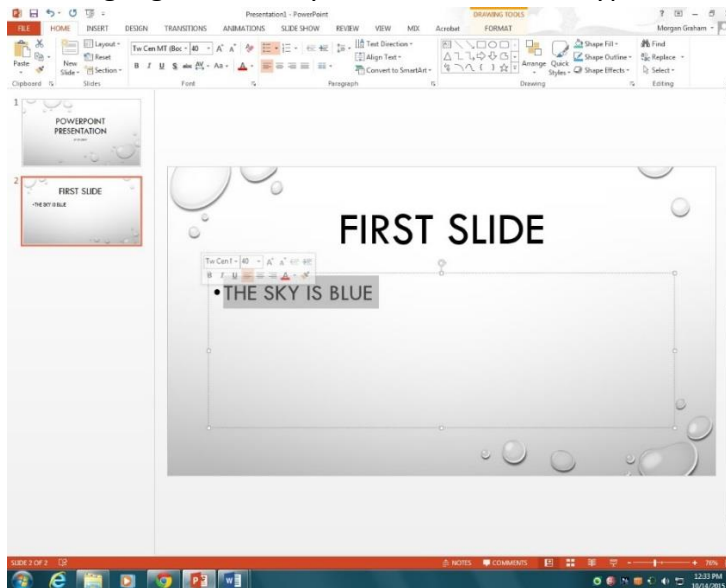


# Hyperlinks in PowerPoint

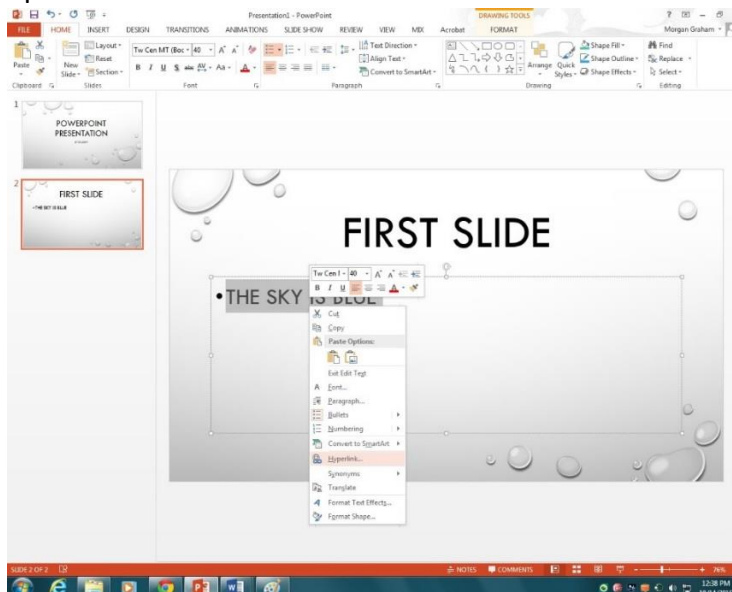
The purpose of this tutorial is to show you how to add a usable link to your PowerPoint Presentation. Hyperlinks allow you to make an immediate short cut to a web address of your choice. They are used to navigate to a file or web address quickly and easily.

## Adding a Hyperlink to Text

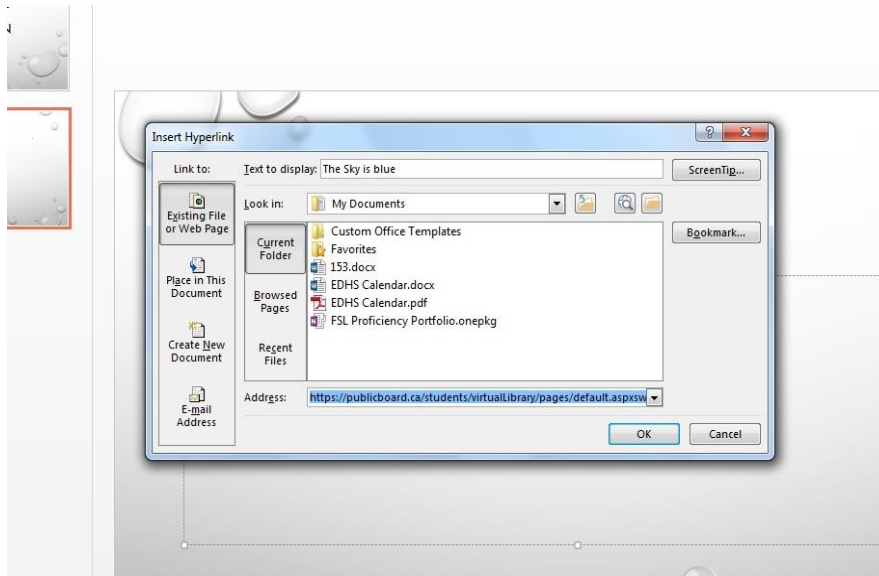
1. First, highlight the text you want to add the hyperlink to.



