

Hyperlinks in PowerPoint 2002

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Hyperlinks in PowerPoint 2002

In PowerPoint you can create hyperlinks that allow you to make connections between slides, other Microsoft documents, and Web pages. Hyperlinks can be applied to text, pictures, charts, and other slide elements. You can also apply action settings to the hyperlinked elements so that effects occur when you activate the hyperlink. The following explains how to insert hyperlinks into your PowerPoint presentation.

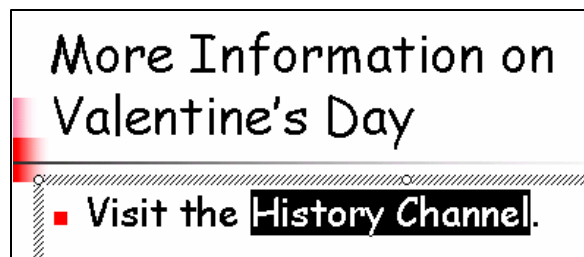
Note: PowerPoint automatically creates a hyperlink every time you type in an e-mail or Web address.



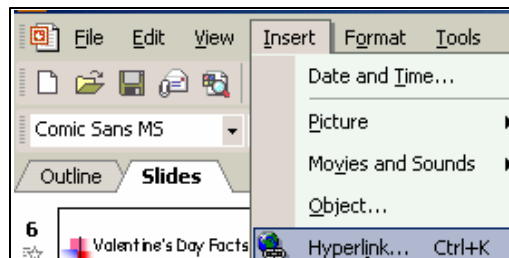
Creating Hyperlinks

Web Pages

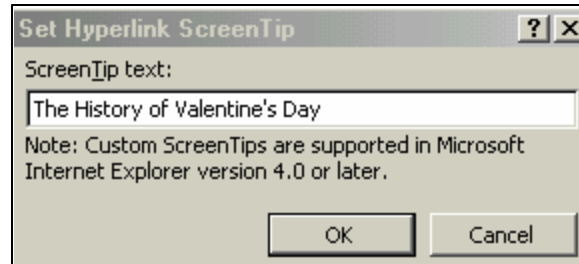
1. Select the text or object for which you want to create the hyperlink.



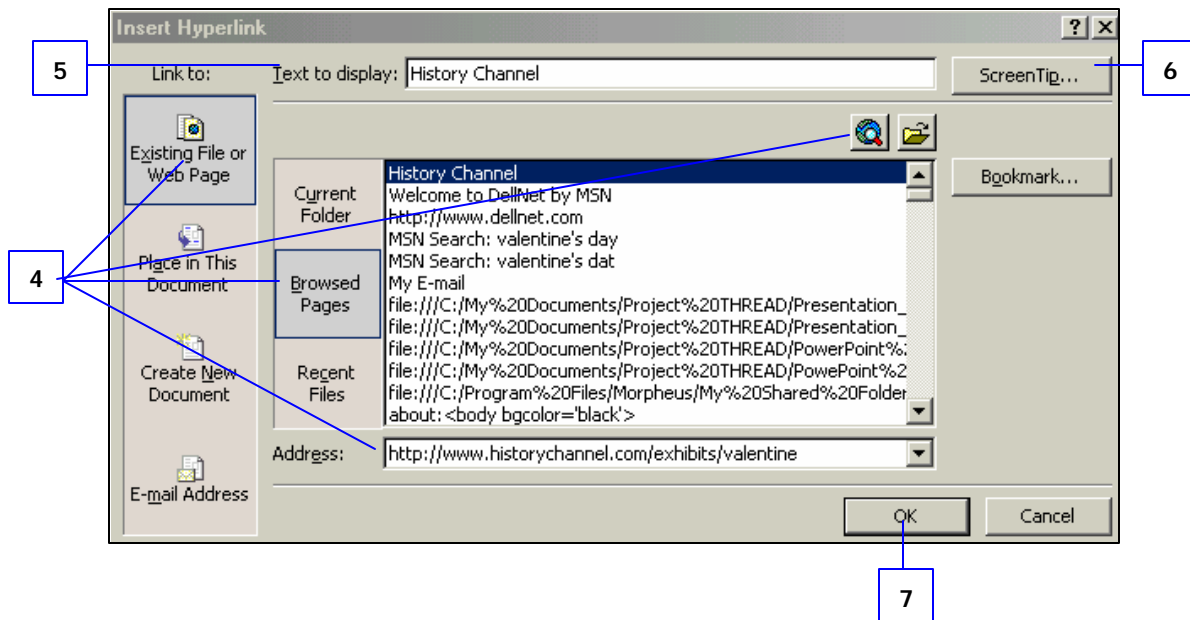
2. Click on *Insert* in then menu bar.
3. Select *Hyperlink*.



