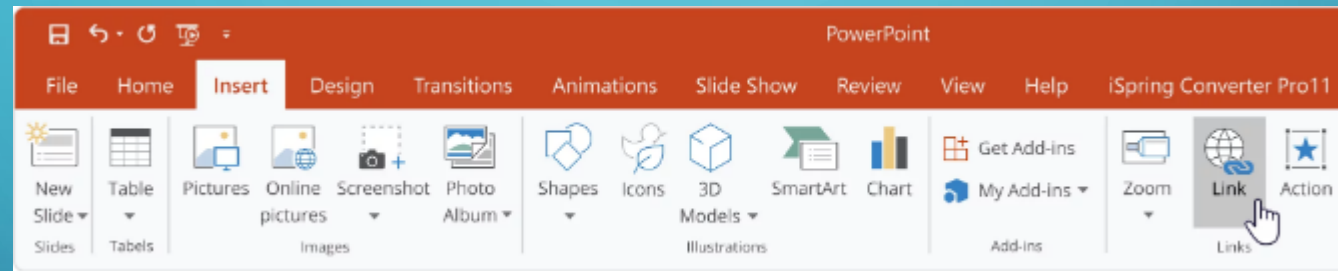
- Right-click on the text and select **Hyperlink**.



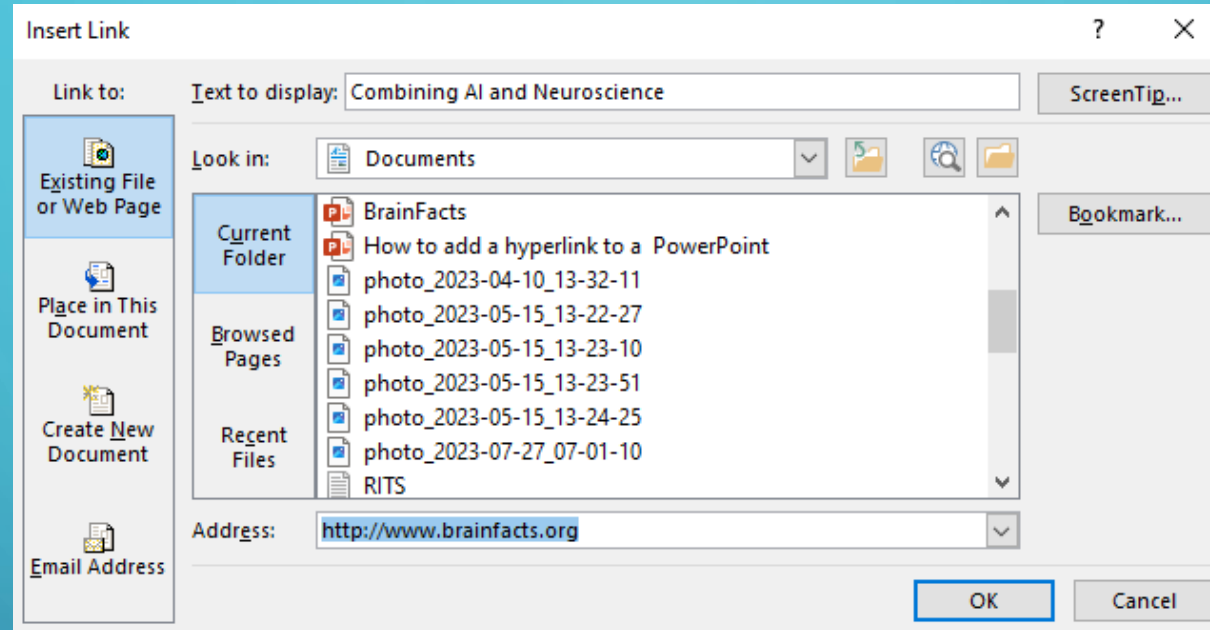
A dialog box will also open with the list of hyperlinks.

HOW TO ADD A HYPERLINK TO A WEB PAGE

1. Select a relevant object on your slide, then go to the **Insert** tab and click the **Link** button (or use any other option for hyperlinking).



