

## Hyperlinks within PowerPoint

This short guide will show you how to add hyperlinks within a slide in a PowerPoint presentation. This is useful for being able to jump around within a presentation. Examples include adding hyperlinked tables of contents, and hyperlinking subheadings on your slides.

1.) Shown here is a slide in my presentation that I want to link to each of the bullet topics contained on the slide. So, my first link will be between the list item “Employer Record - Profile Tab” on slide 4 and the slide on which that topic begins, slide 5.

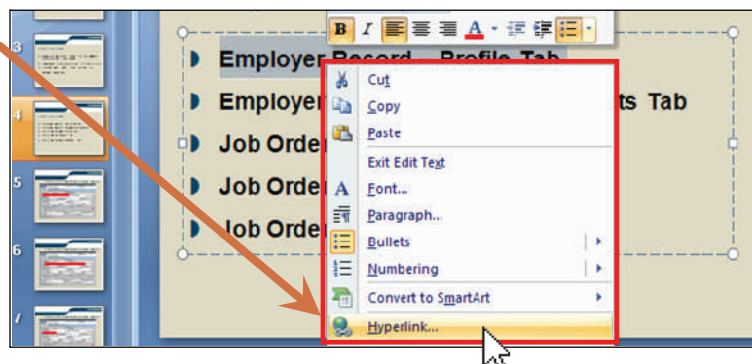
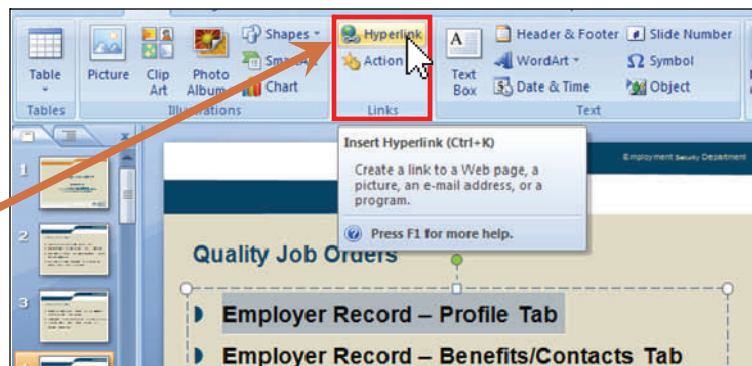


2.) My first step is to select the text for that bullet point, by left-clicking just after the bullet – to insert a text insertion point – then dragging my cursor over the item. (I could also select the item by triple-clicking on it.)



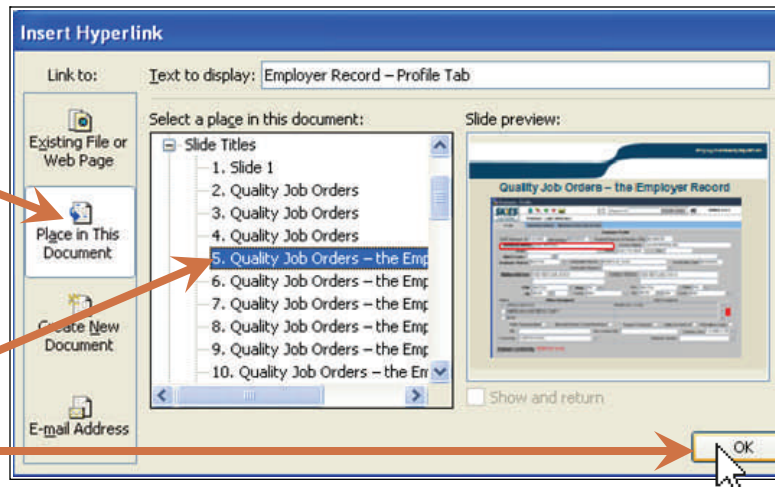
3.) After highlighting (selecting) the text, I need to indicate that I want to associate it with a hyperlink. I can do that by either:

- Clicking the **Hyperlink** icon in the **Links** section of the **Insert** tab on the **Office Ribbon**; or
- Right-clicking on the text, then selecting **Hyperlink** from the resulting menu items.



4.) The **Insert Hyperlink** dialog box appears.

- First, I click on the **“Place in This Document”** icon.
- Then I choose the correct destination for my link – slide 5 – in the **“Select a place in this document:”** box;
- Finally, I click on **OK** to effect this choice.

