

PowerPoint: Adding Hyperlinks

A hyperlink is a connection from your PowerPoint presentation to a web page on the Internet or to another file. When the user clicks on a hyperlink in your presentation, a browser (*Netscape* or *Internet Explorer*) will open the linked website or file automatically.

You can turn text into “clickable” hyperlinks; you can also make a graphic into a “clickable” link!

[This is a text link](#)

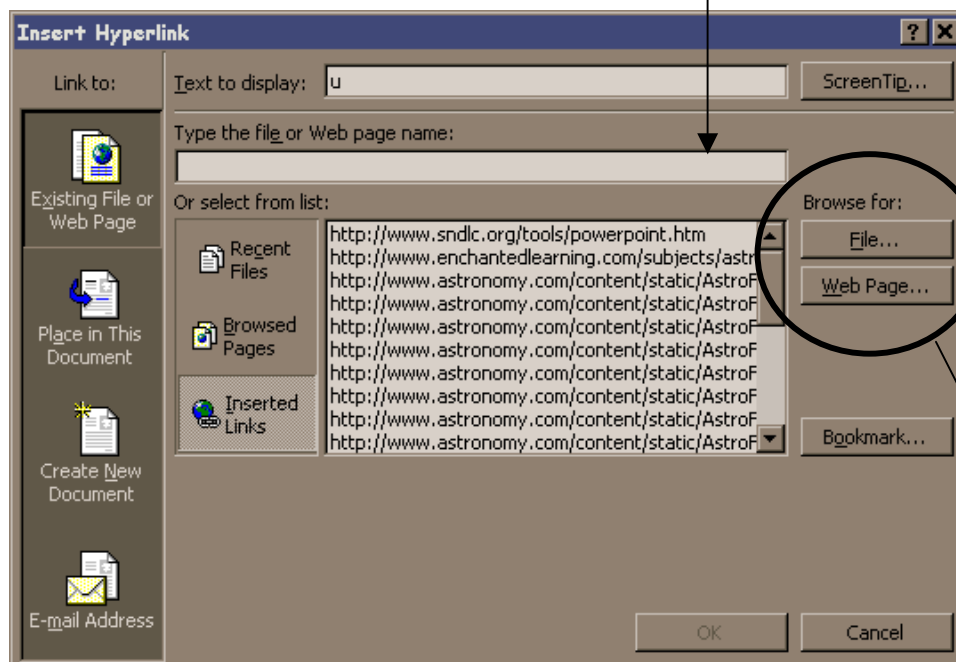
A graphic can also function as a hyperlink →



Just follow these steps to create a hyperlink:

1. Type the text you want to eventually turn into a link =or= add the graphic that will become a link.
2. Highlight the text or graphic
3. Click *Insert* → *Hyperlink*
4. The Insert Hyperlink dialog box appears :

Type the name of the desired file or the URL of the desired web page here.



Hint:

Use “Copy / Paste” for long web addresses to reduce the chance of typos! = or = Have the web page open in a browser, and the address will appear here automatically!

If you can't remember the exact name or location of the file or web page you want to link to, just “Browse!”

5. Click OK to create your link!

Remember that your hyperlink will only work when you are viewing your presentation as a slide show!