



Educational Technology

---Power Point---

How To...

Add a Hyperlink

Hyperlink: A Hyperlink causes the selection of an object to result in a move to a new location or the performance of an action.

To add a Hyperlink:

- 1.) Open up Microsoft Power Point and the presentation that you are working on
- 2.) Right Click on the object or image to which you would like to add a Hyperlink
- 3.) A box will appear with options (Copy, Paste, Grouping, etc.) drag your mouse down to the bottom of the box to “Hyperlink...” It also has a little globe next to it.
- 4.) Click on “Hyperlink...” and another box will appear. These are the options:
 - A.) Existing File or Document
 - 1.) If you would like to link to an existing file click on that option. In the right hand side of the box will appear a set of files. Choose the file that you want to link to and then click ok.
 - 2.) Otherwise if you would like, you can link to a webpage. Just copy the web address (URL) and paste it into the address box and then click ok.
 - B.) Place in this Document
 - 1.) If you would like to link to another slide in that presentation click on this option.
 - 2.) Once you click, the slides will show up with a preview window on the right hand side. Click the slide you would like to link up with and then click ok.
 - C.) Create New Document
 - 1.) If you want to link to and create a new document click on this option.
 - 2.) Once you click, specify the title of the new document and the file that it will be saved in and then click ok.
 - D.) E-mail Address
 - 1.) If you would like to write an e-mail click on this option.
 - 2.) Once you click, write the address in the box and then type in the subject and click ok.
 - 3.) Note: If you have used the address lately then it will appear in the recently used box. Also you must have an e-mail program installed on the computer that you are using for the presentation.

- 5.) Once you have created your Hyperlink notice that if you are using text to hyperlink with the text will be underlined or a different color. If you would like to change the color of the text:
- A.) Click on Format menu (in the main task bar at the top of the screen)
 - B.) Click on Slide Design
 - C.) In the Slide Design box click on Edit Color Schemes (in the bottom corner of the box)
 - D.) Then click on the Custom tab
 - E.) Under Scheme Colors choose Accent and Hyperlink and then click Change Color
 - F.) Click the Standard tab or the Custom Tab and choose the color desired
 - G.) Then click Apply
- If you do not want to change the color of the text (or you don't have any text to change to color of) try out the hyperlink!
- 6.) When the cursor appears over the Hyperlink it will turn from an arrow into a pointing hand. If the hand hovers above the spot of the Hyperlink then it will display the path of the Hyperlink (a web site, another slide, e-mail account, etc.) if you have set up a label. If you would like to set up a label then:
- A.) Right click on the object or text that you have the Hyperlink on
 - B.) Drag down to Edit Hyperlink and click on it
 - C.) Then the Hyperlink box will come up. At the top of the box it will say, text to display. Add the text that you would like to display on the screen (This text only appears when you are in the Slide Show and when your cursor is over the Hyperlink).
 - D.) Once you have added the text click ok.
- 7.) One final note; if you are linking multiple slides or multiple Power Points together, add a hyperlink back to the original slide. You don't want to jump all over the place and never return to your original slide-add a hyperlink back!

*If you have any questions or would like more
How To's for Power Point feel free to contact us!*