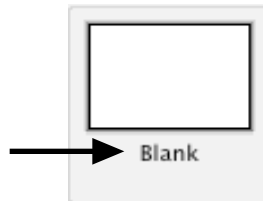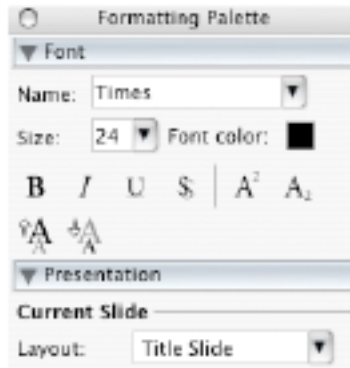## HYPERLINK  POWERPOINT  DIRECTIONS

1. Open **Microsoft  PowerPoint**

2. Select **PowerPoint Presentation** and click **OK**

3. Select **Blank** and click **OK**
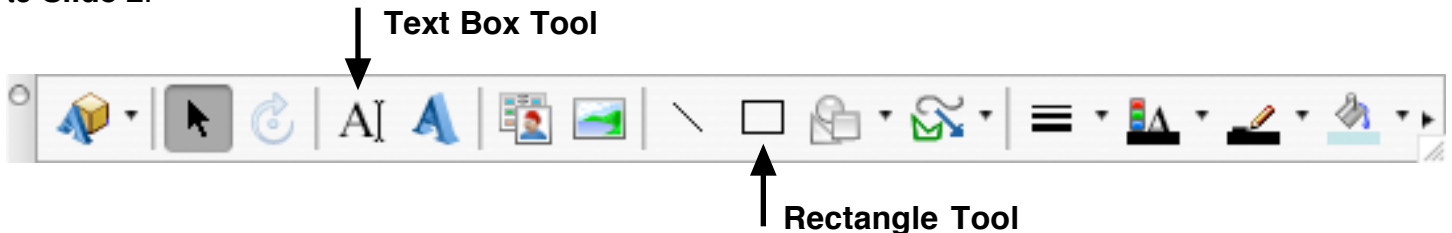


4. Go to **View** > **Formatting  Palette**



5. Go to **View** > **Toolbars** > **Drawing** (This may show up as vertical instead of horizontal.)



6. Create the number of slides needed for the specific assignment, all slides will need to be **Blank**. Do this by going to **Insert** > **New Slide** > **Choose Blank > OK**

7. Click on **Slide 1**. Then go to **Insert** > **Picture** > **From File** > Select the main picture for your hyperlink presentation. The main picture should have already been discussed in class, and it should be on your desktop. Once the picture has been inserted you may want to type a title or additonal text for the picture using the **Text Box Tool** (see below).
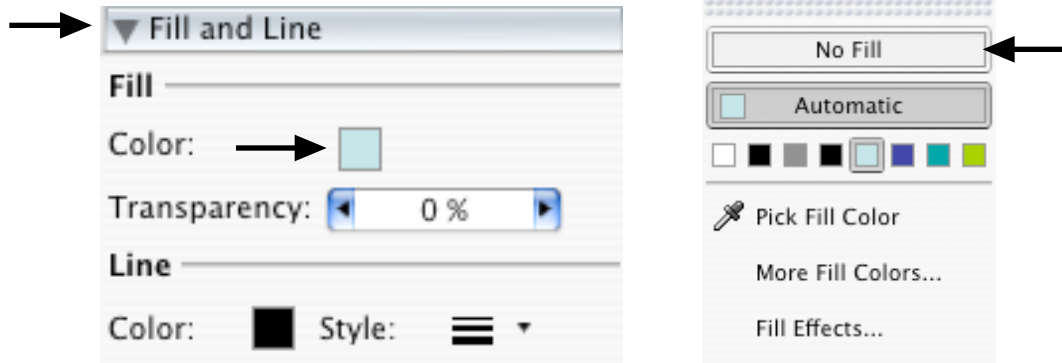
8. Select the **Rectangle Tool** and draw a rectangle on top of the first item on **Slide 1** to be hyperlinked to **Slide 2**.
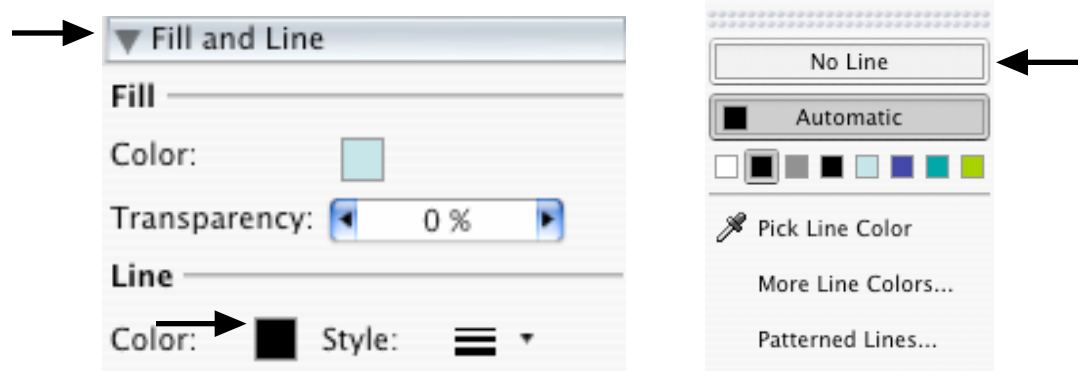
**Text Box Tool**