2. Click **Existing File or Web Page** under **Link to**.

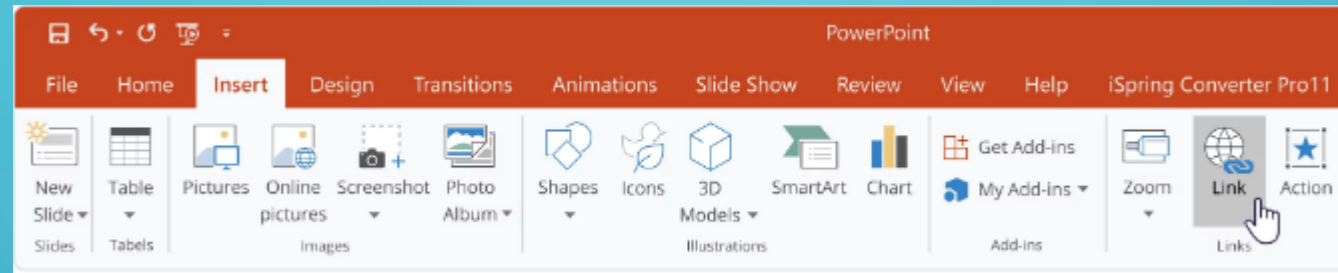


3. In the address field, type in the address of the web page you wish to add, then click **OK**.

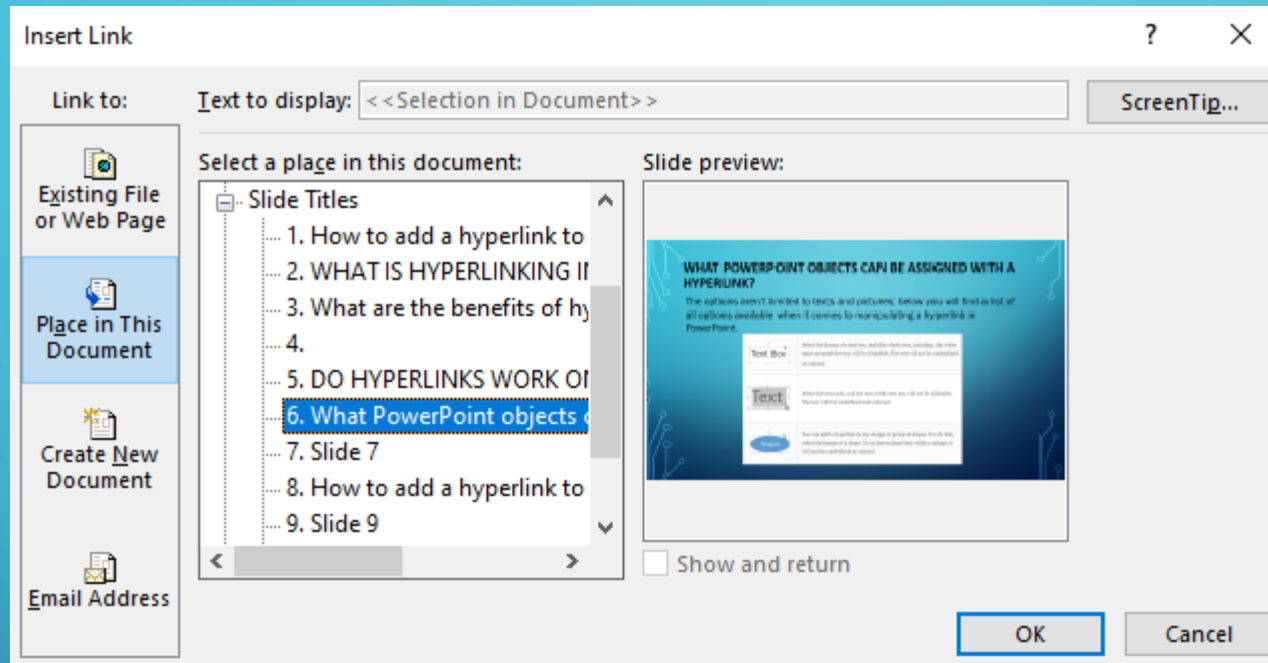
The following steps are suitable for adding a hyperlink to a video from a video hosting website, such as YouTube or Vimeo. (Fox, 2023)

