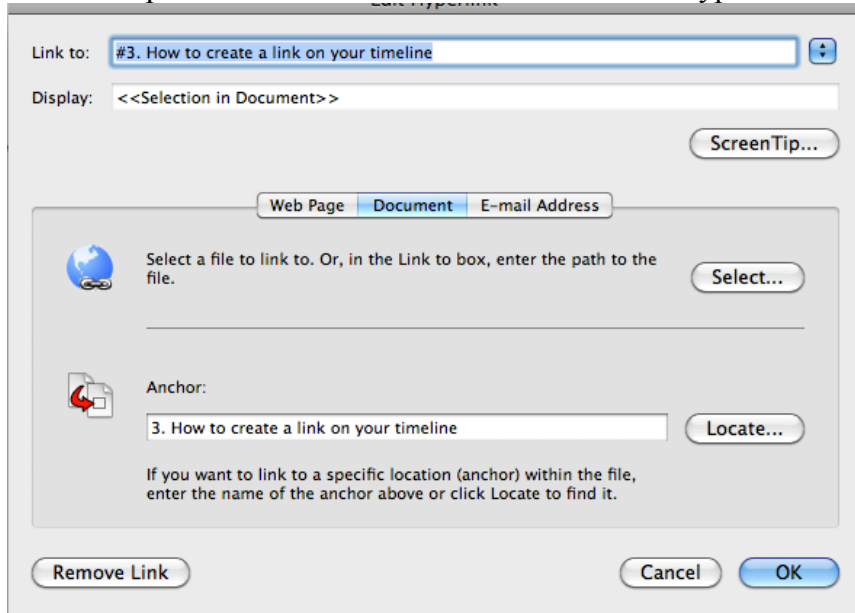


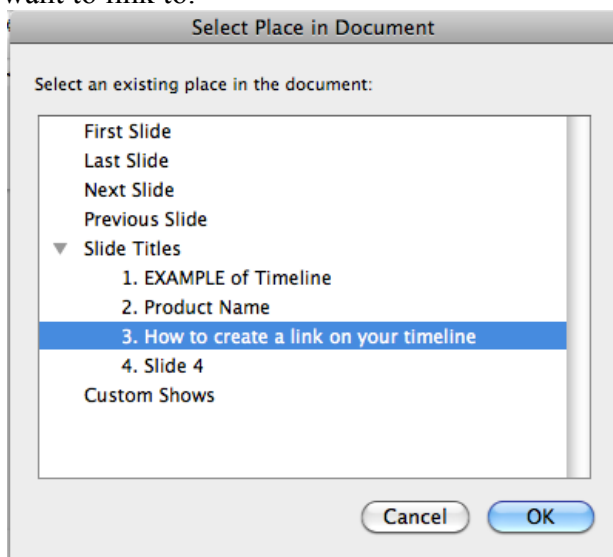
## How to insert a hyperlink in your Power Point Presentation

1. Create the word or picture you would like to link from somewhere on your slide
2. Click on the item or highlight the words that you want to link from
3. At the top click on “INSERT” then scroll down to hyperlink

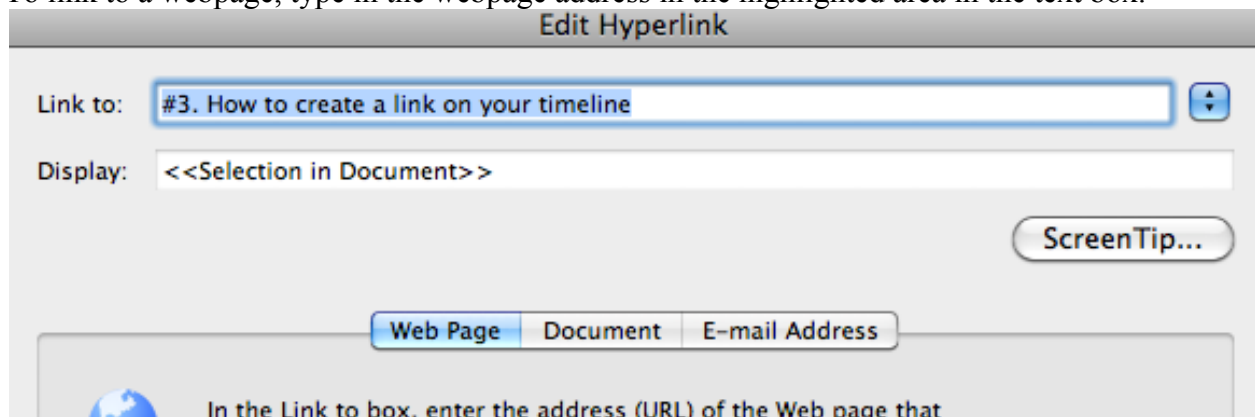


–From here you can choose whether it is going to be linked to a web page, document or within the power point.

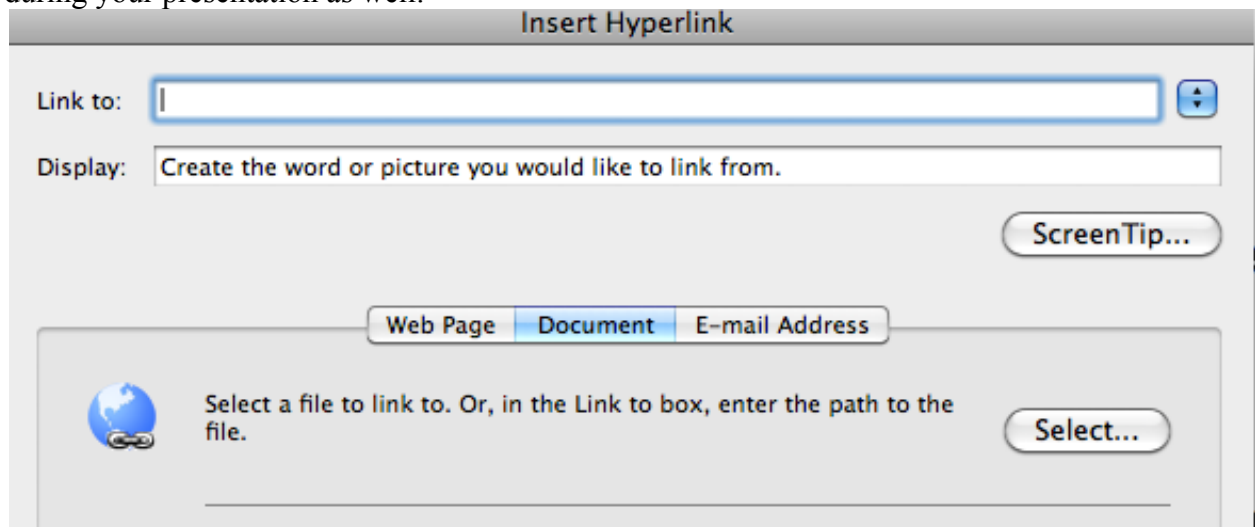
–If it is within the power point choose ANCHOR, click on LOCATE and pick what slide you want to link to.



To link to a webpage, type in the webpage address in the highlighted area in the text box.



To link to a document, click on the SELECT button and find the document on the computer that you would like to link to. You need to make sure that the document will be on the computer during your presentation as well.



4. On the page that you link to ALWAYS have a home button on the screen to return to your timeline. You will create this in the same way as shown above.

5. Finally, be sure to check whether the link works in your power point presentation.