

Creating a Hyperlink to an Outside Website in PowerPoint

The process is as simple as 1, 2, 3 . . . adding an action button, 'programming' the action button, and clicking the action button.

1. Add the action button

- a. Click on the **Slide Show** pull-down menu, go to **Action Buttons** and choose any of the buttons presented.
- b. Your cursor changes to a "+". Click and drag to draw the button to your desired size.

2. Program the action button

- a. As soon as you let go, a dialog box appears asking you what you want to do with the button. Click the radio button next to "Hyperlink".
- b. Then, use the pull-down and scroll to "URL . . ."
- c. In the "Hyperlink to URL" dialog box, type the URL you want PowerPoint to go to. (You must use the whole URL: http://www. . . etc.
- d. Click "OK" and click "OK" again.

3. Click the action button

- a. In "Show Mode", when you come to the slide with the action button, simply click it to be taken to the website.
- b. HINT: The webpage loads in Explorer . . . to get back to your slide show, use the "ALT + Tab" to cycle through the open items in your task bar.

That's it!