HOW TO ADD A HYPERLINK TO ANOTHER SLIDE

1. Select the desired object on your slide. Go to the **Insert** tab and click on **Link**.

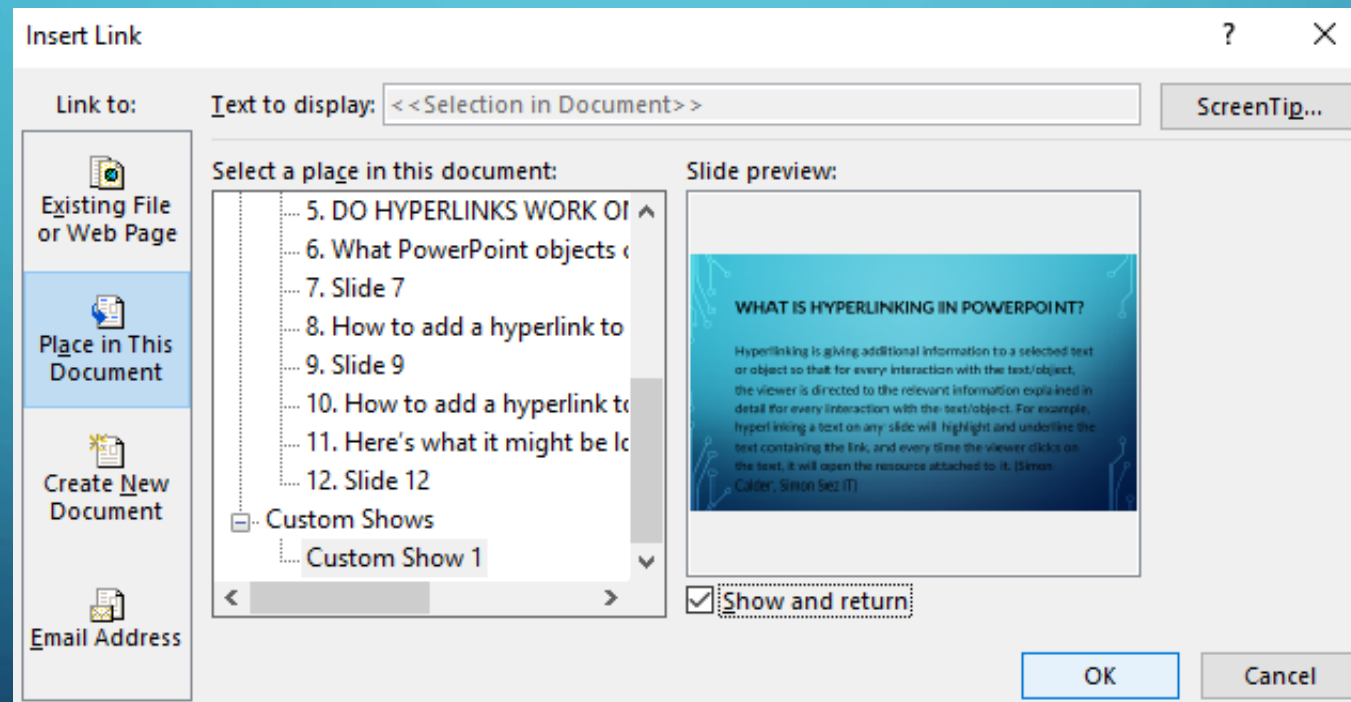


2. In the dialog box, click **Place in this Document** under **Link to**. Choose the slide in your presentation that you wish to use as a destination, then click **OK**. (Fox, 2023)



You can leverage this type of hyperlink in a table of contents for a non-linear presentation. What's more, if you want to link to another slide to show something and quickly return, tick off the option "Show and return". (Portocarrero, 2022)

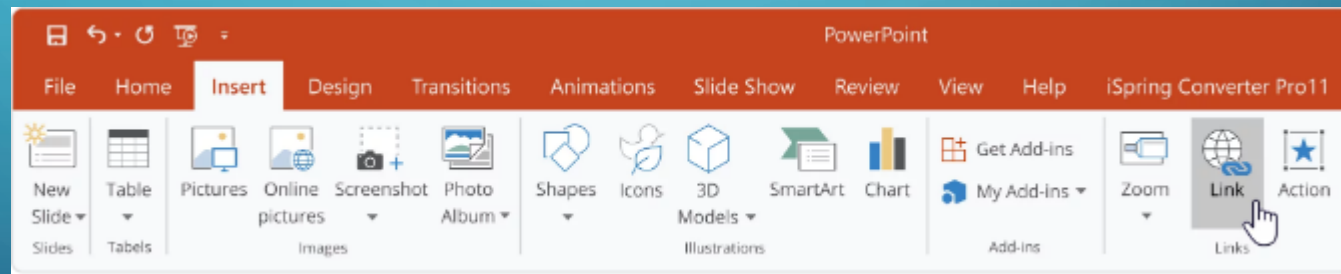
If you have created a custom slideshow (a certain sequence of slides) and you can hyperlink it to a text or object in your presentation. In the dialogue box under **Link to** select **Place in This Document**. Scroll down and click on **Custom Shows**. Select the custom show you want to present, then check the **Show and return** box on the right. (Fumba, 2022)