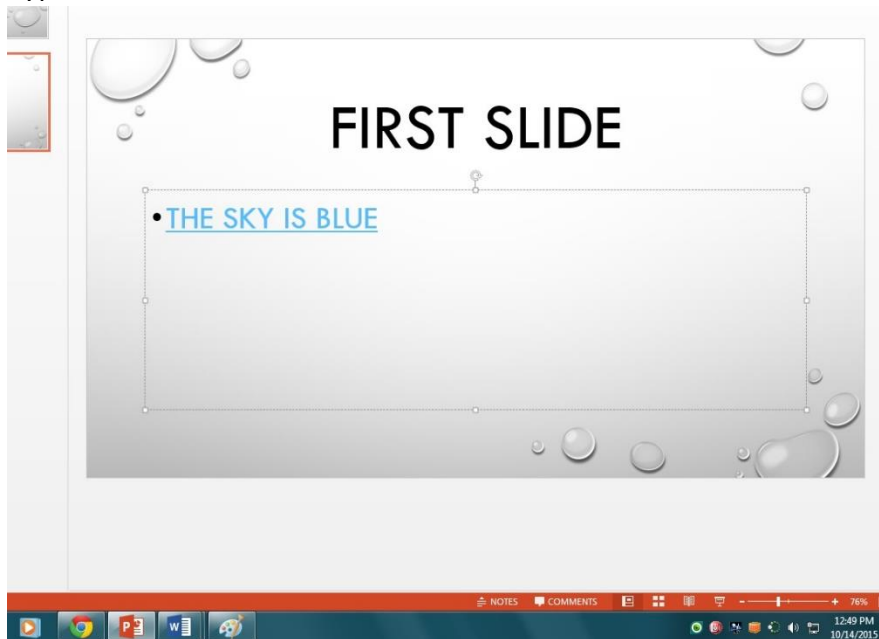
2. Right-click on the highlighted text and in the drop down menu, click the “Hyperlink” option.



3. Next in the pop-up menu, paste your web address that you want the text to be linked to in the “address” bar. Then click “OK”.



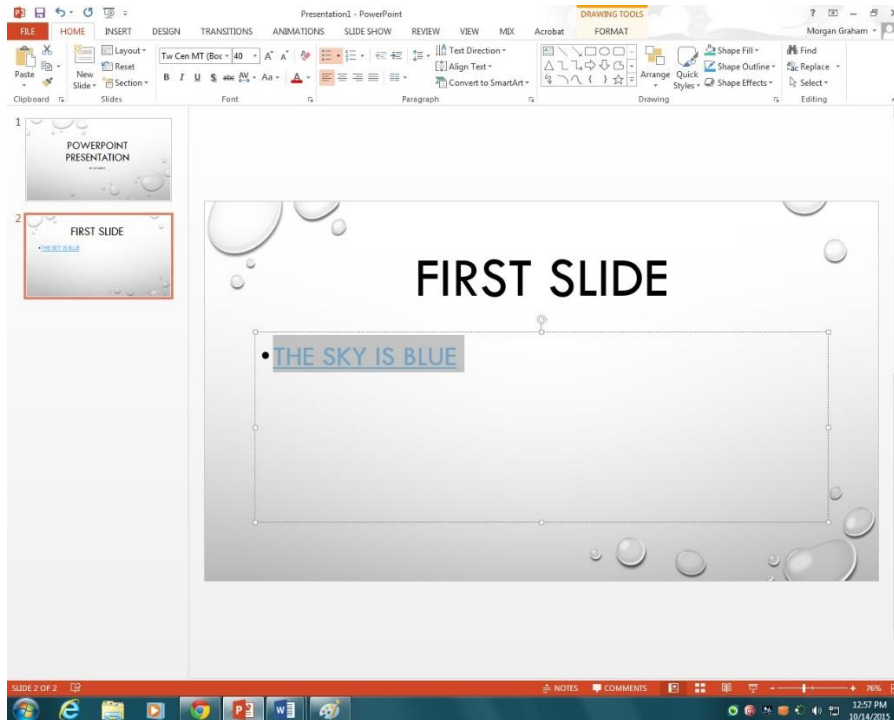
4. Your text should now be blue with an underline. This means that this text now has a hyperlink.



