

How to Insert Hyperlinks Into a Presentation

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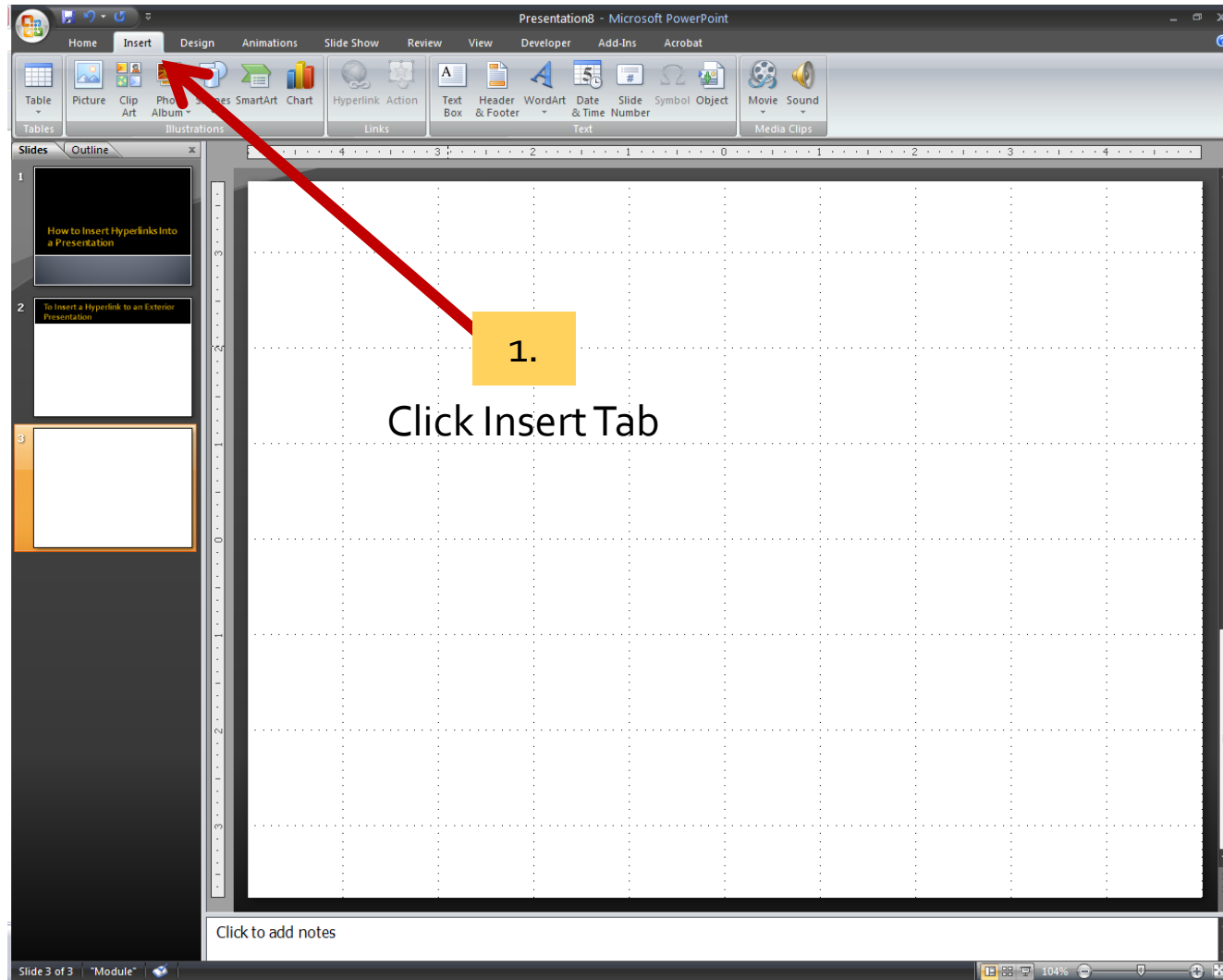
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To Insert a Hyperlink to an Exterior File

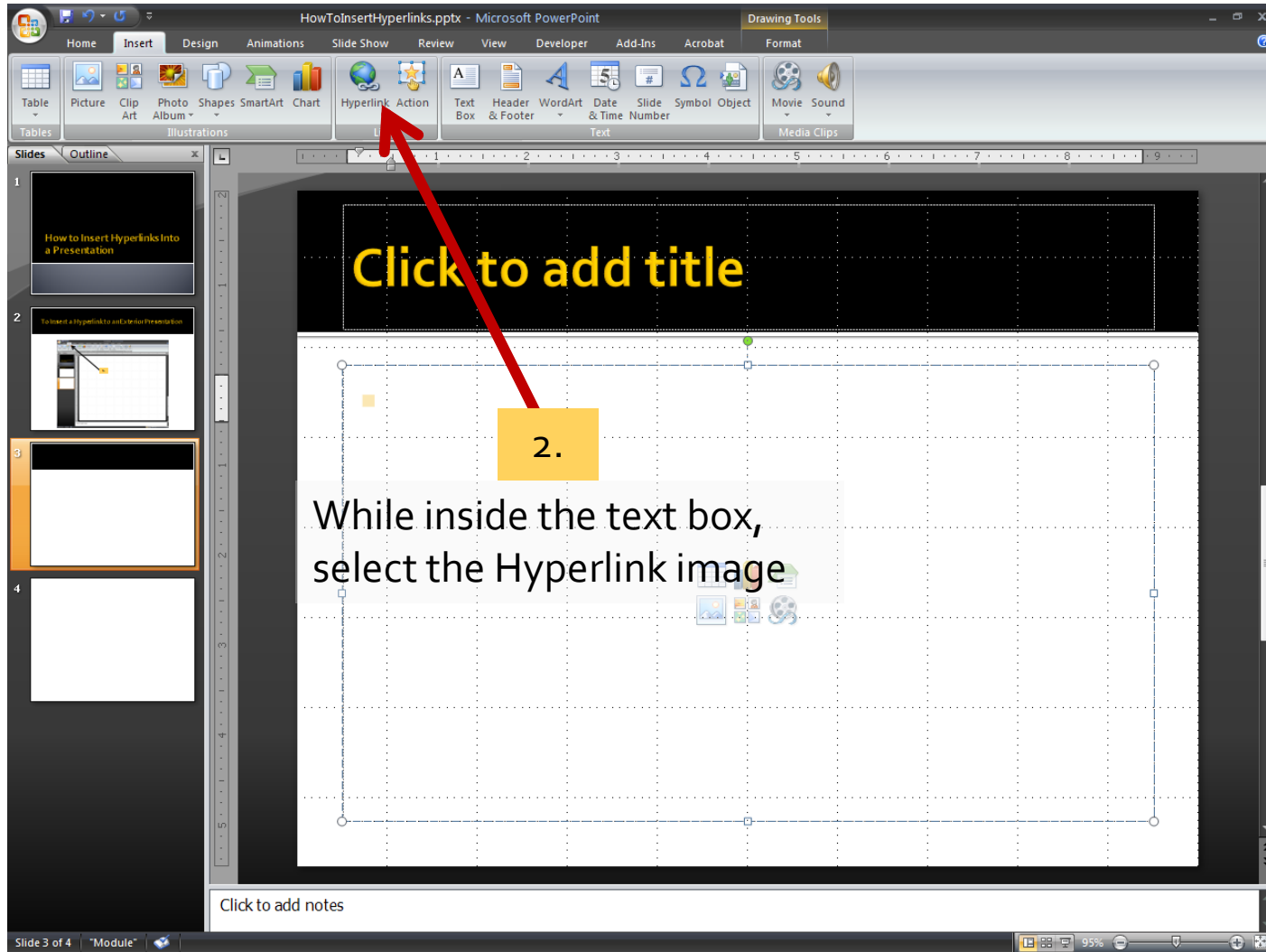
Including word files, other presentations, or web pages