**Rectangle Tool**

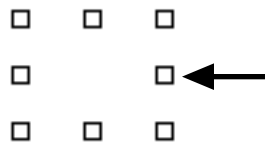The Rectangle will look like the one below:
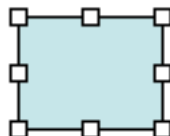
9. Go to the Formatting Palette's **Fill and Line** tab and click on the **blue box** next to **Color** under **Fill**. Select **No Fill**.



10. Go to the **Formatting Palette's Fill and Line** tab and click on the **black box** next to **Color** under **Line**.  Select **No Line**.
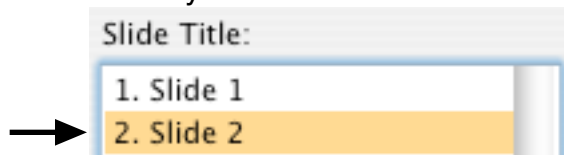


The blue box will now appear **transparent** with only the eight handles:



11. Go to the Format Palette's **Hyperlink** tab and click on the **down arrow** next to **No Link** by **On mouse click:** and select **Slide...**
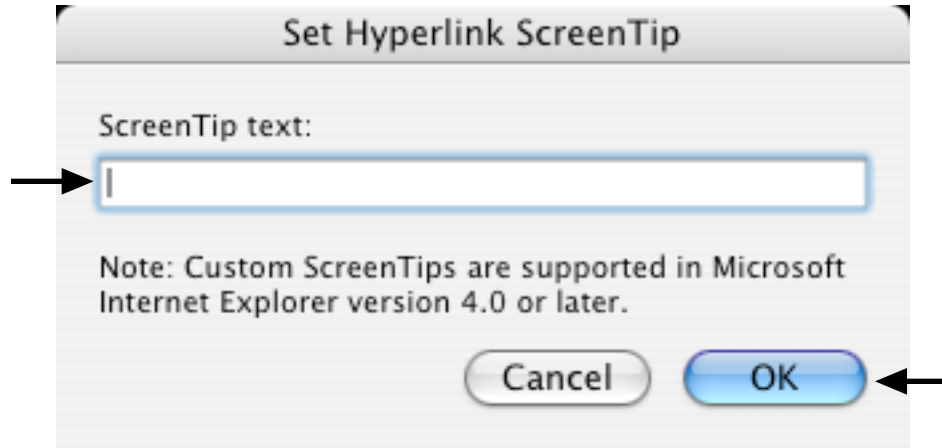


12. When the **Slide Title** box appears **select** the correct slide to which the transparent box is to be hyperlinked to and click **OK**. The first time you do this it would be **Slide 2**.

