

PowerPoint 2007

HOW TO ADD HYPERLINKS

Hyperlinks allow you to link from a word or image on your slide to a file, website, or another slide in the presentation.

From the Slide toolbar along the left hand side of the screen,

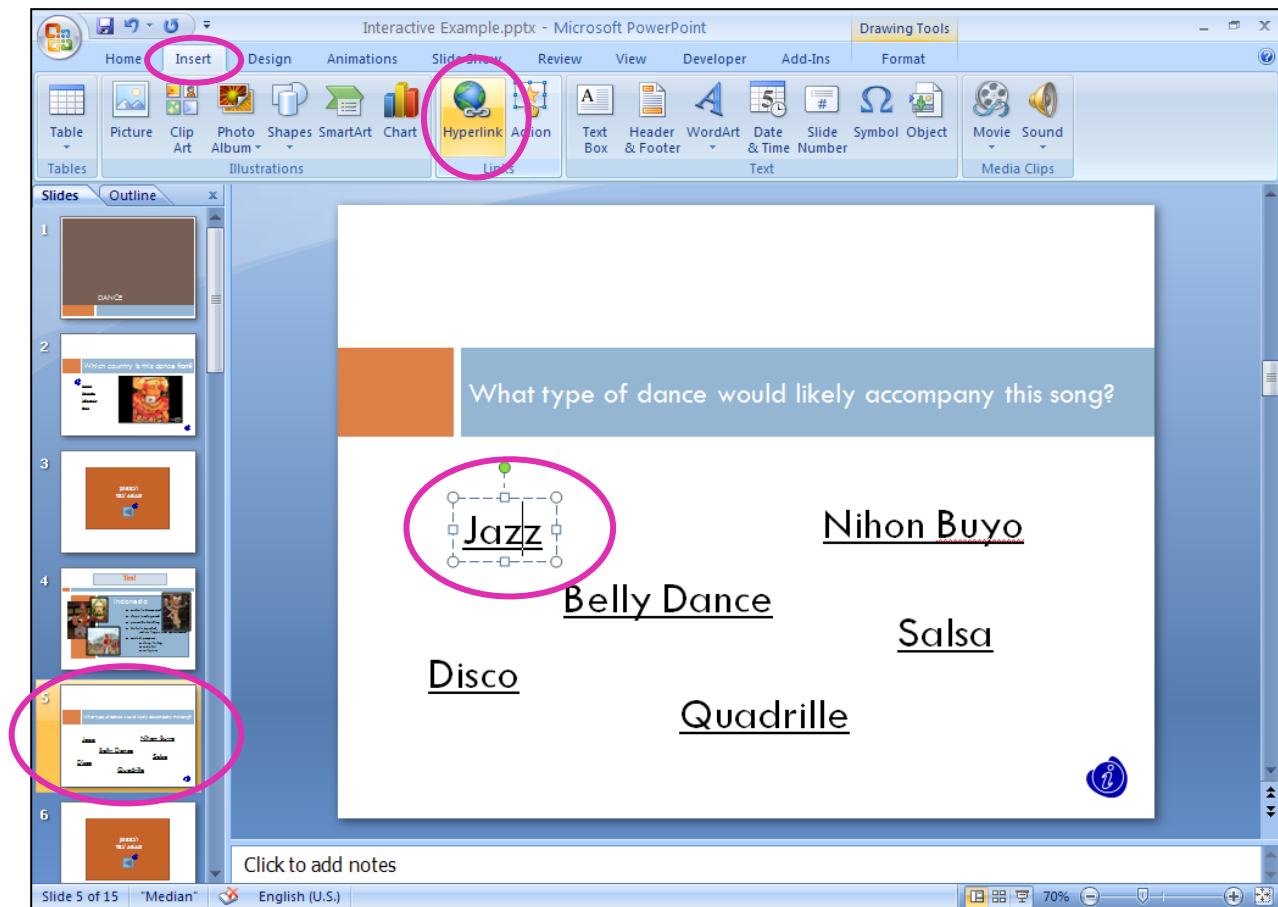
- ▶ **Select the slide you want to work on.**

Then

- ▶ **Select the word or image on the slide that you want to link to something else.**

It should appear highlighted after you click on it.

- ▶ **Click on the “Insert” tab at the top of the screen.**
- ▶ **Click on the “Hyperlink” option.**