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To Insert a Hyperlink to an Exterior File



Inserting the Hyperlink

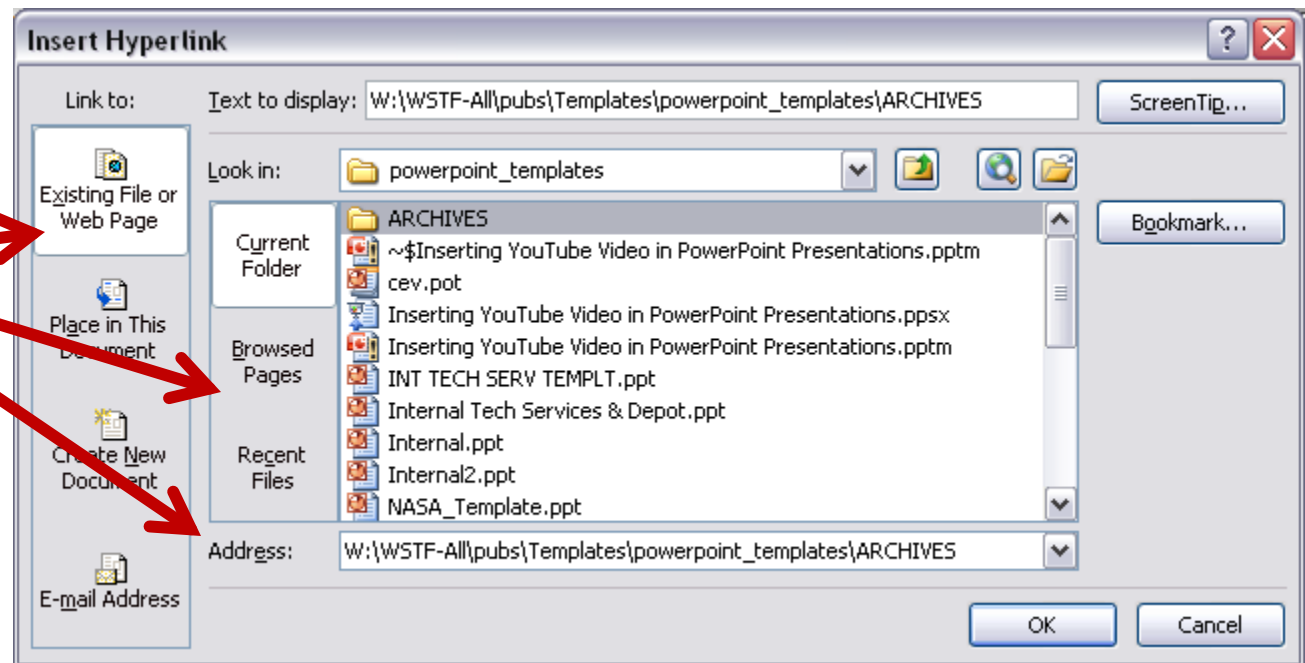


Existing File or Web Page

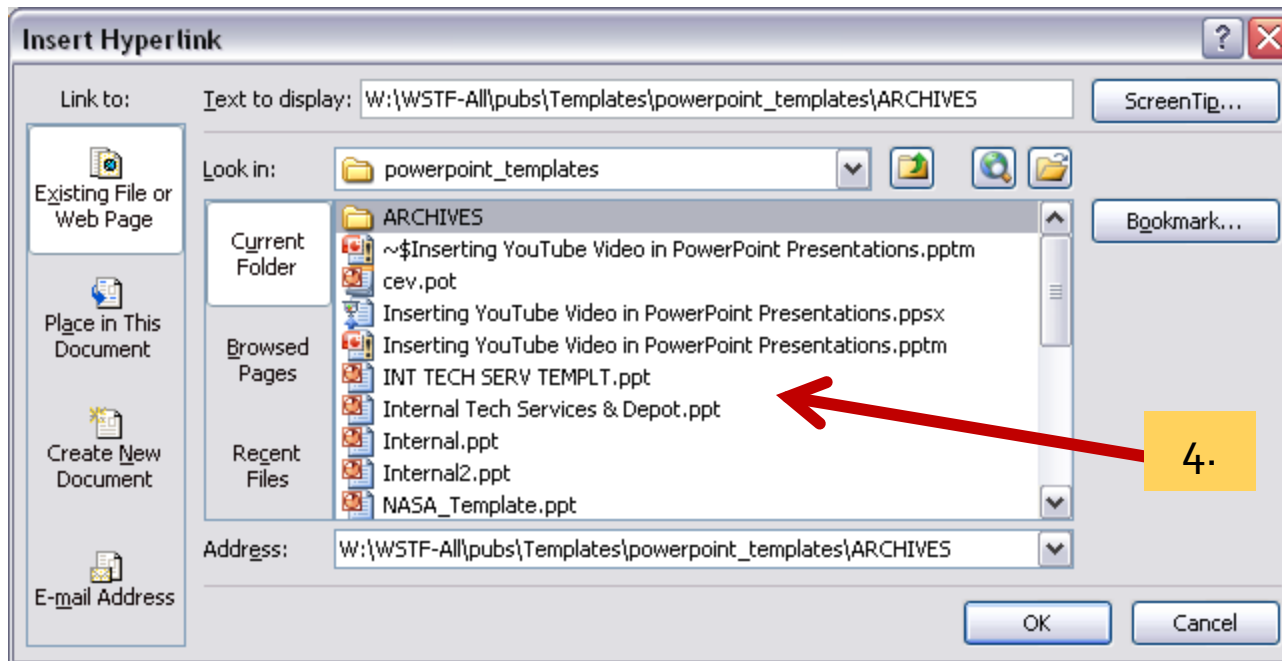
Make sure *Existing File or Web Page* is selected.