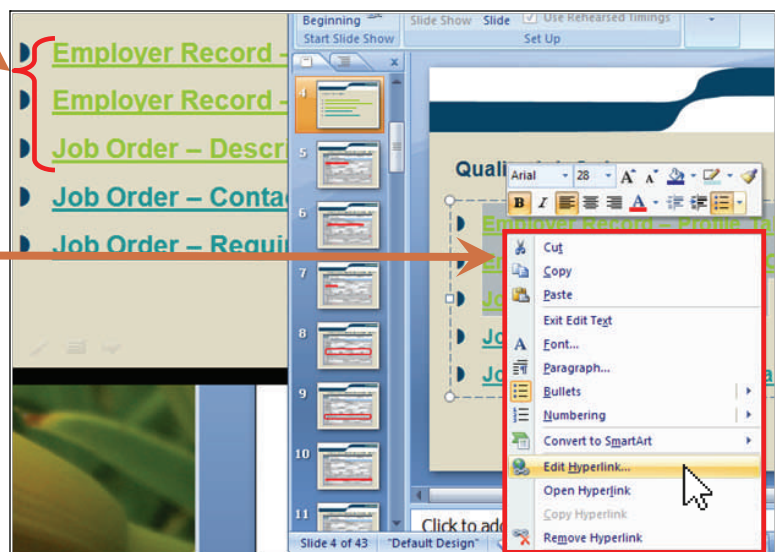


5.) A hyperlink has now been created between the selected line of text (bullet item) and slide 5. Clicking on this link, *while in Slide Show or Small Mode views* will jump the slide show directly to slide 5. Note that the link is underlined and in a distinctive color, just as you would expect in any live hyperlink.

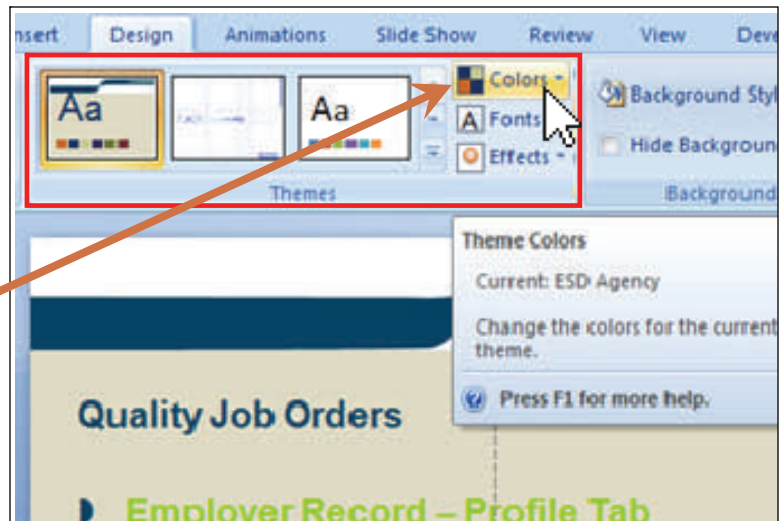


6.) Hyperlinks change color as shown, when they're *followed* during a slide presentation.

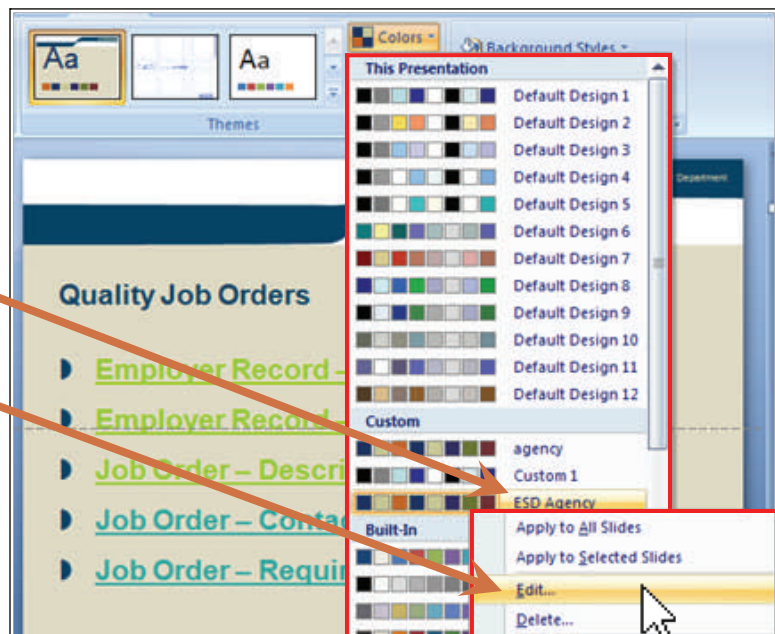
To restore the original “virgin hyperlink” color in my Normal View, I select the text for the links I’ve used. Then I right-click anywhere in that text and select **“Edit Hyperlink”** from my menu options. When the dialog box comes up (it’ll look like the one in 4. above, except be labeled **“Edit Hyperlink”**), I immediately click the **OK** button, and the followed links revert to their original, unused color.



