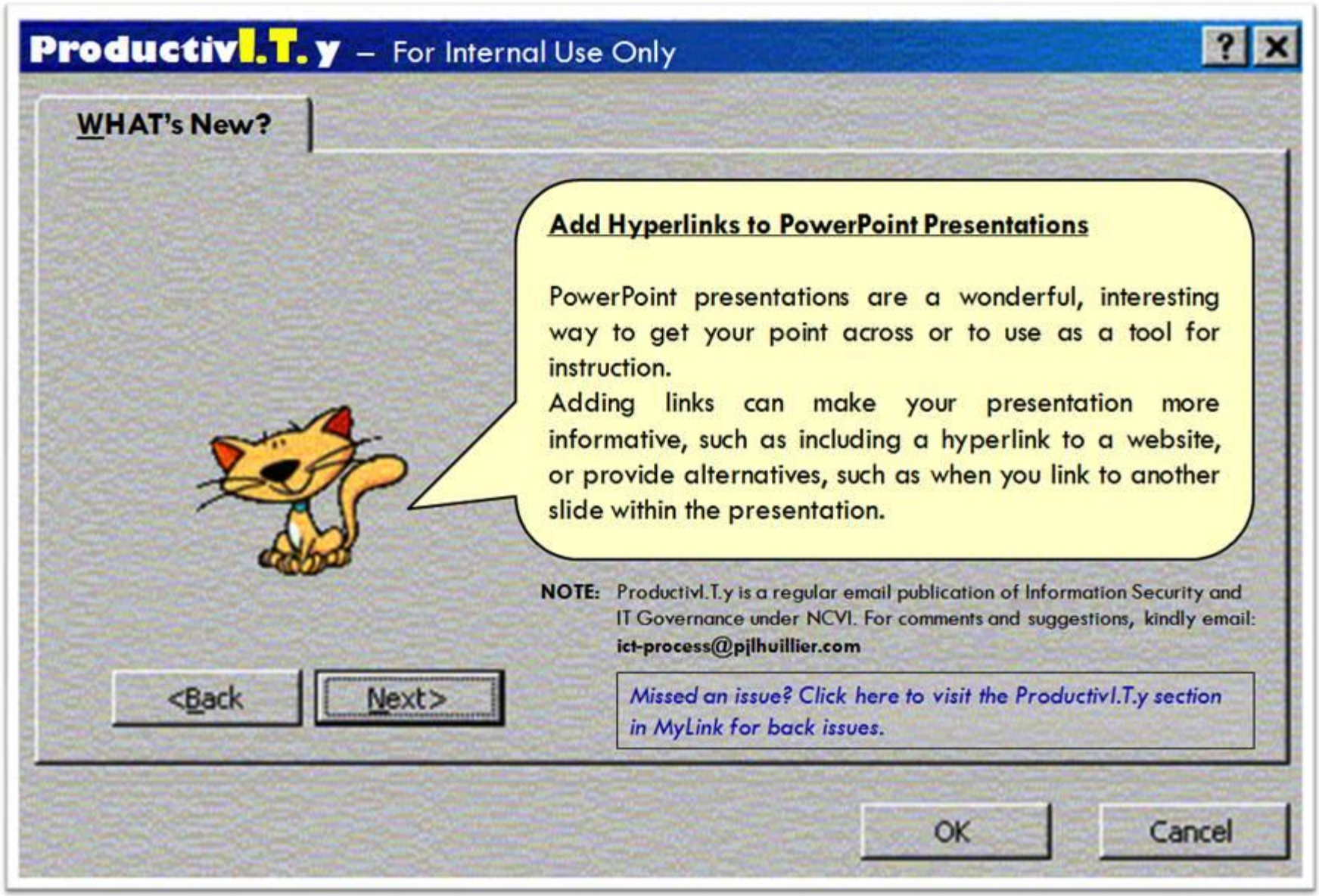
REMINDER: Emailed to a group account. Do NOT reply using the email group account.



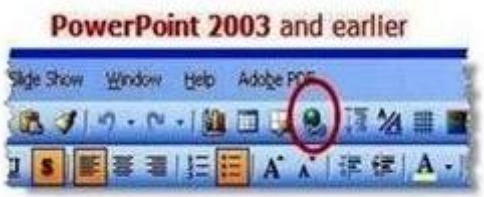
ADD HYPERLINKS TO POWERPOINT PRESENTATIONS

There are 4 ways of adding hyperlinks to your presentation.

