



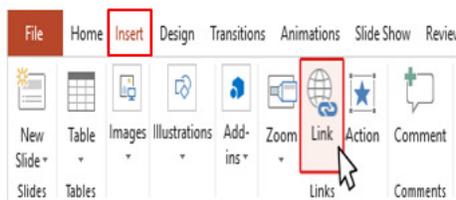
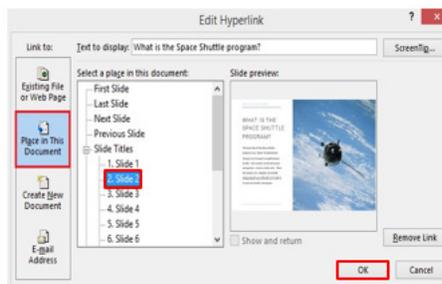
Create and Manage Reference Elements (hyperlinks)

Session: Create and Manage Reference Elements (hyperlinks)

Create and Manage Reference Elements > Create Hyperlinks within Presentations

To add a hyperlink to another slide:

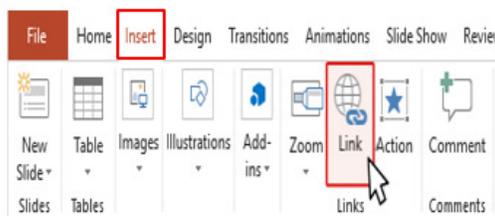
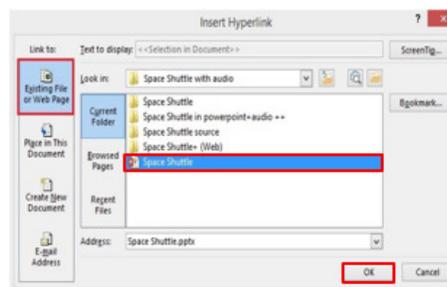
1. Select the text
2. Click **Insert**> Under the **Links** ribbon, Click **Link**> under **Link to**, Click **Place in This Document**> Select the desired Slide > Click **OK**



Create and Manage Reference Elements > Create Hyperlinks within Presentations

To add a hyperlink to an existing document:

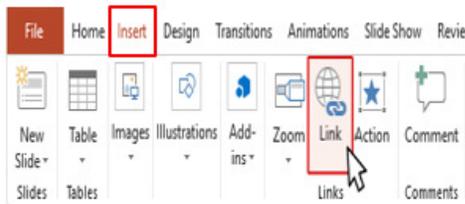
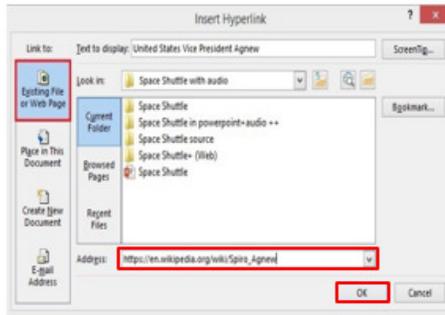
1. Select the text.
2. Click **Insert**> Under the **Links** ribbon, Click **Link**> under **Link to**, Click **Existing File or Web Page**.
3. Browse to the file location / Select the file you want to link > Click **OK**.



Create and Manage Reference Elements > Create Hyperlinks for Files and Other Sources

To add hyperlink to external Website:

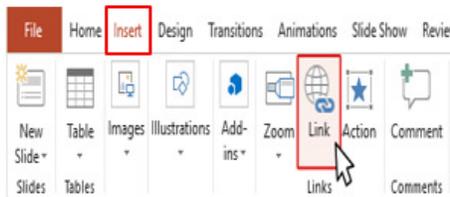
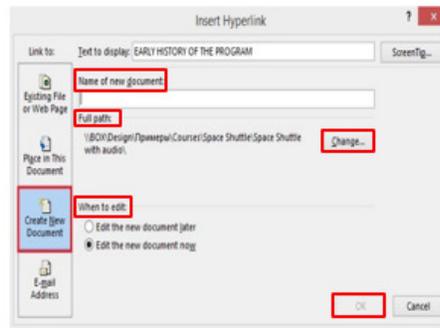
1. Select the text you want to link
2. Click **Insert**> Under the **Links** ribbon, Click **Link**> under **Link to**, Click **Existing File or Web Page**
3. Type-in the desired address in the address box > Click **OK**



Create and Manage Reference Elements > Create Hyperlinks for Files and Other Sources

To add a hyperlink to a new document:

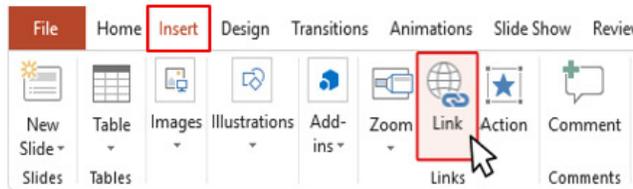
1. Select the text
2. Click **Insert**> Under the **Links** ribbon, Click **Link**> under **Link to**, Click **Create New Document** > under the **Name of the new document**, Type the desired document > under **Full path**, Click **Change**
3. If you want to edit, under **When to edit**, select **Edit the new document now** > Click **OK**



Create and Manage Reference Elements > Create Hyperlinks for Files and Other Sources