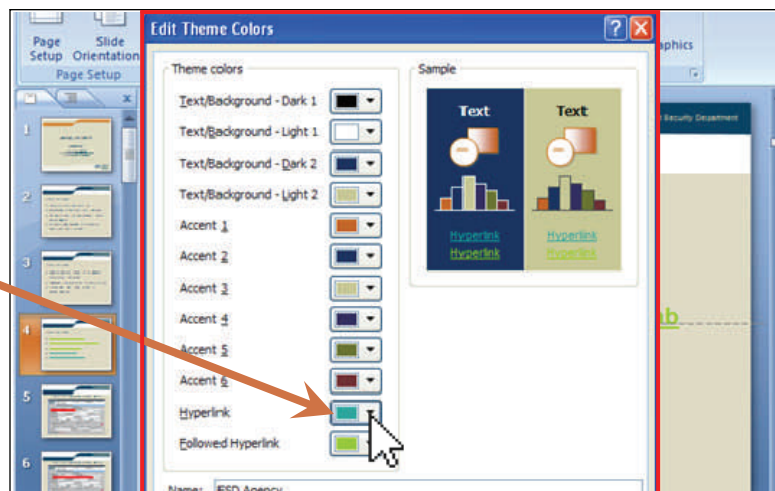
7.) The colors displayed above for original and “followed” hyperlinks derive from my choice of a particular agency color scheme. To change them *within the color scheme itself*, I need to first click on the “**Colors**” icon in the **Themes** section of the **Design** tab on the **Ribbon**.



8.) The drop-down menu displays a wide variety of color schemes, including the “**ESD Agency**” one originally chosen for this PPT presentation. I bring my cursor down to that choice and *right-click* my mouse, then select “**Edit...**” from the resulting menu.

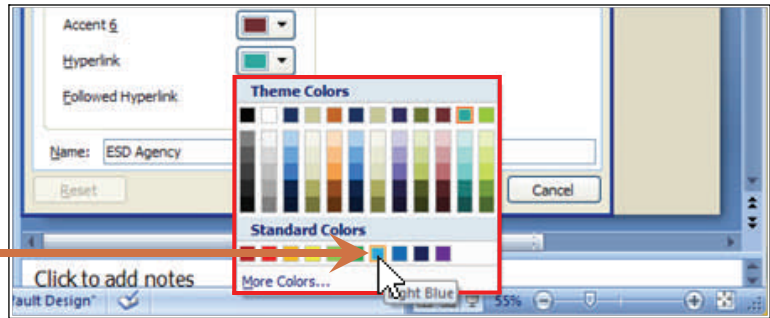


9.) The “**Edit Theme Colors**” dialog box opens, showing the **Text**, **Accent** and **Hyperlink** colors assigned to this theme. I’ll click on the arrow next to the color assigned to **Hyperlinks**.

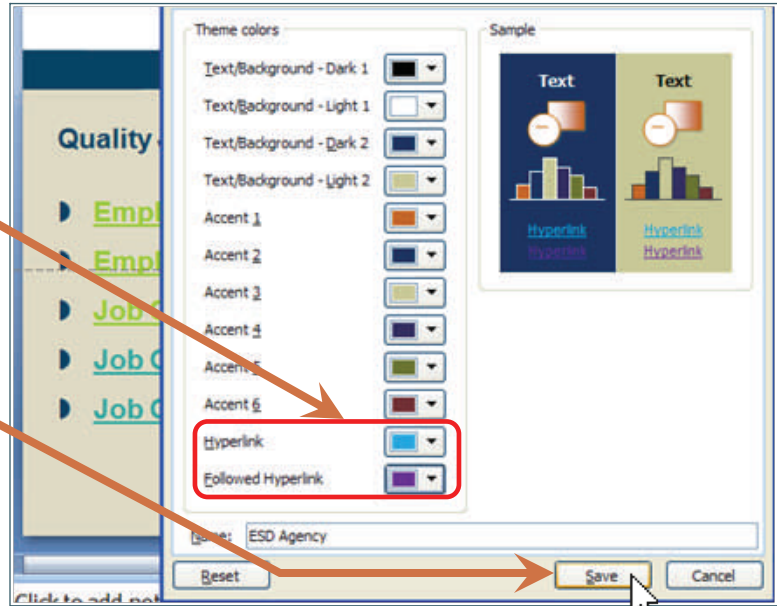




10.) With the previous click, I've opened a "palette" of colors to choose from to replace the original **Hyperlink** one. I'm choosing a traditional light blue.



11.) After selecting a new choice for both the **Hyperlink** and **Followed Hyperlink** colors, I'll click on the **Save** button to convert both of them at the same time.



12.) And here I am, back on the slide where I installed the hyperlinks, with my preferred colors now showing for both original and followed links.