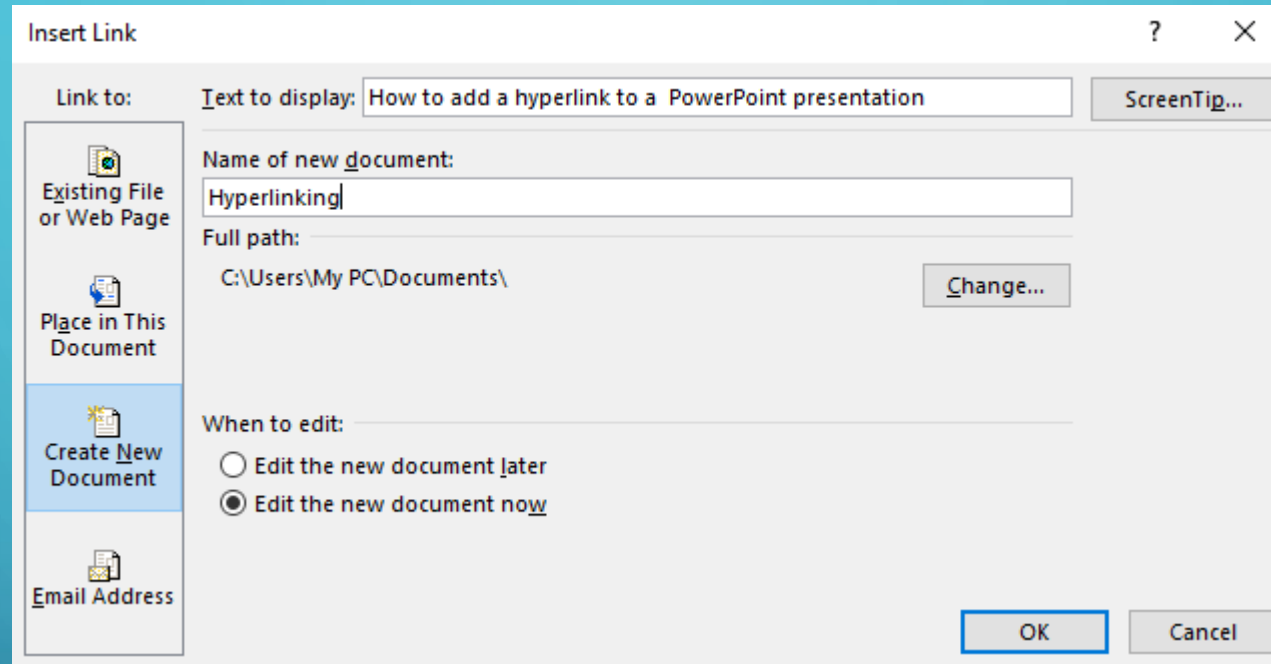
HOW TO ADD A HYPERLINK TO A NEW DOCUMENT

This type of hyperlink can only be used in PowerPoint; it won't work in a web browser when sharing a presentation online.

1. To add a hyperlink to a new file, select an object on your slide. Go to the **Insert** tab and click the **Link** button.



