

Creating Hyperlinks/Navigation with text Instructions

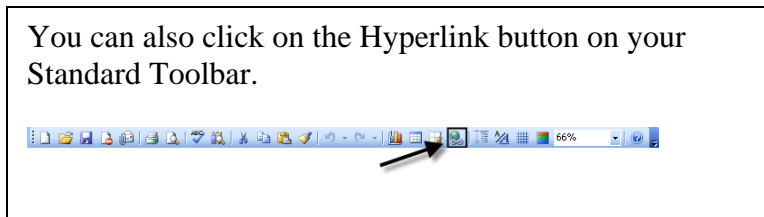
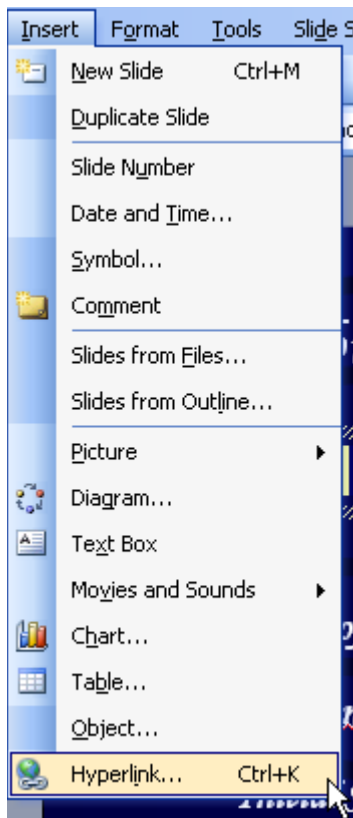
Action Buttons are a great way to indicate to a user that they have to click a button to do something else in a presentation; however, sometimes you may not want to use a button and would rather use text instead. You can link text in PowerPoint to make it interactive (similar to using buttons). Sometimes you may not want a PowerPoint presentation in a linear sequence. You may want the user to be able to “jump” to different slides in the presentation. There are two different ways you can link text: linking text or the text box. Depending on who will be using the interactive PowerPoint – may make a difference in which way you choose to link text.

Linking Text

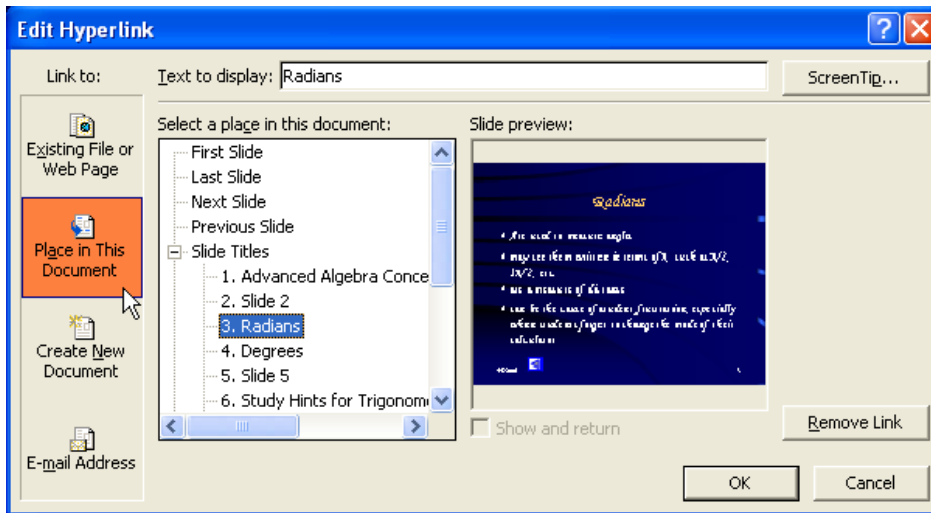
1. Create a text box.
2. Type in your text.
3. Highlight the text.