To add a hyperlink to a new e-mail address:

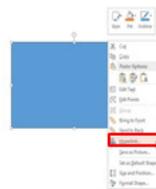
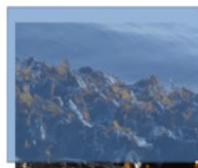
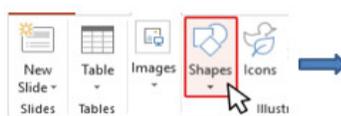
1. Select the text
2. Click **Insert**> Under the **Links** ribbon, Click **Link**> under **Link to**, Click **E-mail Address** > under the **E-mail address**, Type the desired address > under **Subject**, type-in the subject>Click **OK**



Create and Manage Reference Elements > Create Hyperlinks for Files and Other Sources

To create hyperlink video:

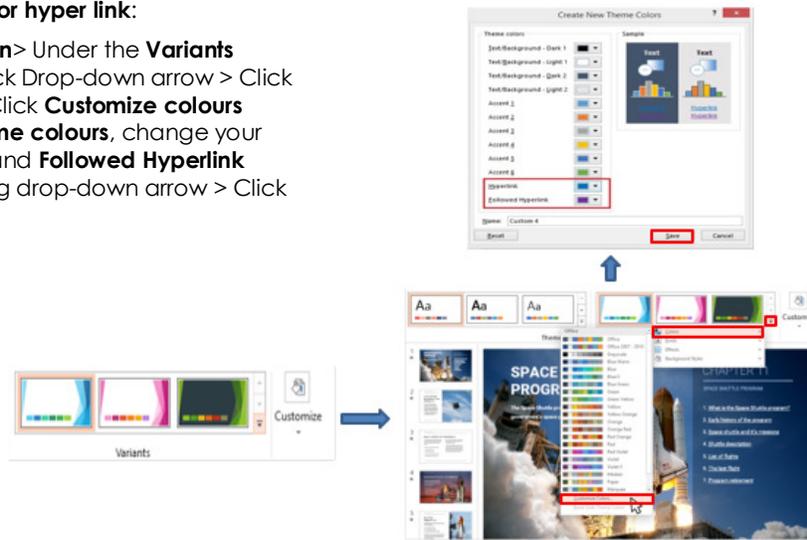
1. Click **Insert**> Under the **Illustrations** ribbon, Click **Shapes**> select desired shape
2. Draw the Shape over the video > Right click on the shape > Click **Hyperlink**, choose desired destination > Click **OK**
3. Again, Right Click on the shape > under **Fill**, Click **No Fill** > under **Outline**, Click **No Outline**



Create and Manage Reference Elements > Create Hyperlinks for Files and Other Sources

To Change colour for hyper link:

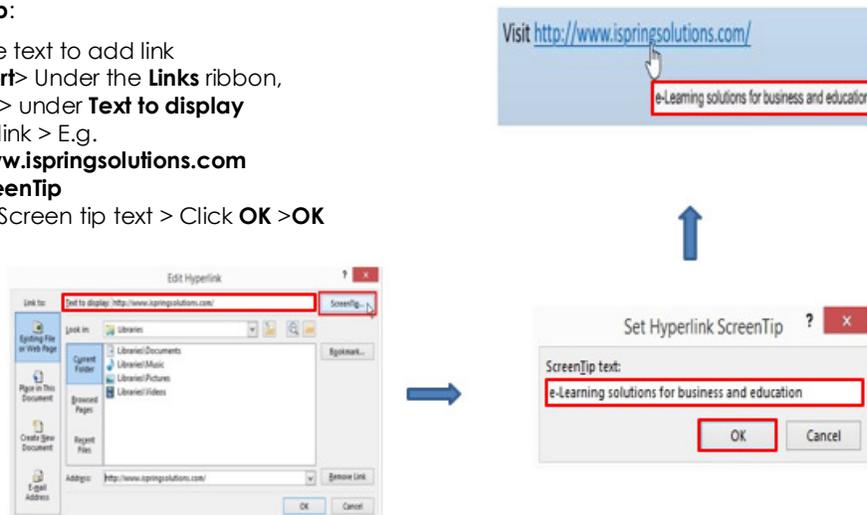
1. Click **Design**> Under the **Variants** ribbon, Click Drop-down arrow > Click **colours** > Click **Customize colours**
2. Under **Theme colours**, change your **Hyperlink** and **Followed Hyperlink** colour using drop-down arrow > Click **Save**



Create and Manage Reference Elements > Create Hyperlinks for Files and Other Sources

To add a ScreenTip:

1. Select the text to add link
2. Click **Insert**> Under the **Links** ribbon, Click **Link**> under **Text to display**
3. Type the link > E.g. **http://www.ispringsolutions.com**
4. Click **ScreenTip**
5. Type the Screen tip text > Click **OK** >**OK**



Create and manage reference elements (hyperlinks) > Key Takeaway

In this module you learnt that:

- Hyperlinks are very powerful feature which supports to jump within/outside the presentation without affecting the presentation flow.
- Hyperlinks can be added to:
 - Another slide
 - Existing document
 - New document
 - External website
 - External video such as YouTube
 - E-mail id
 - Embedded video
- Hyperlink colour can be customised according to the presentation theme.