Other documents (i.e., PDF files, Excel spreadsheets, etc.) or web pages can be linked

3.

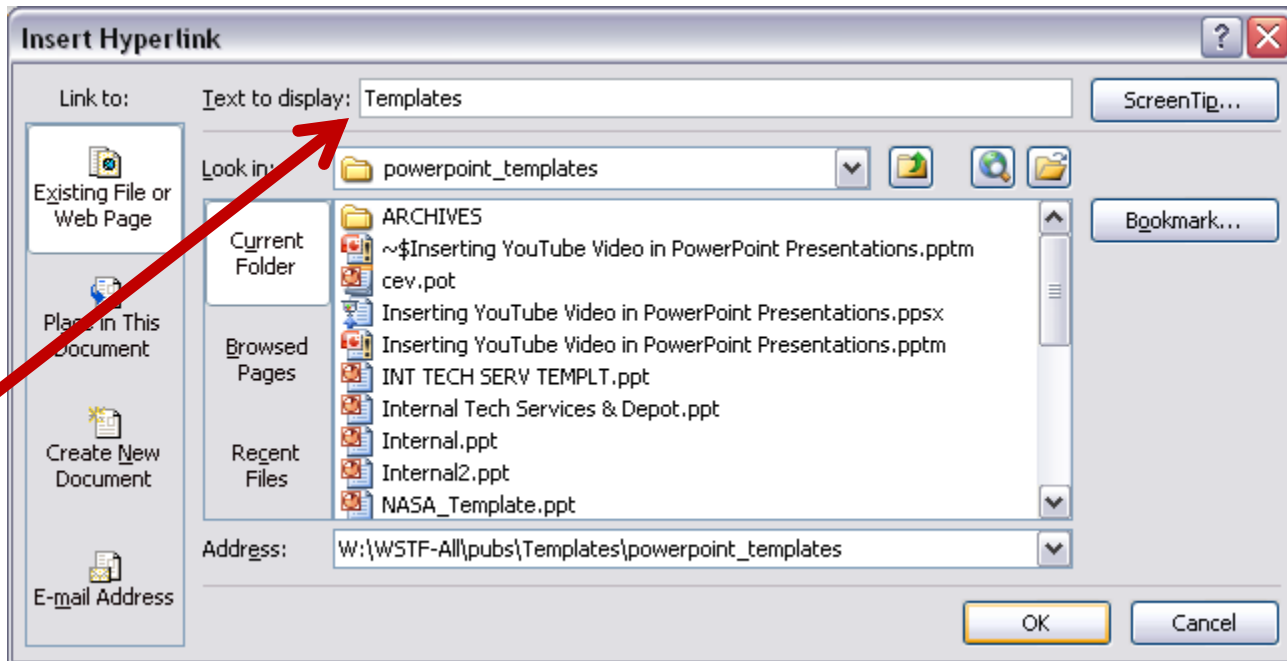


Locate File to Hyperlink



Change Text to Display

5.

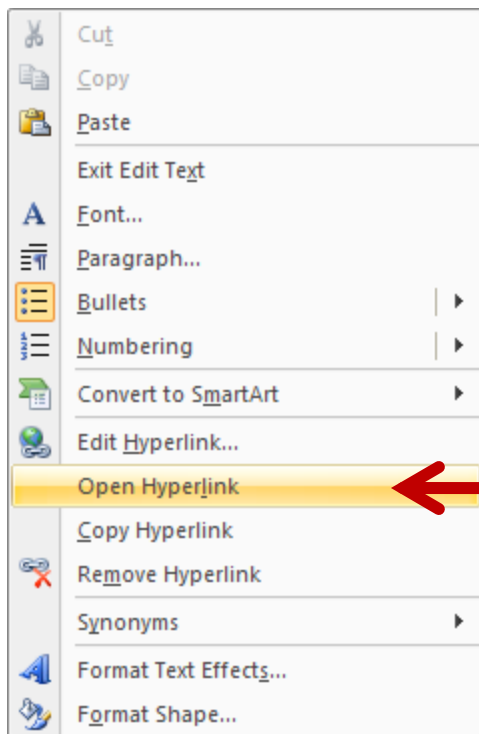


Example of an Exterior Hyperlink

- [Templates](#)
- <http://www.google.com/>

6.

Once all above steps have been accomplished this is what the hyperlink will look like



7.