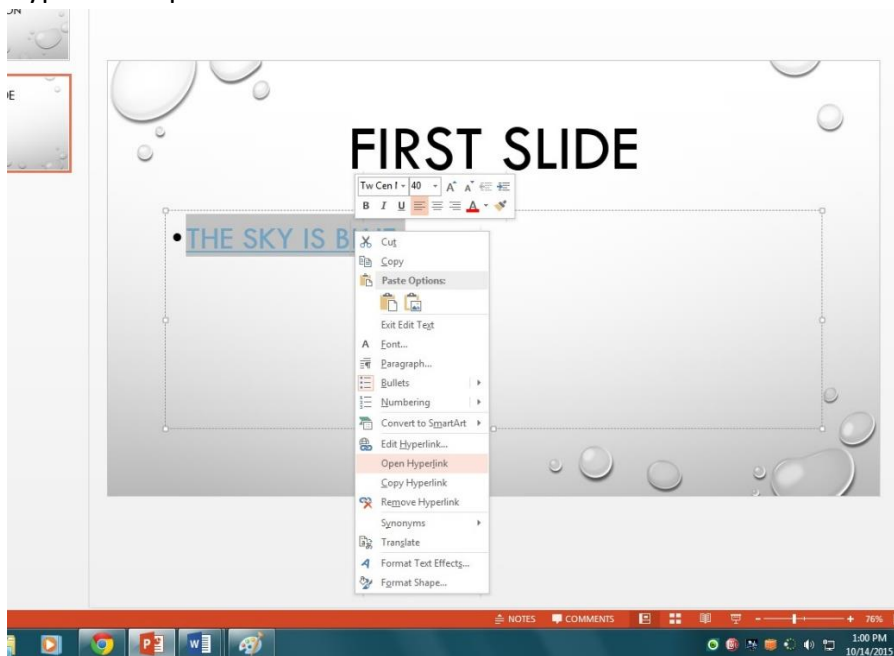
**If you want to add a hyperlink to an image, it is the exact same process. However, instead of highlighting the image, you must select it.**

## How to View Your Hyperlink

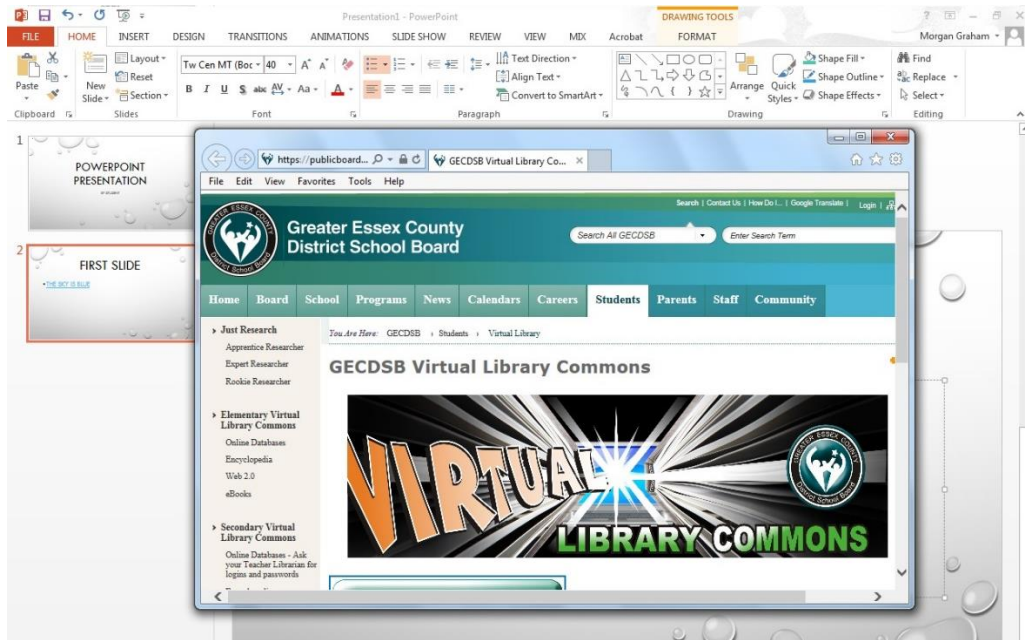
1. First, highlight your hyperlinked text.



2. Right-click on the highlighted text and in the drop-down menu, click on the "Open Hyperlink" option.



3. Your Hyperlink should now send you to your desired web page. It will open in a new tab in your browser.



**When trying to use a hyperlink while in Presentation Mode, all you must do is click on the text to open it.**