A. Add a Hyperlink to a Specific Slide in the Current PowerPoint Presentation:

1. Use the Hyperlink Button in PowerPoint.

PowerPoint 2003 and earlier

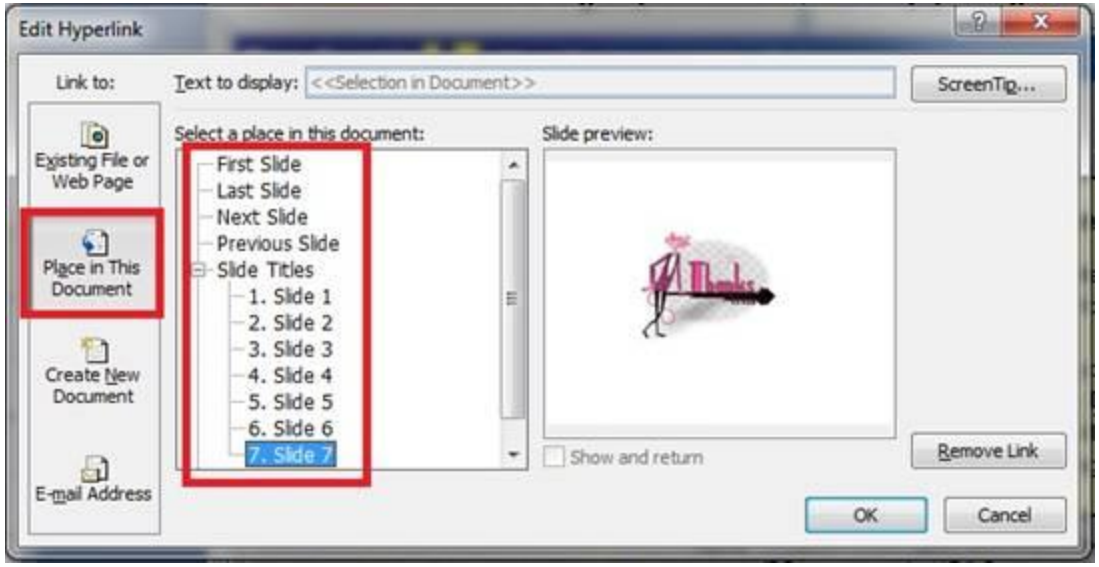


a. Select the text or graphic object to be linked.
b. Click on the ***hyperlink button*** on the toolbar or choose **Insert > Hyperlink** from the menu.

PowerPoint 2007

a. Select the text or graphic object to be linked.
b. Click on the **Insert Tab** of the ribbon.
c. Click the **Hyperlink button** in the Links section of the ribbon.

2. After clicking on the hyperlink button, the Edit Hyperlink dialog box will open. Select the option ***Place in This Document*** and choose to which slide the hyperlink will be pointed. Click ***OK*** once done.



*Note: A preview of the slide will appear to help you make your choice.

B. Add a Hyperlink to a Specific Slide in a Different PowerPoint Presentation:

1. In the ***Edit Hyperlink*** dialog box, choose the options ***Existing File or Web Page.***
2. Select the ***Current folder*** if the file is located there or click on the ***Browse button*** to locate the correct folder. Once you have found the presentation file location, select it in the list of files.

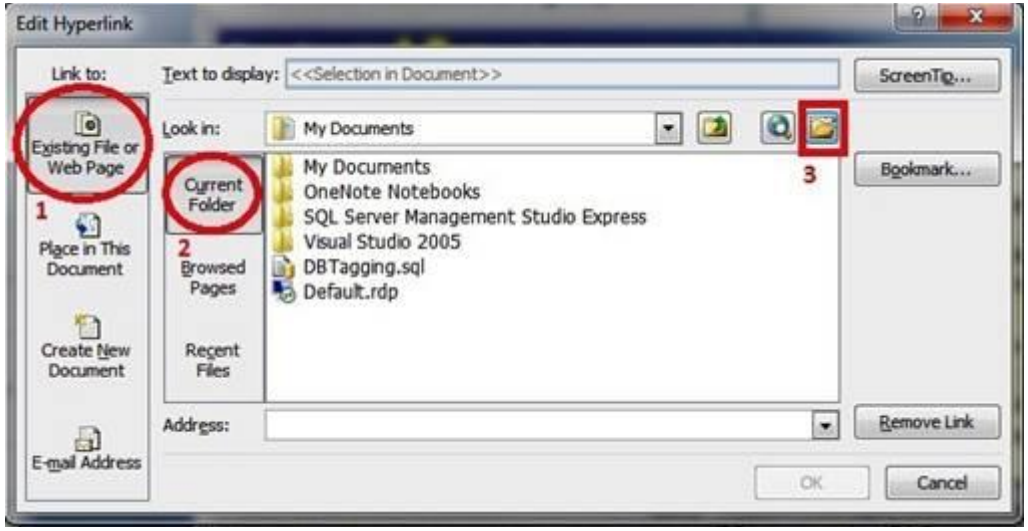


Figure A.