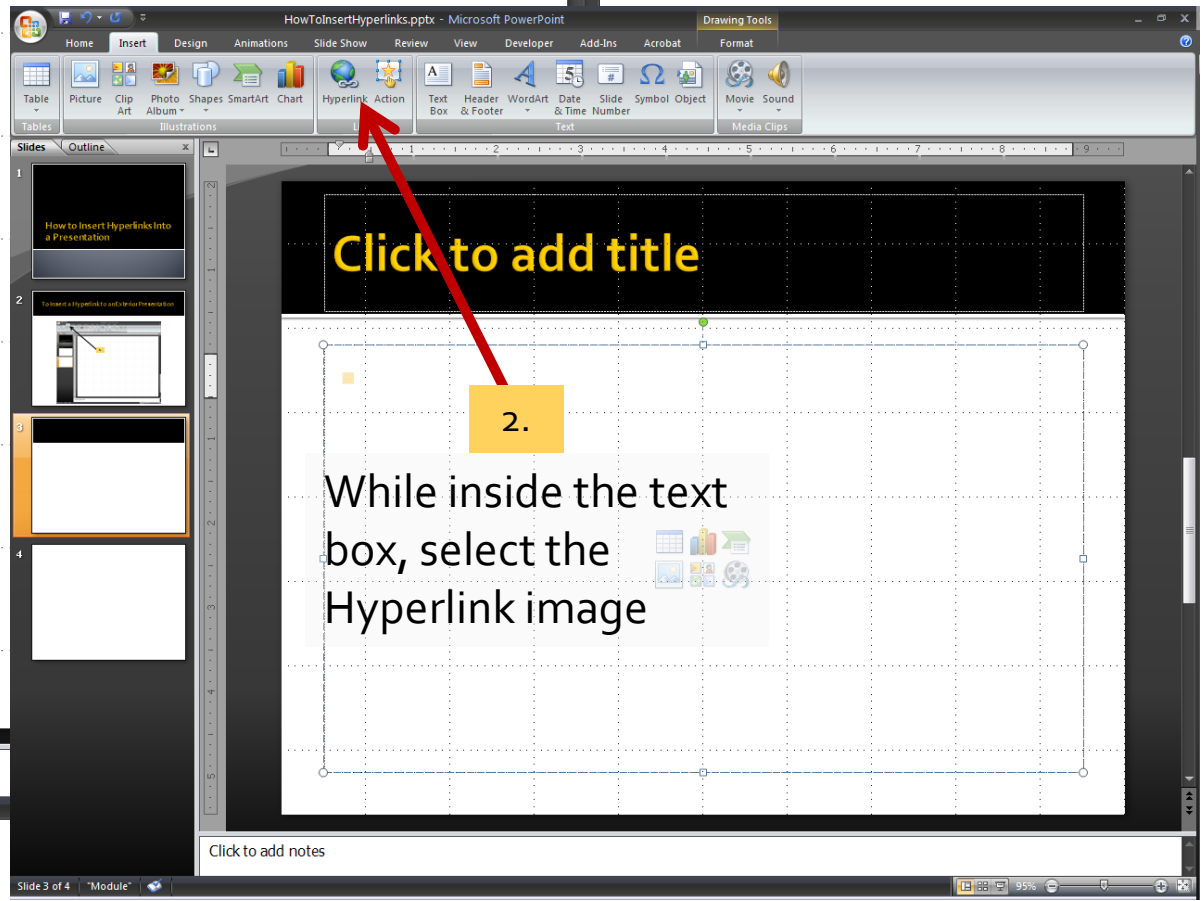
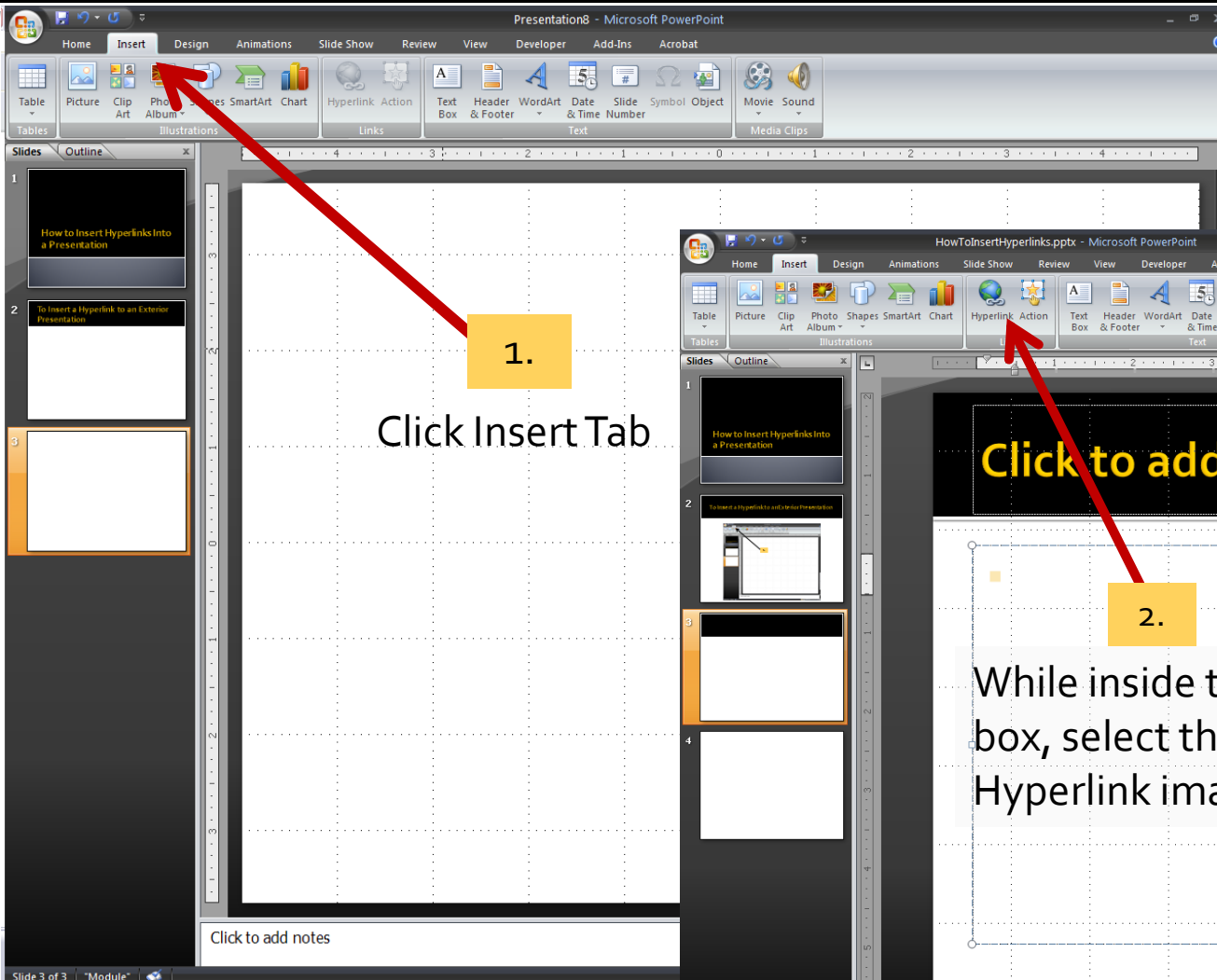
To test the Hyperlink, right-click on the text and select *Open Hyperlink*

