

Application: PowerPoint – Hyperlinks

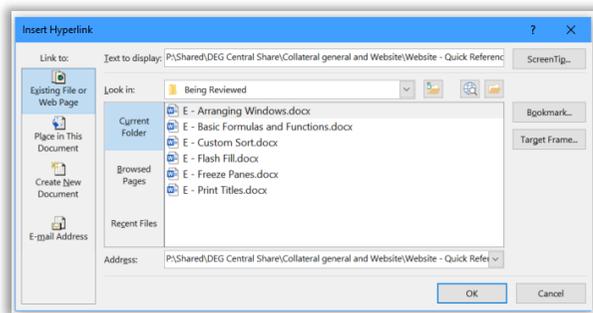
Hyperlinks can be inserted into a presentation to allow the user or reader to link to an existing file, web page, a position in the current document or even to create a new document.

The **Hyperlink** text defaults as blue font with an underlined blue line and will change colour when used. However, the colour and format will be determined by the **Hyperlink** and **FollowedHyperlink** cell styles in your document by your Theme colours.

Creating a Link

1. Select **Insert > Hyperlink** or press **CTRL+K**.

Tip: You can only insert Hyperlinks into text placeholders.



2. Add the **Text to display**. If text was selected, this will be automatically displayed in the field. Or you can type text.
3. You can add a **ScreenTip** which will be displayed when the reader hovers the mouse over the link.

Tip: If you wish to add a **Screen Tip** select **Screen Tip**, enter the required text and click on **OK**.

4. Select what you want to link to as described below.
5. Select **OK**.

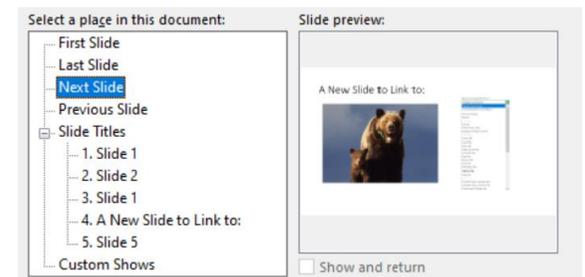
Existing File or Web Page

1. Click on **Existing file or web page**.
2. Select the file or use the web page using the **Current Folder**, **Browsed Pages** and **Recent Files** buttons as required.
3. Use the **Browse Web** and **Browse File** buttons to find a web address or file. You can copy a web address into the **Address** field.



Place in this document

1. This will allow you to link to the first, last, next or previous slide in the presentation, to any other slide in the presentation or to a custom show.
2. Click on the required link.
3. If you have selected a custom show to link to you can select the **Show and return check box**. This will return to the slide current slide when the custom show has finished playing.
4. Click on **OK**.



Create New Document

1. This allows you to create a new document to be used as the link.
2. **Change** the path where it will be stored in if required.
3. Choose whether to **edit the document now** or save it and **edit it later**.

E-mail address

1. Enter the **email address** the link should direct to.
2. Enter the **Subject** line.
3. **Recently used e-mail addresses** will be displayed for you to choose from.

Managing Hyperlinks in the document

1. Select the link, right click and the following options will be available on the shortcut menu.
 - Select **Edit Hyperlink**. The **Edit Hyperlink** dialog box will be displayed. This has the same options as the **Insert Hyperlink** dialog box described earlier.
 - Select **Open Hyperlink**. This will activate the **Hyperlink** and is the same as pressing **CTRL Click**.
 - Select **Copy Hyperlink**. This will copy the **Hyperlink**. You can then paste it in the normal way as a new **Hyperlink**.



- Select **Remove Hyperlink** to the Hyperlink to remove the link.

Formatting Hyperlinks As You Type option

You can control the behaviour of **Hyperlinks** using **PowerPoint Options**.

1. **Internet and network paths with hyperlinks:** Turn this option on if you do not want the text you are typing to be automatically converted to hyperlinks. **File > Options > Proofing > AutoCorrect Options > AutoFormat As You Type**. Select the option and click on **OK**.

Tip: This option will only apply to the current instance of PowerPoint.

Tip: **ALT+Left arrow** returns the insertion point to where it was in the document when you pressed **CTRL+Click**.

