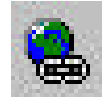
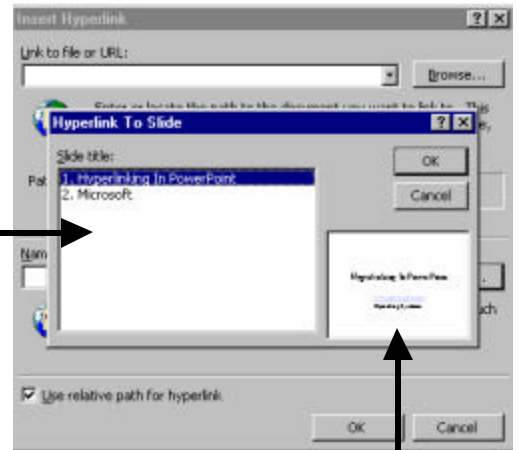


Inserting Hyperlinks into PowerPoint 97

1. On your slide, highlight the word or words that you want to turn into a hyperlink.
2. Click on the **Insert Hyperlink** button on your button bar. (If you do not see this button, click on **Insert** on your menu bar, then click on **Hyperlink**.)
3. If you have not done so already, a message will appear asking if you want to save your work. Click on **Yes**.
4. Click on **Browse** and use the window to find the slide to which you want to link.



This window lists all the slides in your presentation.



This window shows what the slide you have selected looks like.

5. If the hyperlink is going to be to a Web site or to another document, use the top line to type the address or file name and location. If you are not sure the location of the file, you can click on **Browse** and navigate to the file location.



7. To make a graphic a hyperlink, select the graphic and follow the steps above.

Creating a graphical hyperlink