Inserting Hyperlinks within a Presentation

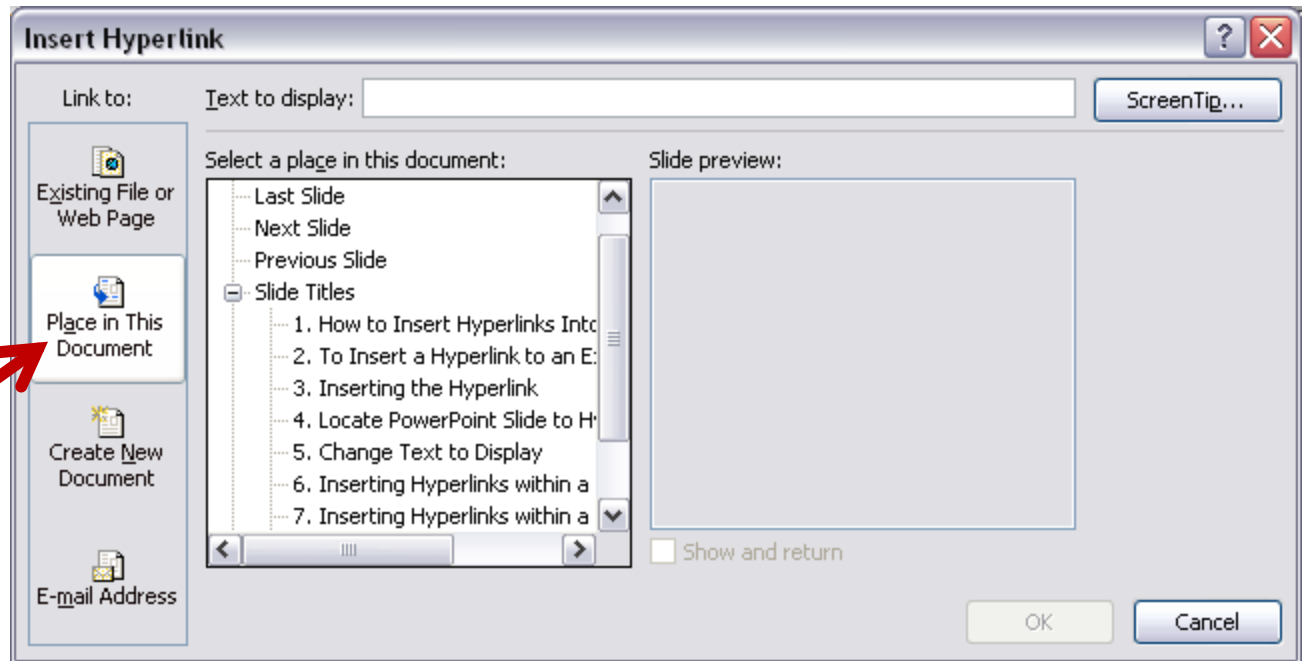
User Interface

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Inserting Hyperlinks within a Presentation



Place in This Document



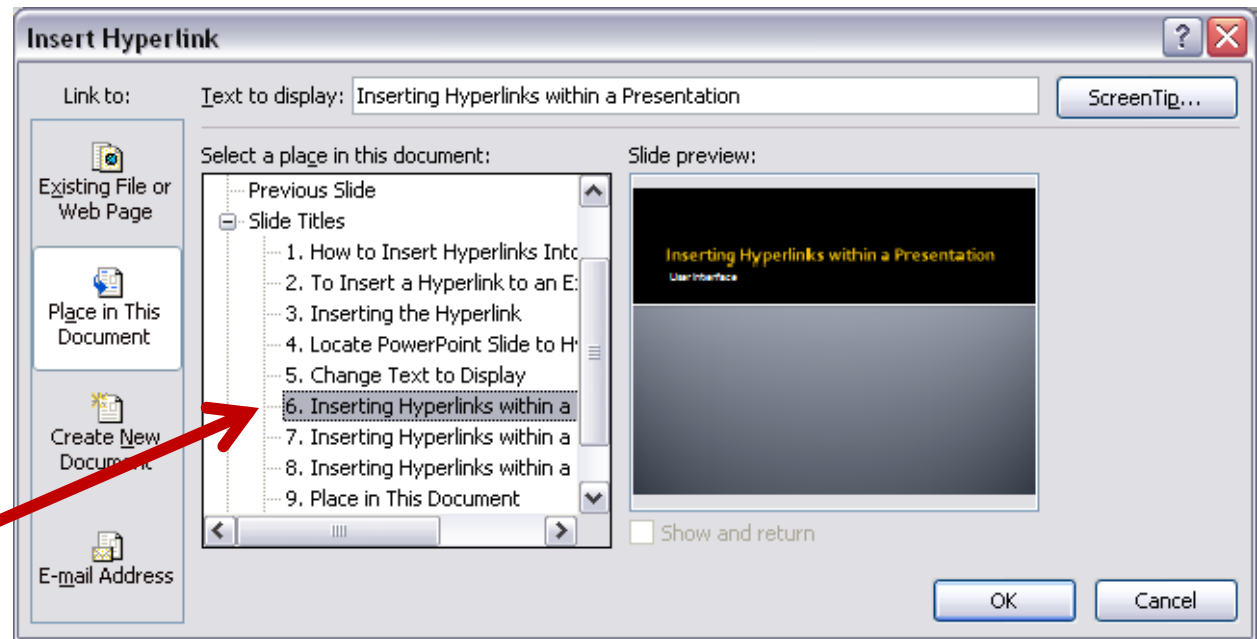
3.

Be sure to select,
*Place in This
Document*

Example of Hyperlink within a Presentation

[To Insert a Hyperlink to an Exterior Presentation](#)

[Inserting Hyperlinks within a Presentation](#)



Hyperlinks will appear

5.

4.