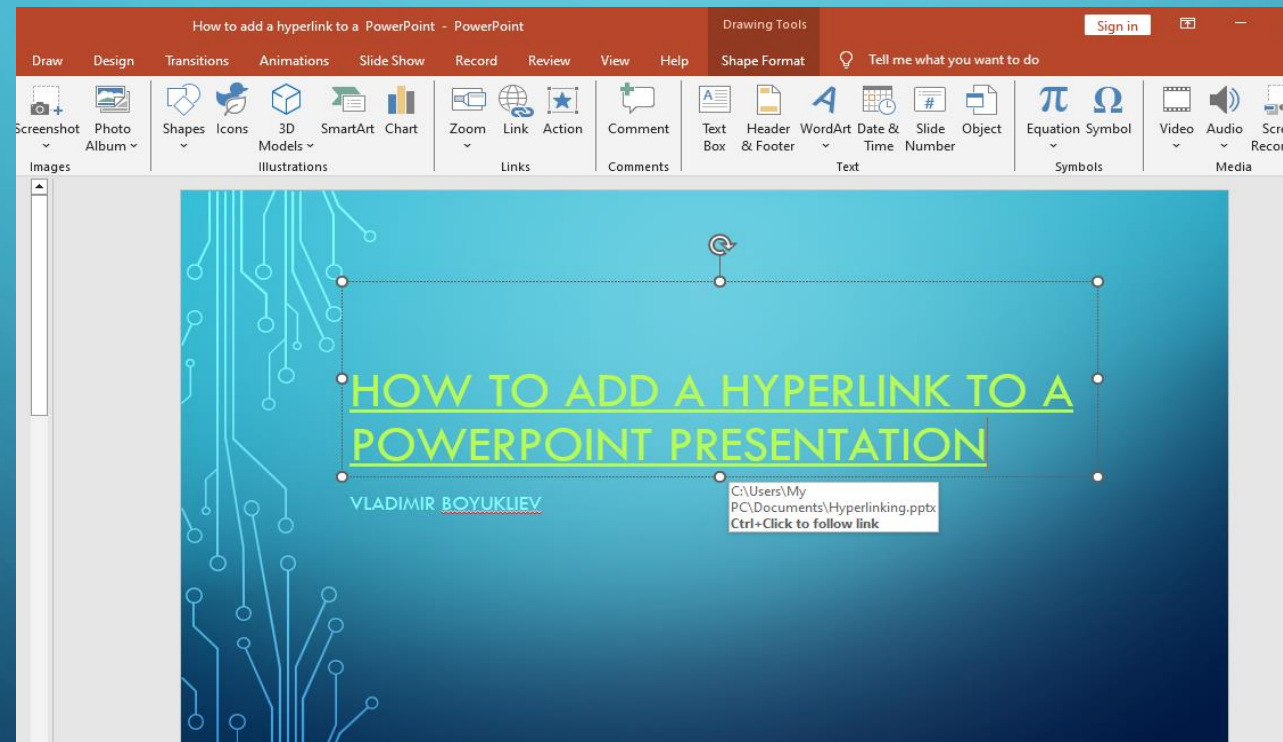
2. Click **Create New Document** under **Link to**.



3. By default, a new document is created in the same folder with the presentation's source file. If you want to change the location, click **Change** under **Full path**, select the desired location, and then click **OK**.

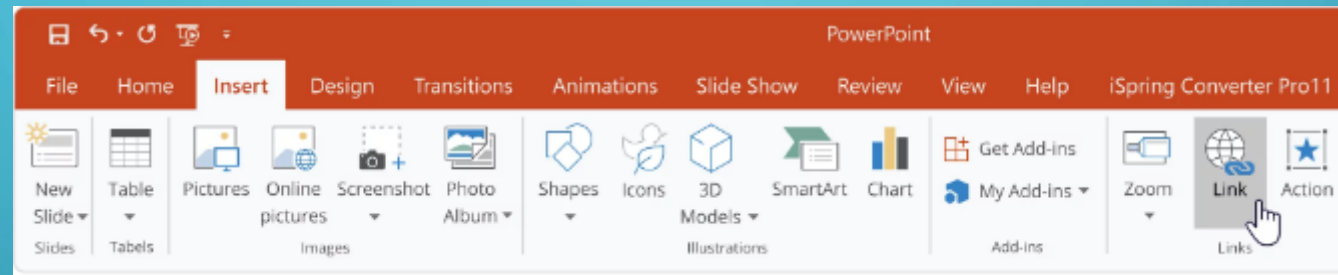
4. Enter the name of a new file in the **Name of new document** field, then click **OK**.