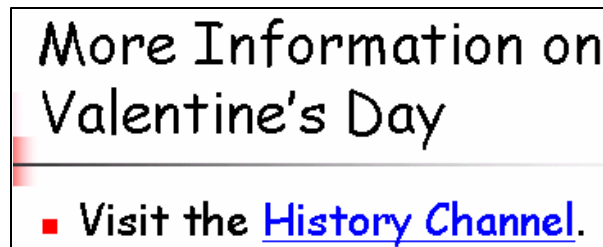
4. Select, browse, or search for the Web Page to which you want to create the hyperlink, or type its address into the *Address* field.
5. Edit the *Text to Display* if necessary.
6. Click on *ScreenTip*.
This allows you to create a screen tip to be display when you move your point over the hyperlink.



7. Click *OK* when done.



8. PowerPoint will automatically create the hyperlink for you.

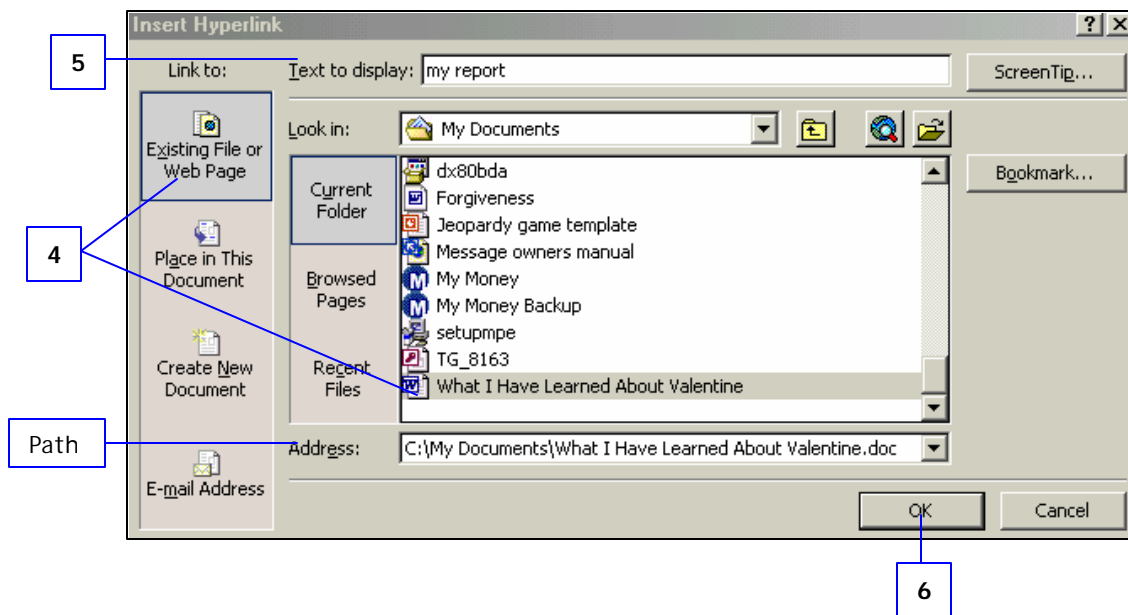


Files

1. Select the text or object for which you want to create the hyperlink.
2. Click on *Insert* in the menu bar.
3. Select *Hyperlink*.
4. Select, browse, or search for the file to which you want to create the hyperlink.

When you create a link to another file on your computer, you create what is called a *path*. The path is what is displayed in the *Address* field.