Select slide needing to be hyperlinked,
and press OK

Copying Navigation Panel Across Slides

[To Insert a Hyperlink to an Exterior Presentation](#)

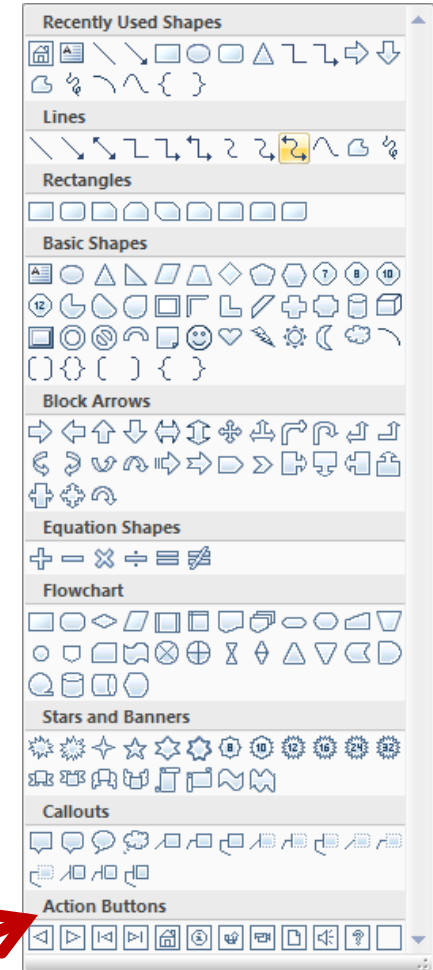
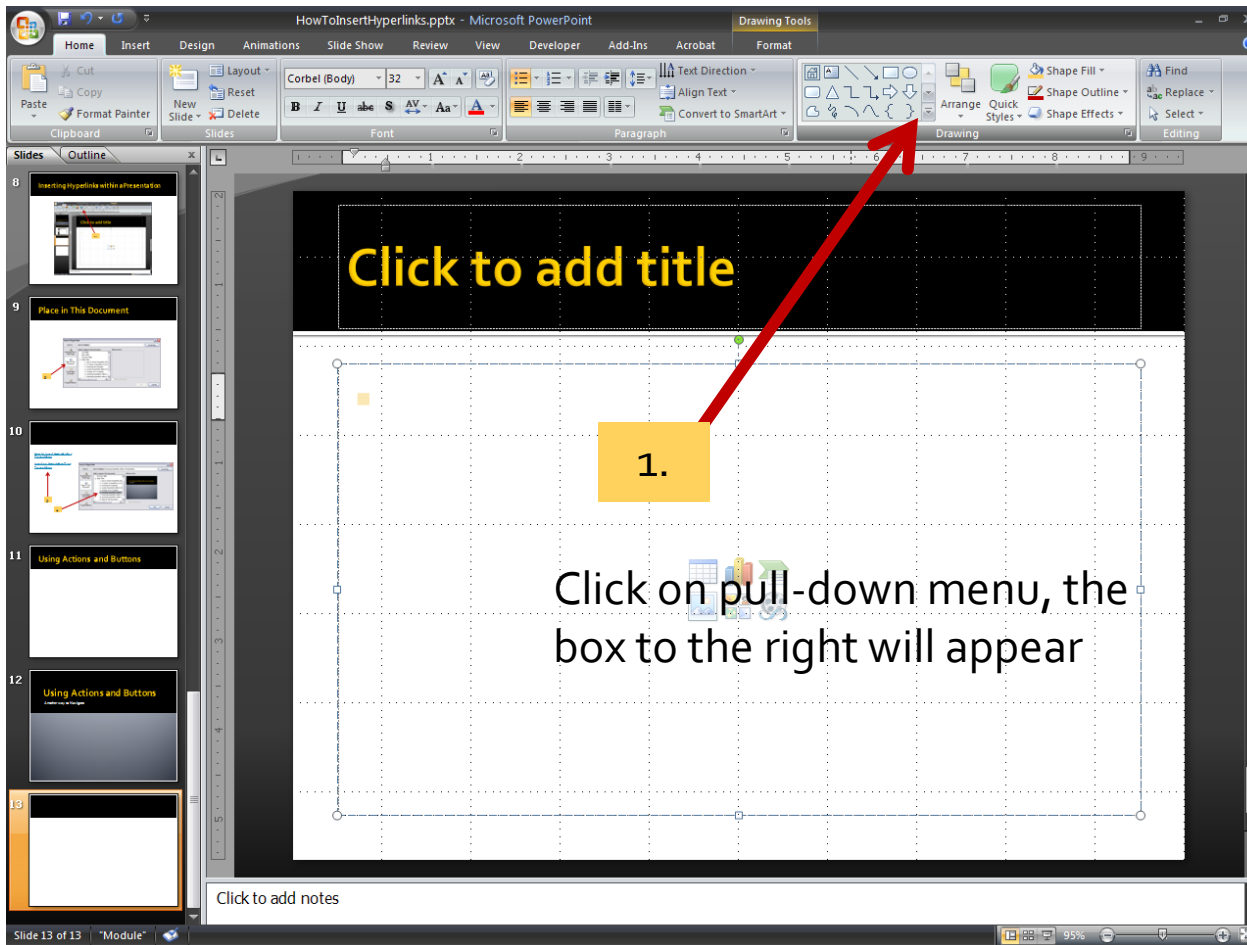
[Inserting Hyperlinks within a Presentation](#)

- With Hyperlink text box selected, Copy text box, and paste in text box of desired slides.
- This will maintain the hyperlinks and provide a navigation panel.