5. Under **When to edit**, choose if you want to **Edit the new document later** or **Edit the new document now**. (Fox, 2023)



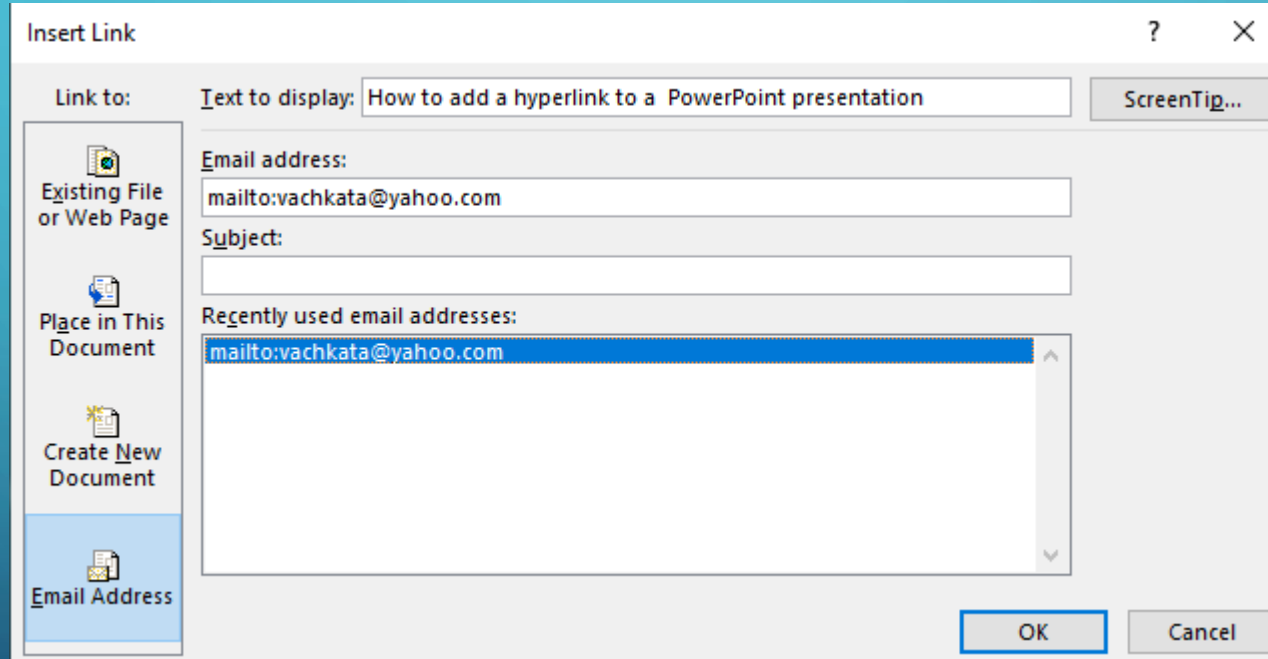
HOW TO ADD A HYPERLINK TO AN EMAIL ADDRESS

1. Select an object on your slide, then go to the **Insert** tab and click the **Link** button.



2. Click **E-mail Address** under **Link to**.

3. Type in the appropriate e-mail address in the **E-mail address** box.
4. Optionally, you may indicate the subject of your e-mail message in the **Subject** box. (Fox, 2023)



CONCLUSION

PowerPoint has many options for adding a hyperlink to your slides depending on your objectives, whether you want to redirect to a website or you are trying to create a **non-linear presentation**. Or even if you want to encourage your audience to send you an **e-mail**.

REFERENCE LIST:

1. Fumba, O (2022) "How to add a hyperlink to a Power Point Presentation" *MUO Make use of*, 29 September. Available at <https://www.makeuseof.com/add-hyperlink-to-powerpoint-presentation/>

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2. Fox, P (2023) "How to add a hyperlink to a Power Point Presentation (PPT)" *iSpring*, 17 February. Available at <https://www.ispringsolutions.com/blog/how-to-add-a-hyperlink-to-a-powerpoint-presentation> . (Accessed: 22 March 2024).

3. Calder, S (no date) "How to add a hyperlink to a Power Point – 2 easy methods" *Simon Sez IT*,. no date Available at <https://www.simonsezit.com/article/how-to-add-a-hyperlink-to-a-powerpoint/> . (Accessed: 22 March 2024).

4. Portocarrero, X (2022) "How to insert hyperlinks in Power Point" *24Slides*, 11 November. Available at <https://24slides.com/presentbetter/how-to-insert-hyperlinks-in-powerpoint> . (Accessed: 22 March 2024).