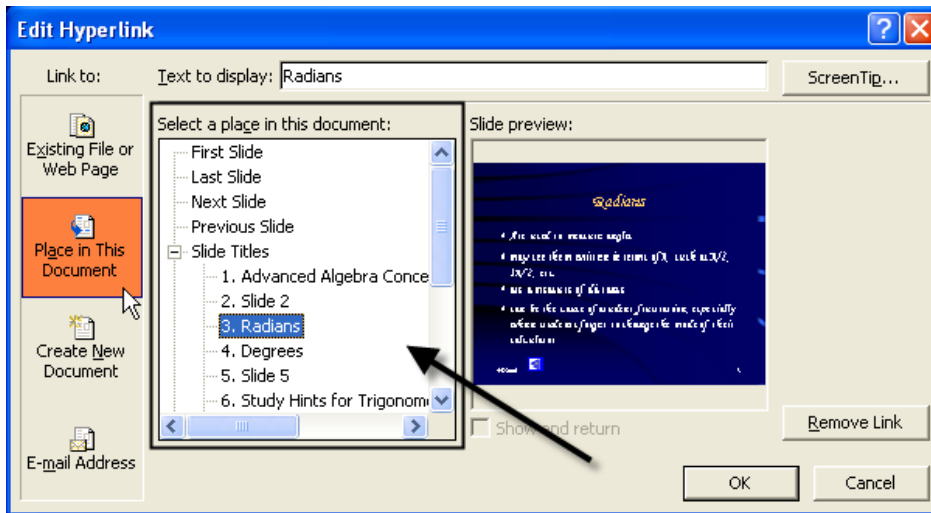
4. Go to **Insert > Hyperlink**



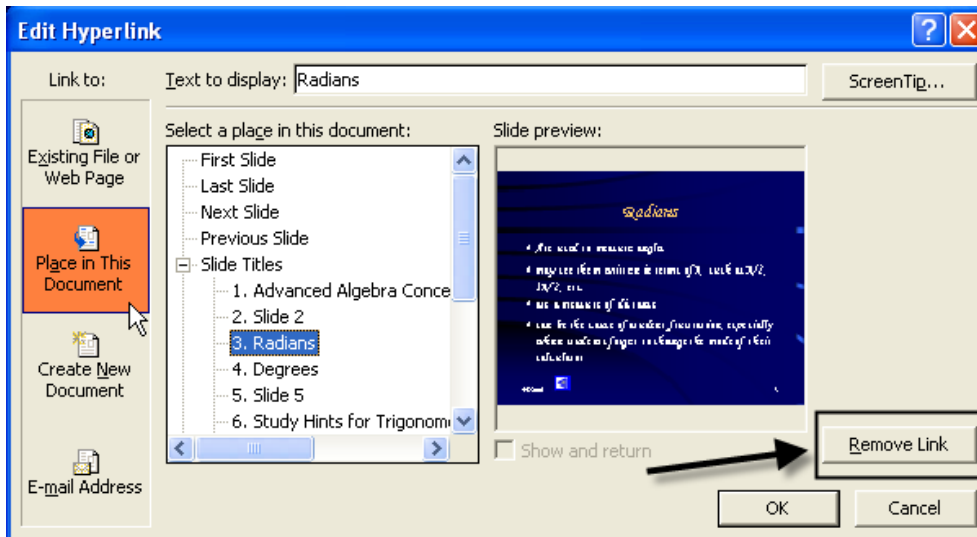
5. Click the **Place in This Document** button on the left side of the window.