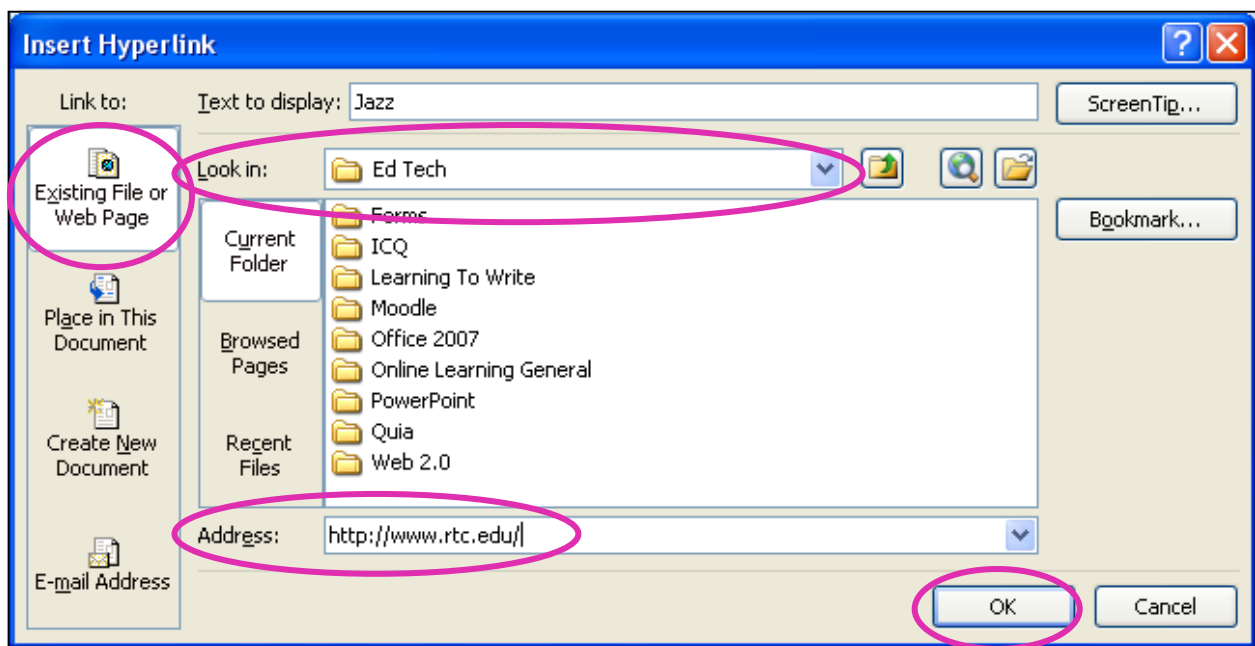
PowerPoint 2007

HOW TO ADD HYPERLINKS

You should now see a pop-up window that allows you to choose where this link will go.

To link to a file or image,

- ▶ Click on the “Existing File or Web Page” button on the left side of the pop-up window.
- ▶ Use the “Look in” drop-down menu to navigate your folders.
- ▶ Click on the file you want to link to.
- ▶ Click on the “OK” button.



To link to a website,

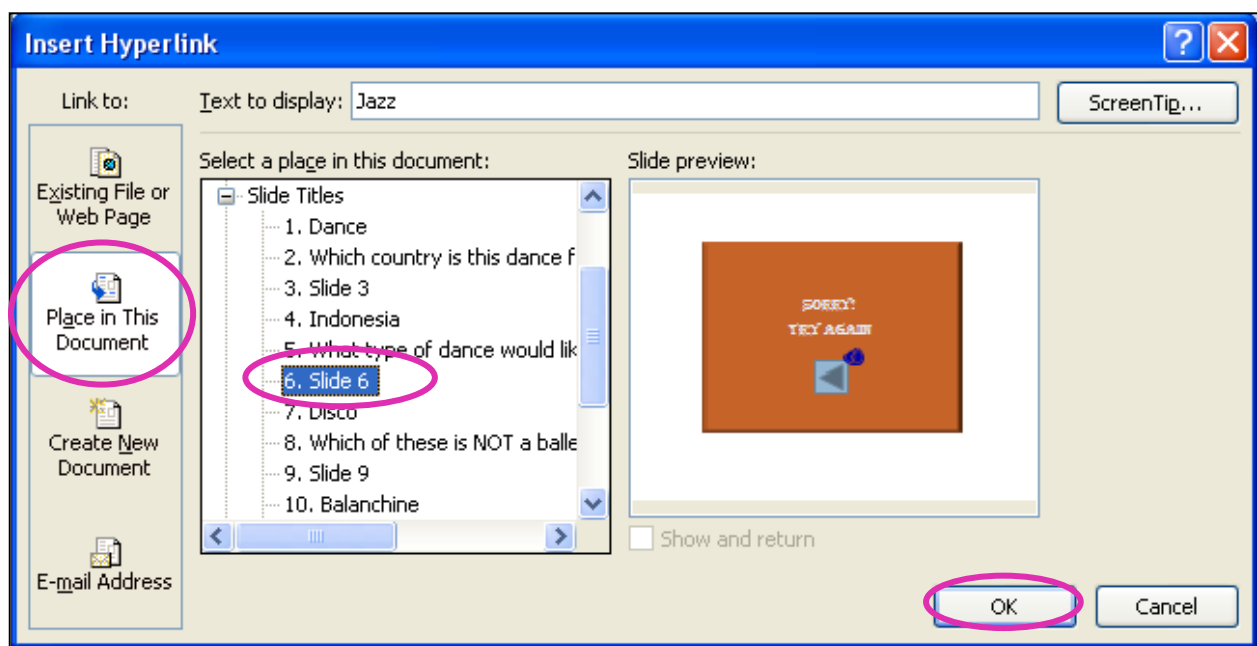
- ▶ Click on the “Existing File or Web Page” button on the left side of the pop-up window.
- ▶ Type in the website address (URL) in the “Address” text box at the bottom.
- ▶ Click on the “OK” button.

PowerPoint 2007

HOW TO ADD HYPERLINKS

To link to another slide in the presentation,

- ▶ Click on the “Place in This Document” button on the left side of the pop-up window.
- ▶ Use the “Select a place in this document” menu to find the slide you want to link to.
- ▶ Click on the slide you want to link to.
- ▶ Click on the “OK” button.



Play the slideshow to check that your links work correctly!