Using Actions and Buttons

Another way to Navigate

Using Actions and Buttons



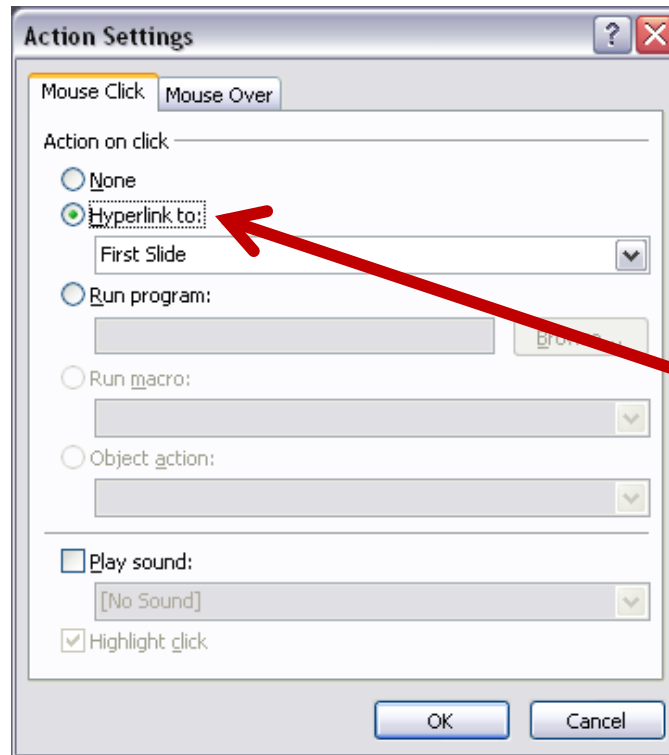
2.

Select an Action Button

Assigning Actions to Buttons



4. Draw the button



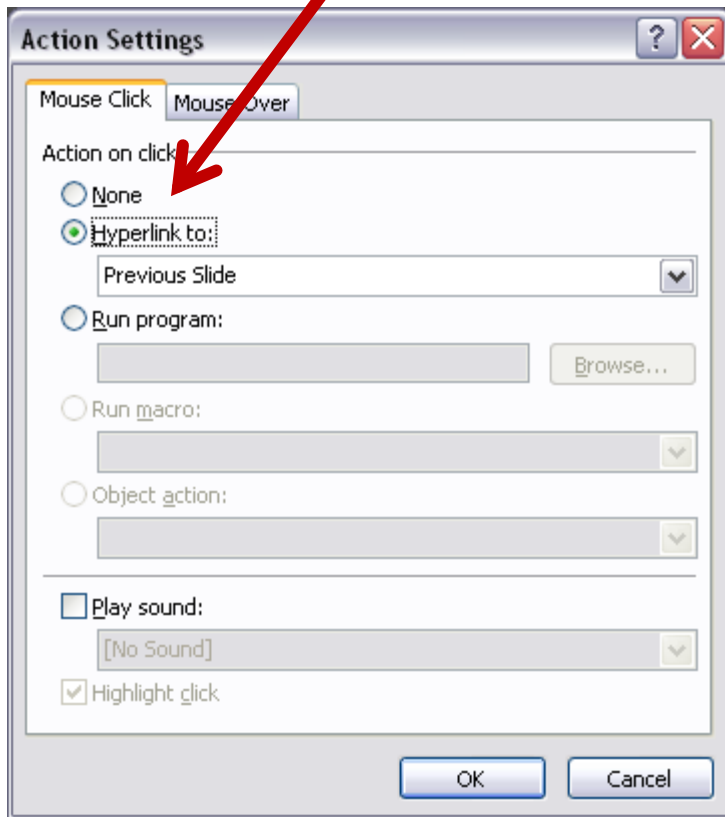
5.

After the button is drawn, Action Settings Dialog Box, will automatically open. The Home button automatically hyperlinks to the first slide, but it can be changed.

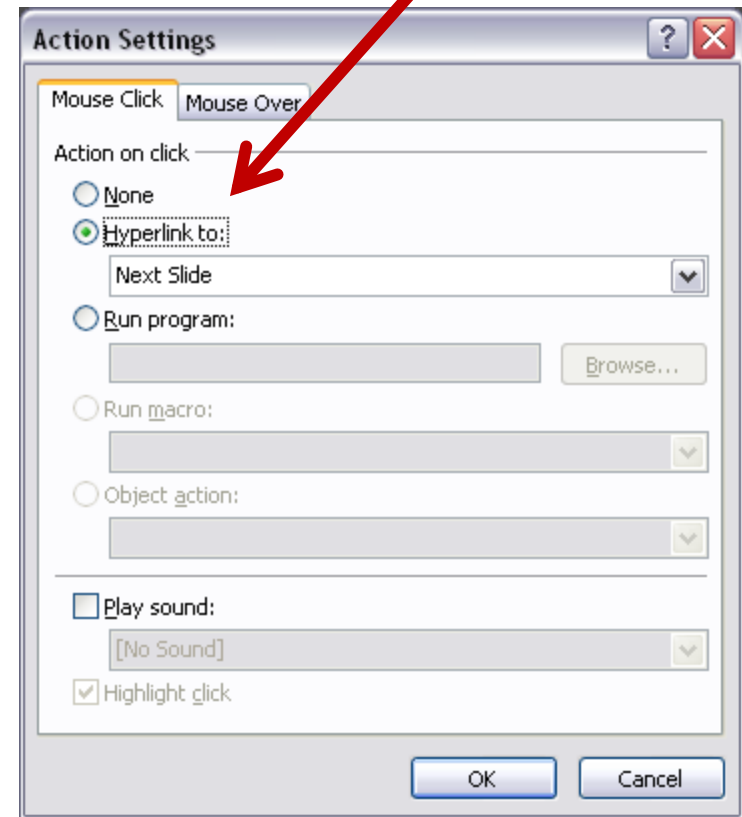
Assigning Different Actions

Again, draw each button first, then assign the hyperlink

6.