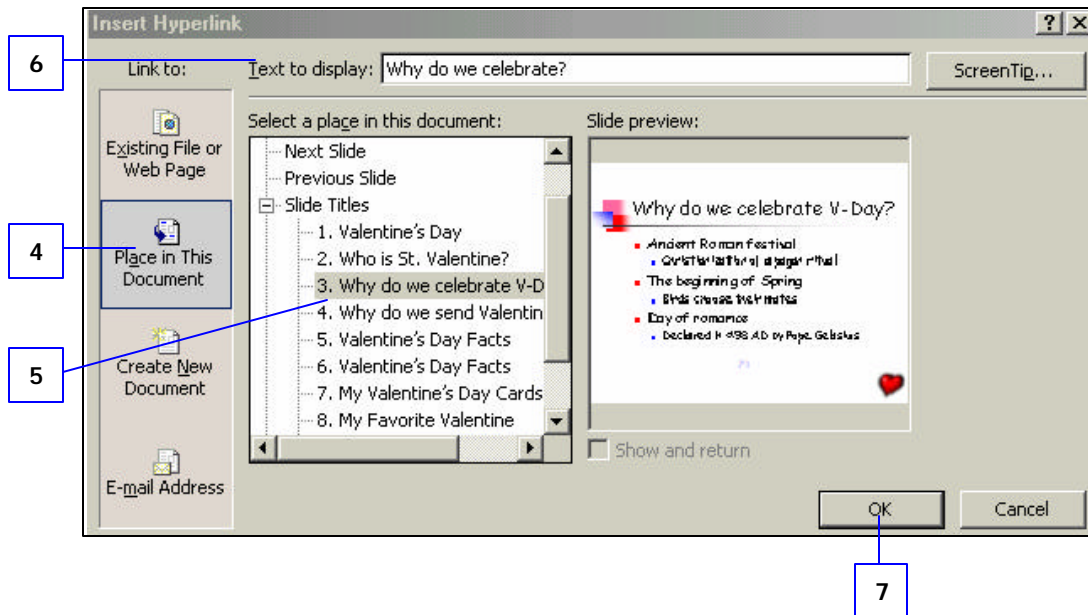
5. Edit the *Text to Display* if necessary.
6. Click *OK* when done.



Other Slide in Presentation

1. Select the text or object for which you want to create the hyperlink.
2. Click on *Insert* in the menu bar.
3. Select *Hyperlink*.

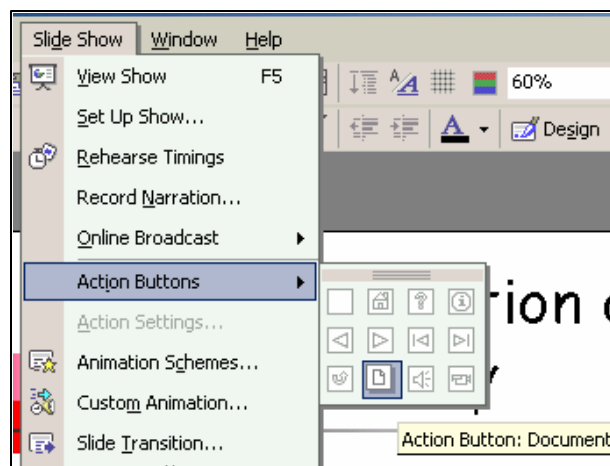
4. Select *Place in This Document*.
5. Click on the place in the presentation to which you want to create the link.
6. Edit the *Text to Display* if necessary.
7. Click *OK* when done.



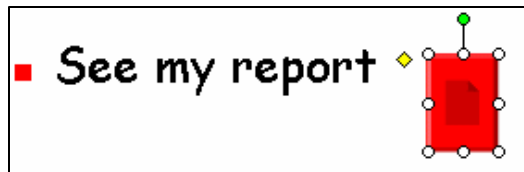
Adding Action Buttons

Action Buttons are icons placed in presentation slides that allow users to jump to a new location. They are especially useful when using a self-run presentation.

1. Click on *Slide Show*.
2. Select *Action Buttons*.
3. Choose the appropriate Action button.
PowerPoint provides several different types of Action buttons. A screen tip lets you know what type of Action button it is. We chose a document.



