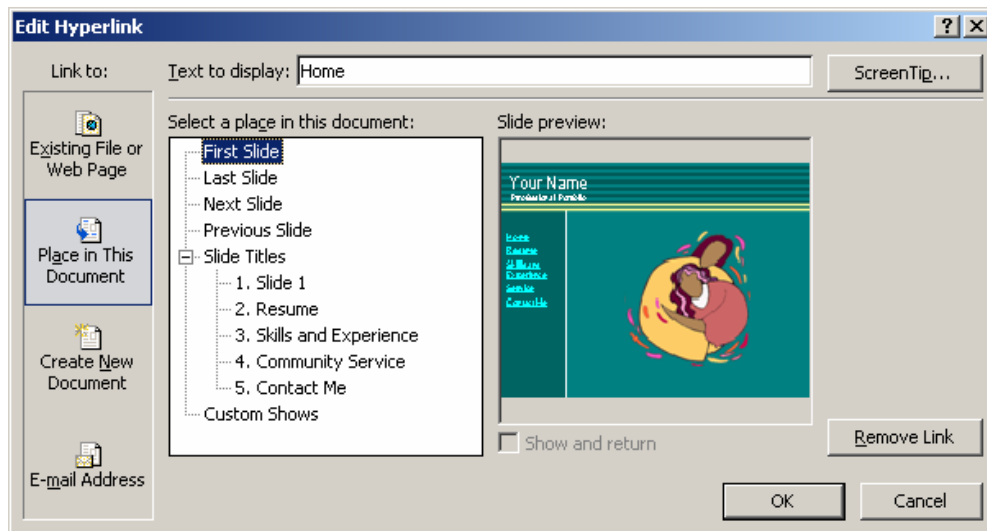


Creating Links in PowerPoint

Links in PowerPoint can go to a slide within the current deck of slides, go to a web page, send an e-mail, or open another document (such as a PDF resume).

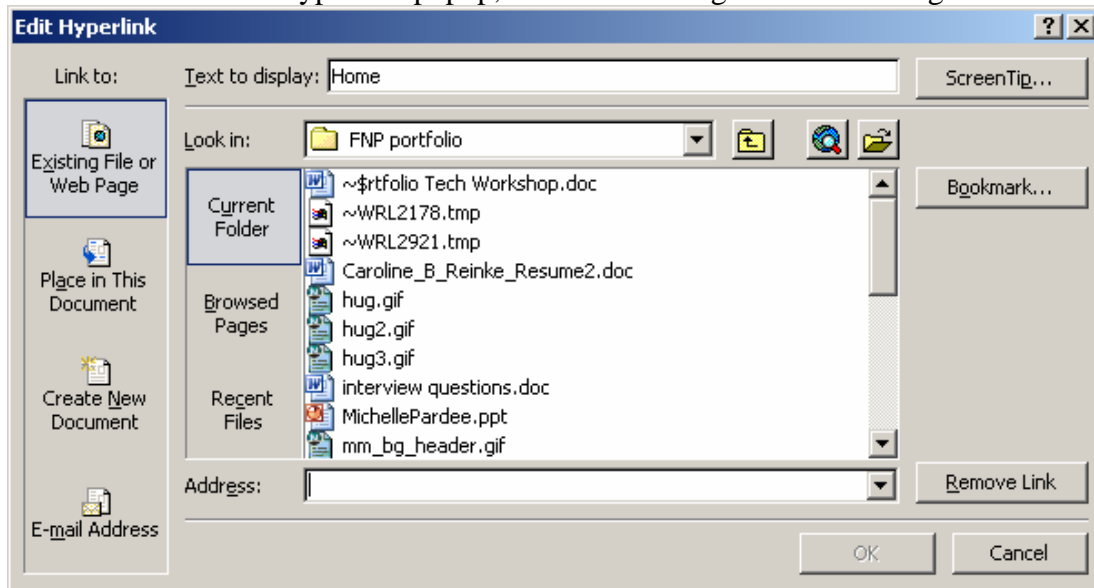
To create a link to another slide

- Highlight the text you want to turn into a link
 - Note: if the text won't highlight, it might be on the "slide master", which is the template for the entire deck. Choose View Menu → Master → Slide Master, then follow the instructions below
- Choose Insert Menu → Hyperlink
- On the left side of the Hyperlink popup, choose "Place in this Document."
- You will see a list of the slides available, plus links to the "first" and "last" slides – these links (useful for "home" buttons) will go to the first slide, even if you move slides around.



To create a link to a web site or a document

- Highlight the text you want to turn into a link
 - Note: if the text won't highlight, it might be on the "slide master", which is the template for the entire deck. Choose View Menu → Master → Slide Master, then follow the instructions below
- Choose Insert Menu → Hyperlink
- On the left side of the Hyperlink popup, choose "Existing File or Web Page."



- To link to a web site, type or paste the URL (starting with http://...) into the "Address" box.
- To link to a document, browse to the file you want to link up.
 - Note: for best results, only link to documents in the same folder as your PowerPoint deck.
 - When you upload or send this PowerPoint to someone, you must also send the file you linked to.

To create a link to send an e-mail

- Highlight the text you want to turn into a link
 - Note: if the text won't highlight, it might be on the "slide master", which is the template for the entire deck. Choose View Menu → Master → Slide Master, then follow the instructions below
- Choose Insert Menu → Hyperlink
- On the left side of the Hyperlink popup, choose "E-mail address."
- Fill in the dialog box with the appropriate info.