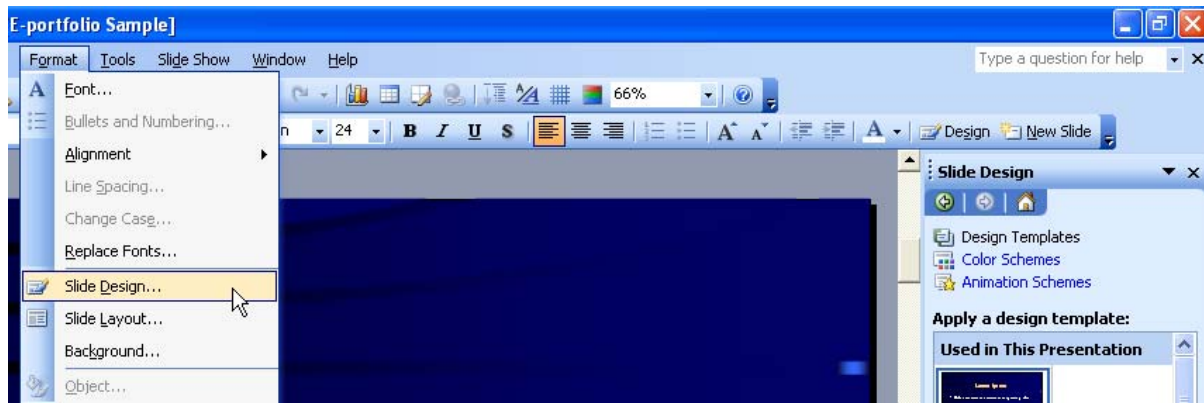
6. Then **choose which slide you would like to link to** in the *select a place in this document* section and **click OK**.



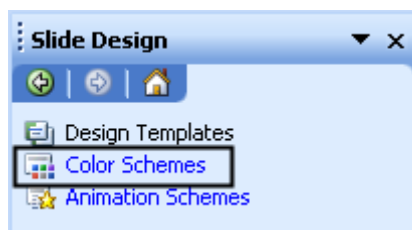
7. You can also remove a link from text by clicking on the Remove Link button.



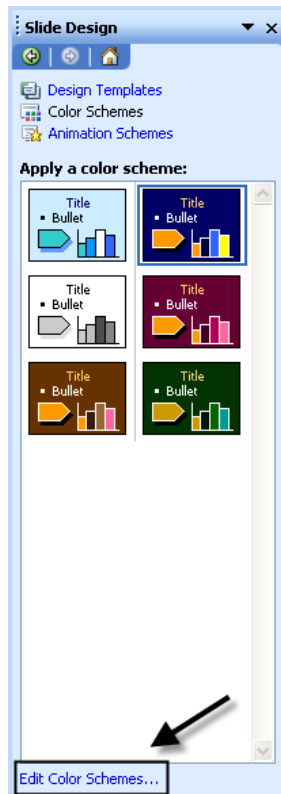
8. To change the color of the hyperlinks, go to **Format > Slide Design**



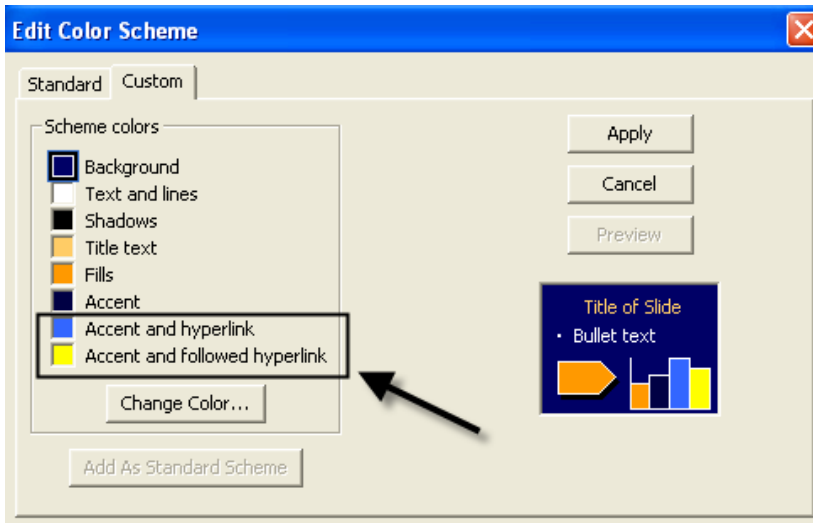
9. Click the **color schemes** link in the *Slide Design Task Pane*.