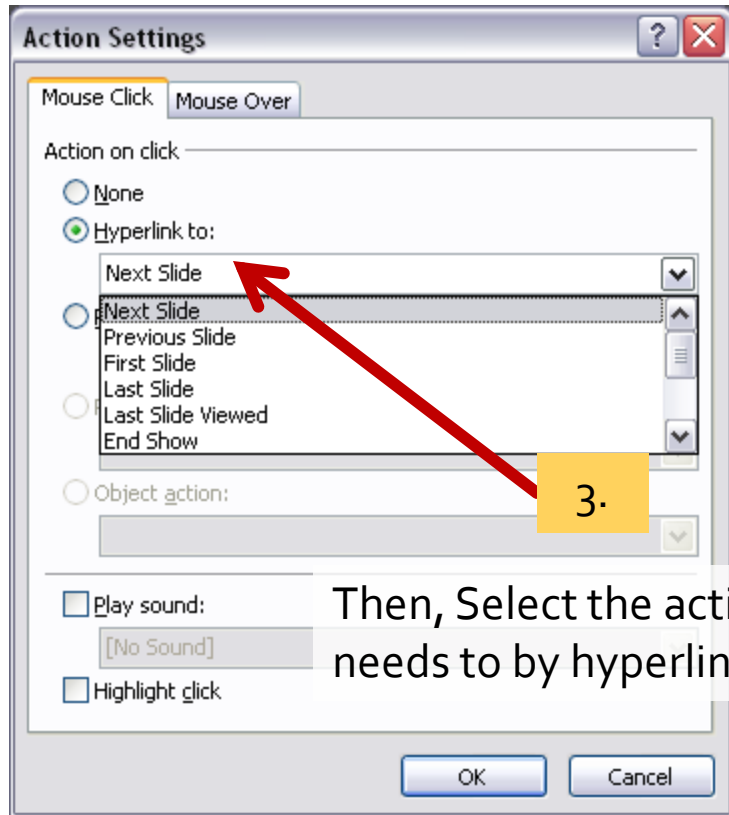
7.



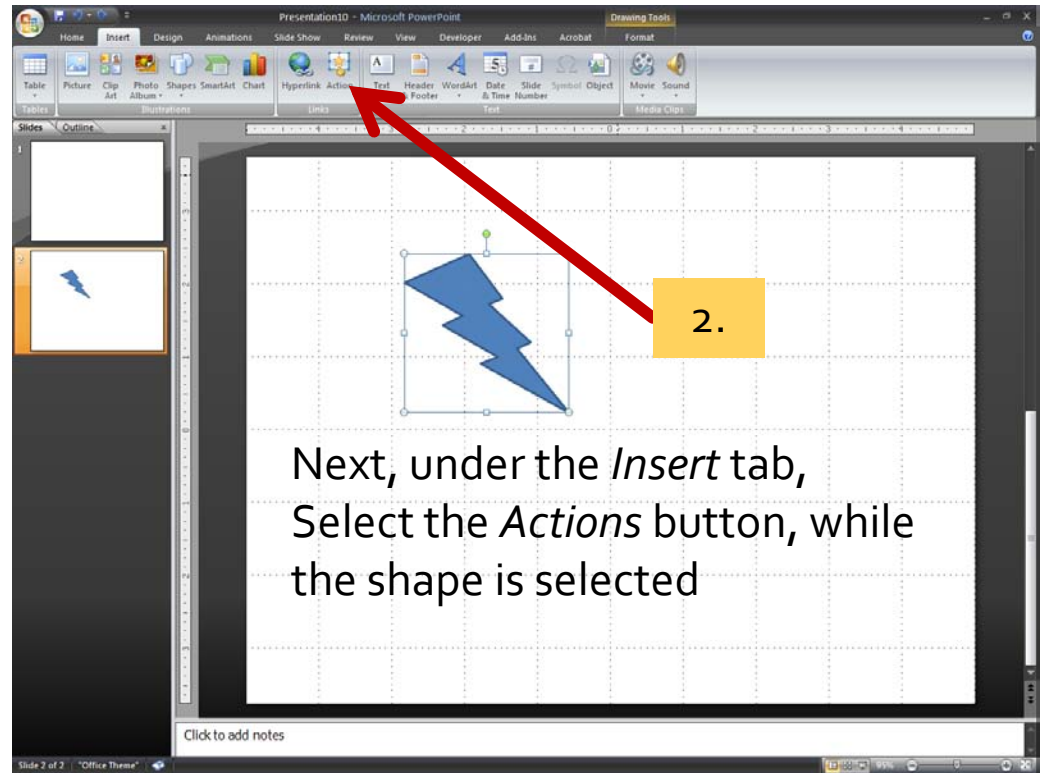
Assigning an Action to a Shape



First, draw the shape



Then, Select the action and/or where it needs to be hyperlinked to.



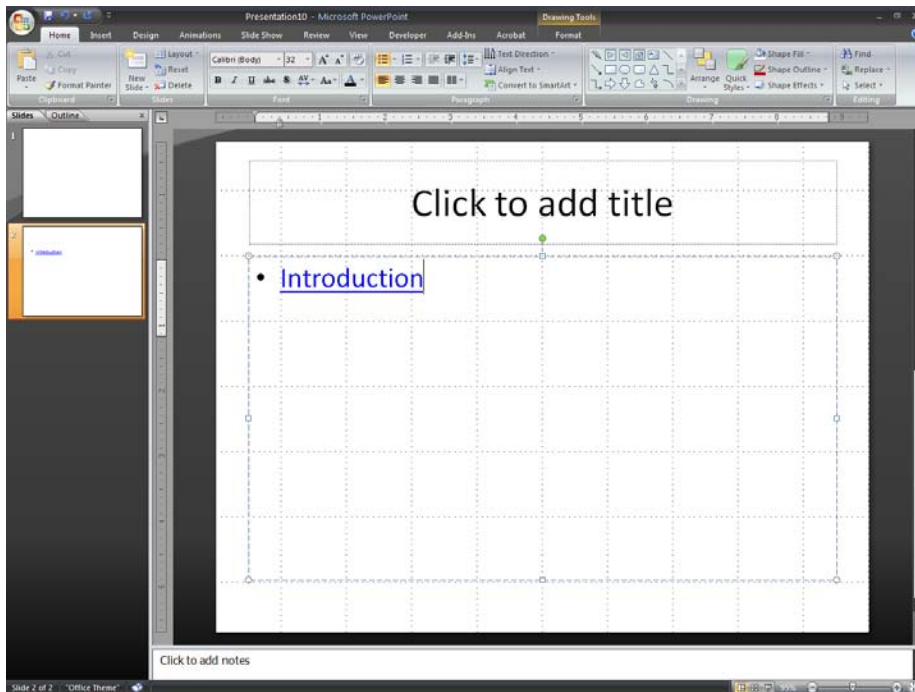
Compiling a Hyperlinked Contents List

Compiling a Hyperlinked Contents List

1. Insert a hyperlink, using the steps previously provided.
2. After inserting one hyperlink, press *OK* and insert another hyperlink.
3. Continue to add as many hyperlinks as needed.

Examples of Hyperlinked Contents List

1. Enter One Hyperlink



2. Enter Second Hyperlink