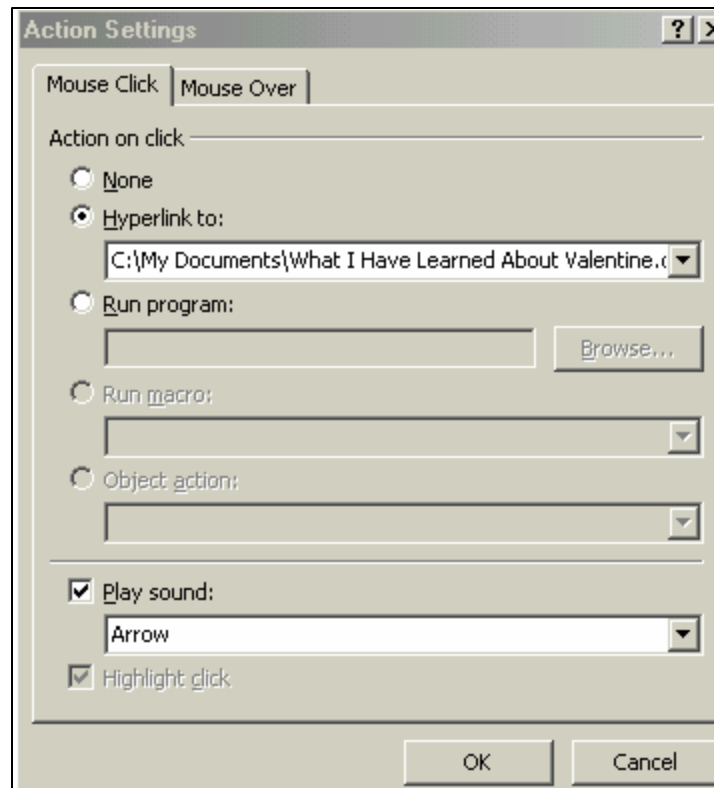
4. Use the cursor to draw the Action button.



5. The *Action Settings* dialog box will automatically appear.

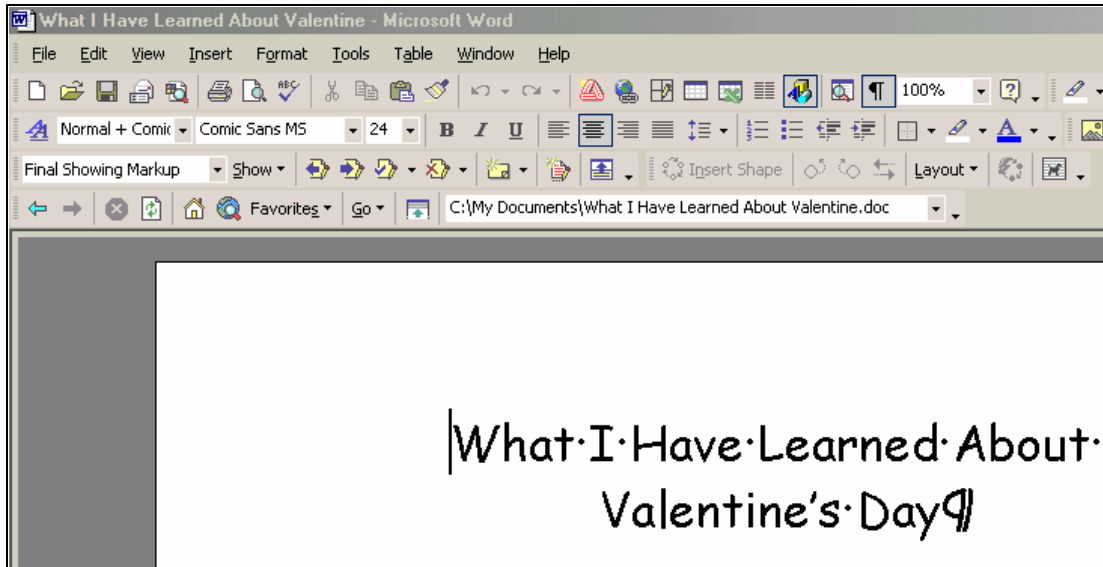
6. Apply the settings as necessary.

7. Click *OK* when done.



<i>Mouse Click:</i>	action button is activated by a mouse click
<i>Mouse Over</i>	action button is activated when the cursor is placed over it
<i>None:</i>	selecting this assigns no action to the action button
<i>Hyperlink to:</i>	dropdown menu provides options to items that you can create hyperlinks to
<i>Run Program:</i>	runs a program without opening a file; great for demonstrations of applications
<i>Play sound:</i>	allows you to apply a sound to the hyperlink when it occurs

8. Open the presentation in full screen.
9. Click on the Action button.
10. The hyperlink will automatically open.



- a. If you have created a link to a file or to a program, you can return to you presentation by simply closing the file or program.
- b. If you have created a link to another slide, you will need to create an Action button on that slide with a link that returns you to your current slide.
- c. If you created a link to another PowerPoint presentation, you will be automatically returned to the current presentation after the last slide of the linked presentation.