10. Click on the **Edit Color Schemes...** link at the bottom of the *Slide Design Task Pane*.



11. Click on the **color box of the Accent and hyperlink** and click **Change Color...**



12. You can also modify the Accent and followed hyperlink color. Click on the **box of the Accent and followed hyperlink** and click **Change Color...**

13. Click **Apply**.

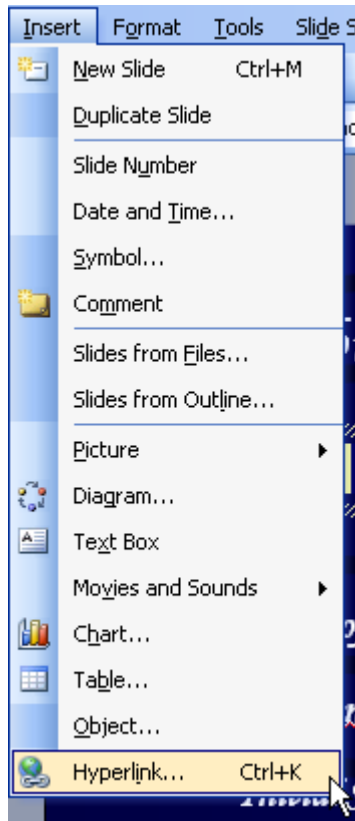
Linking a Text Box

1. Create a text box.
2. Type in your text.
3. Click on the text box.

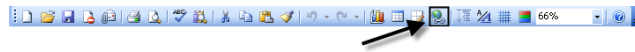


Make sure the cursor is not blinking inside the text box.