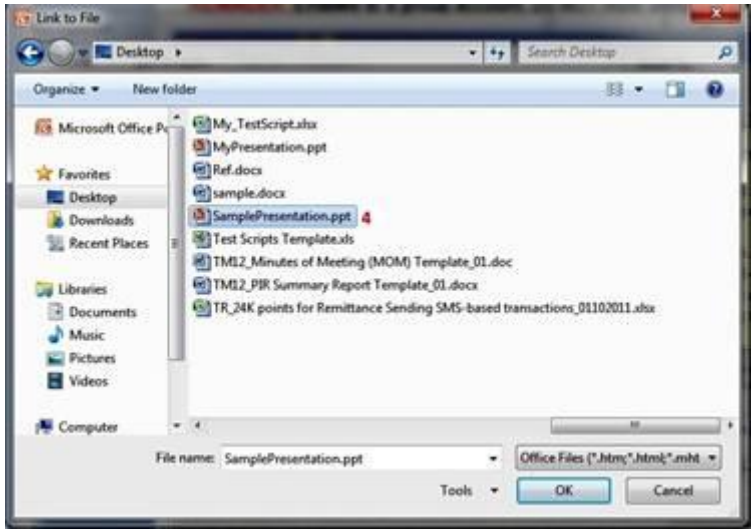
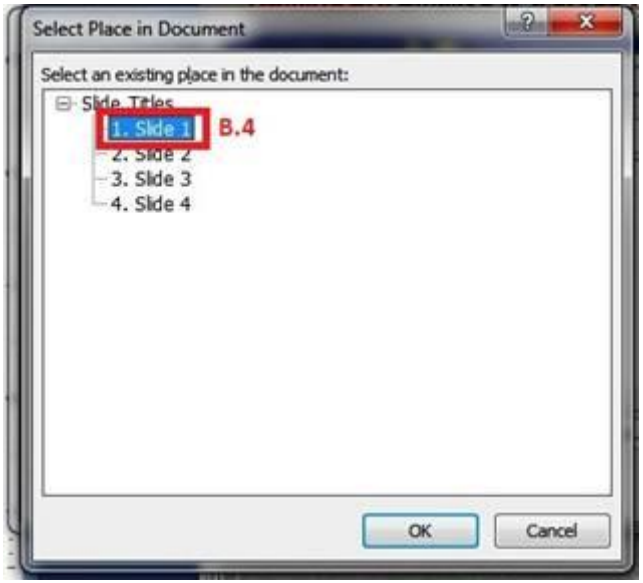


Figure B.

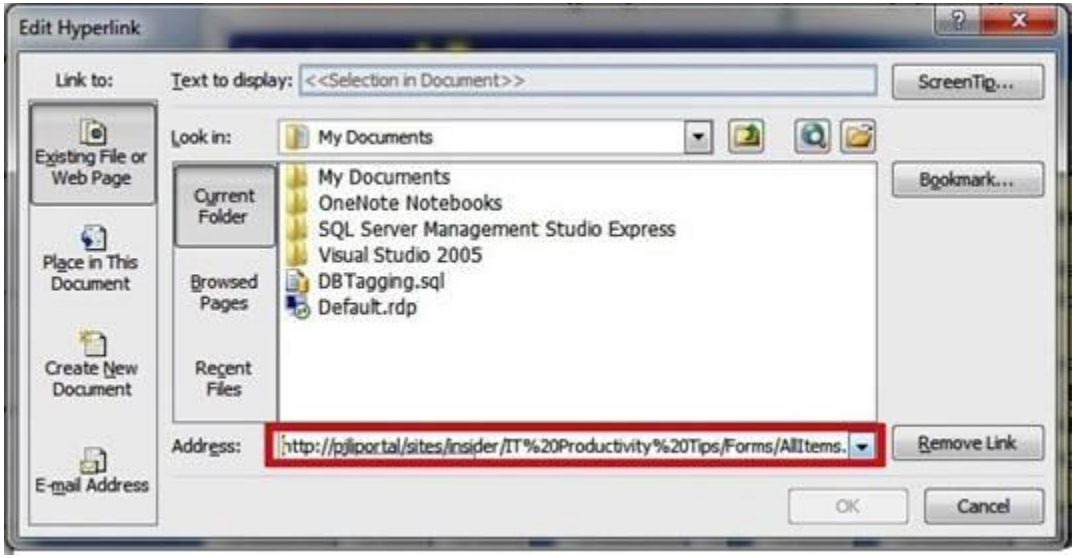
3. Select the correct slide in the other presentation then click ***OK***.