13. Go to **Insert** > **Hyperlink** and click **ScreenTip**

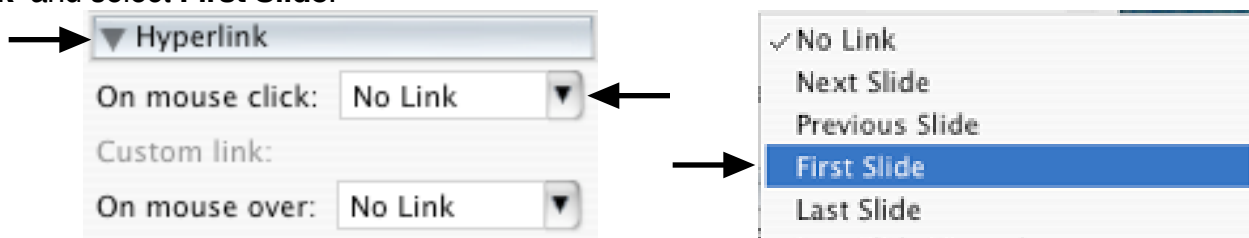| Link to: | | |
|---|---|---|
| Display: | <<Selection in Document>> | |
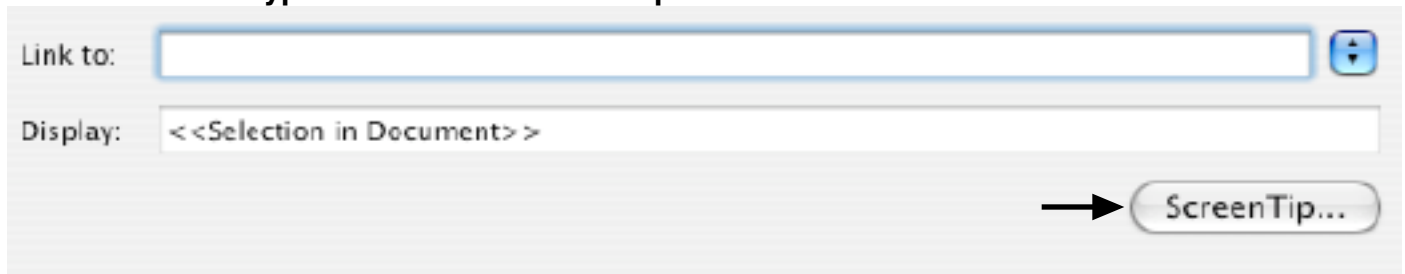
ScreenTip...

14. Type in the name that will appear when the mouse is placed over the transparent box in **Slide 1** and click **OK**. For example, if the transparent box is a city type the name of the city in the ScreenTip text box.

**Set Hyperlink ScreenTip**

ScreenTip text:

Note: Custom ScreenTips are supported in Microsoft Internet Explorer version 4.0 or later.

Cancel     OK

15. Click on the Slide that you just linked the transparent box to (The first time this is done it will be Slide 2). Go to **Insert** > **Picture** > **From File** > Select the picture or image for the slide.

16. Once the picture / image has been inserted click on the image to where the **handles** appear around the image. Go to the Format Palette's **Hyperlink** tab and click on the arrow next to **On mouse click: No Link** and select **First Slide**.

| ▼ Hyperlink | |
|---|---|
| On mouse click: | No Link ▼ |
| Custom link: | |
| On mouse over: | No Link ▼ |

| |
|---|
| ✓ No Link |
| Next Slide |
| Previous Slide |
| First Slide |
| Last Slide |

17 (optional) Go to the Formatting Palette's **Presentation** and select the **Transition** for the slide as it transitions back to **Slide 1**.

| ▼ Presentation | |
|---|---|
| **Current Slide** | |
| Layout: | Blank ▼ |
| Transition: | No Transition ▼ |
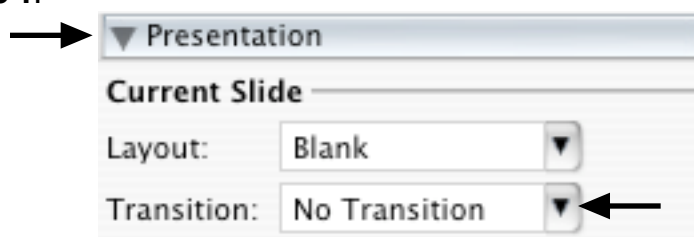
18. Complete steps **8 - 17** for each of the remaining Slides (e.g., Slides 3, 4, 5, etc.) that should be hyperlinked to **Slide 1**.