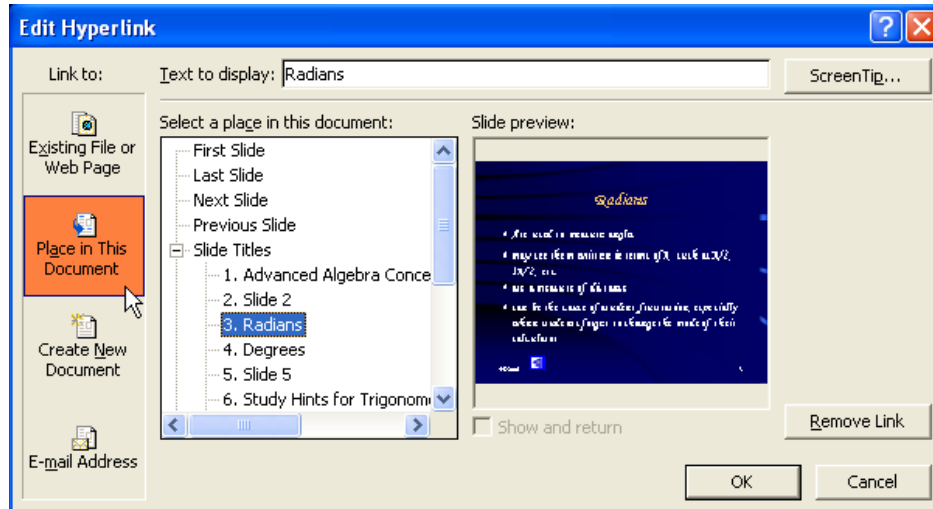
4. Go to **Insert > Hyperlink**



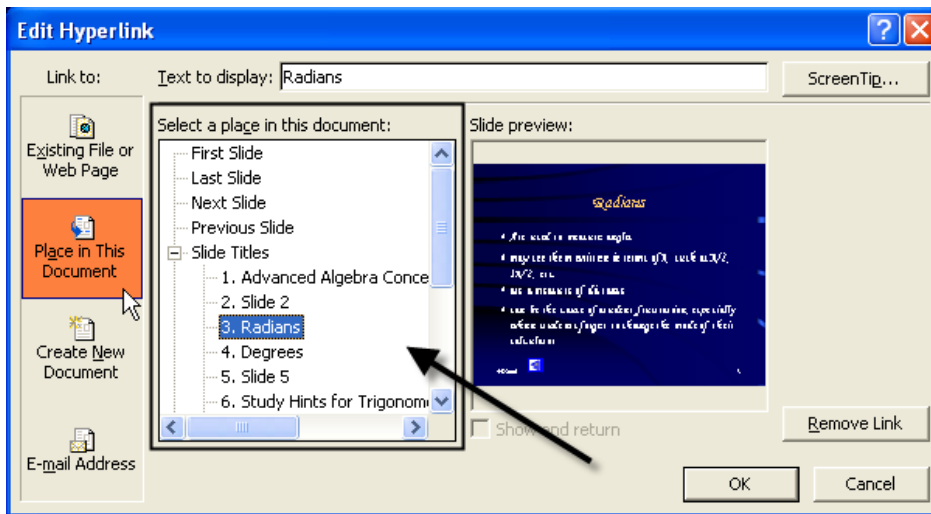
You can also click on the Hyperlink button on your Standard Toolbar.



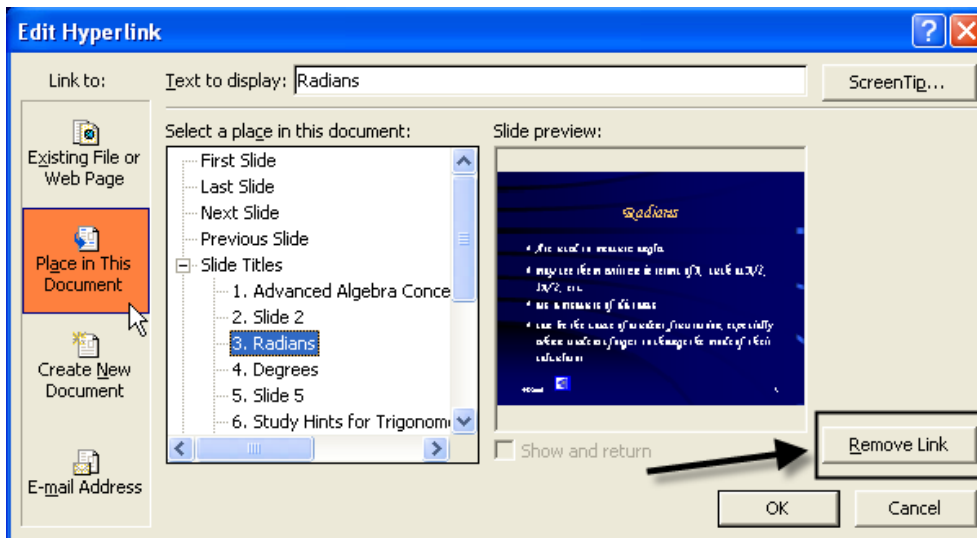
5. Click the **Place in This Document** button on the left side of the window.



6. Then **choose which slide you would like to link to** in the *select a place in this document* section and **click OK**.



7. You can also remove a link from text by clicking on the Remove Link button.



Tips to remember hyperlinking text or text boxes:

- Hyperlinking text will
 - Underline the text.
 - Standout to someone because it looks like a hyperlink on the Internet.
- Make sure the color for the hyperlink and followed hyperlinks can be read on the slide.
- Similar text links should be placed in similar locations from slide-to-slide. This will make it easier for the user to find the links for navigation.
 - Once you find a good location – copy and paste the button from one slide to next to make sure the location exactly matches the other button.
 - If buttons are manually placed in the presentation – they could appear to be “jumping” from one slide to the next.
- Text should not be too big – this could distract the user from the content.
- Text should not be too small – this could make it hard for the user to find them or read what it says.
- Make sure to turn the Browse at Kiosk option on – so only navigation links will work for the user.
- Make sure to test!!

- If you forget a link on a slide – the user could be stuck in the presentation with no place to go.
 - If you hyperlink the text to the wrong location – it may confuse the user.
- Make sure the color of the text goes well with the color scheme of the presentation.