*Note: You can also add hyperlink to a specific file of your computer or in a network by following the steps 1 and 2 above. Hyper linking to other files can be problematic at later date. If the linked file is not located on your local computer , the hyperlink will be broken if you play your presentation somewhere else. It is always best to keep **all** files that are needed for your presentation in the same folder as the originating presentation. This includes any sound files or objects that are *linked* to from your presentation.

C. Add a Hyperlink to a Website from PowerPoint:

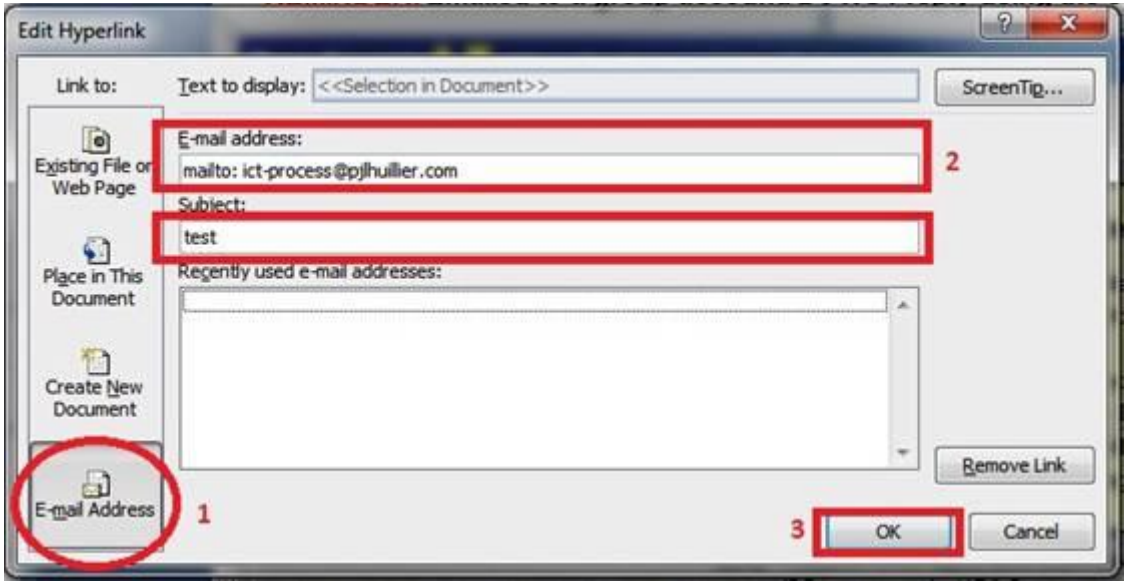
1. In the ***Edit Hyperlink*** dialog box, type the URL (website address) of the website you wish to link to, in the ***Address***: text box.
2. Click OK.



*Note: If the Web Address is lengthy, you can just copy the URL from the address bar of the webpage, and paste it into the Address Text box. This will ensure that you do not make a typing error, resulting in a broken hyperlink.

D. Add a Hyperlink to an Email Address from PowerPoint:

1. In the *Edit Hyperlink* dialog box, click on ***E-mail Address.***
2. Type the e-mail address into the appropriate text box. PowerPoint automatically inserts the text "**mailto:**" before the e-mail address. Leave this text, as it is necessary code to tell the computer that this is an email type of hyperlink.
3. Click OK.


Edit Hyperlink
Link to:
Text to display:
<<Selection in Document>>
ScreenTip...
Existing File or Web Page
E-mail address:
mailto: ict-process@pjlhuillier.com
2
Subject:
test
Place in This Document
Recently used e-mail addresses:
Create New Document
Remove Link
E-mail Address
1
3
OK
Cancel