Creating Hyperlink Inside
Your Presentation

There are times when you would like to be able to jump from one area of your PowerPoint presentation to another point in the presentation, rather than progress through your slides in numerical order. The way to do this is to create hyperlinks that take us to places you would like to go. Hyperlinks can be places in your presentation, web addresses from the world wide web, other documents you have created, including other presentations, or email address you would like to access. To create a hyperlink, follow these simple steps:

1.   Highlight the item from which you would like to link. This can be a word, a picture, or just an area of the screen. (You might have to insert a text box to include the item to start from. To do this, click insert, text box, drag over an area for the box, release the mouse and type the desired words. See **Creating a Text Box Button** for more instructions.)

2.   Hold down the Control key and press "K." A Hyperlink box will pop up.

3.   You will see a list of buttons on the left of the hyperlink box that show areas you can link to. The default is a web site. If you are linking to a web site, copy and paste the URL in the space provided.

4.   You may also click on any option button on the left side of the dialog box. If you would like to link to another slide in the same presentation, click on "Place in this Document" icon.

5.   Select the slide to which you would like to go, and click OK.

HINT: If you have created a menu slide, be sure to create a link back to the original slide in order to continue with the slide show.

You may wish to use the AutoShapes option on the draw toolbar at the bottom of your screen to create buttons to move through your presentation. There are bottom options for next, previous, first, last, and last slide viewed. These bottoms are easy ways to navigate a presentation if they are used wisely.   Good luck and have fun!