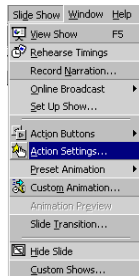


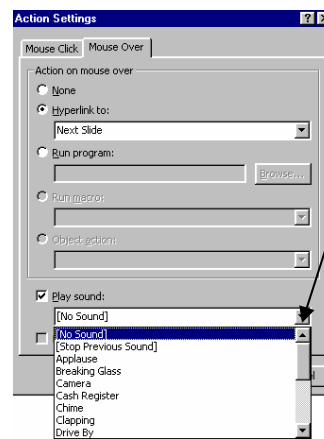
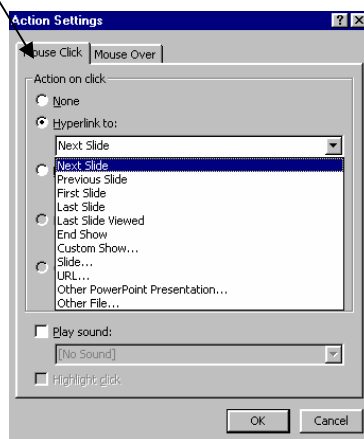
Creating Hyperlinks

You can use any text, graphic, or object into a hyperlink.

- ✚ On the slide to which you want to add a hyperlink, select the object or text you want to make the link.
- ✚ Pull down the **Slide Show** menu and click on **Action Settings**.



- ✚ You have two options. If you want the hyperlink to work when you click the mouse, choose the **Mouse Click** tab. If you want the hyperlink to work when you move the mouse over the object, choose the **Mouse Over** tab. Both options also provide sound options.



- ✚ Use the arrows to see the list of options available to you, choose by clicking on it, and click **OK**.

Editing a hyperlink can be difficult because each time you try to click on it, it links you, instead of highlighting. To select text or part of text in a hyperlink, click to put the cursor on either side of the link **and hold down the Shift key, while you use the arrow keys to select the link text.**

You can turn off automatic hyperlinks. Pull down **tools** menu, move to **AutoCorrect**, and in the **Replace As You Type** area, click **AutoFormat As You Type** tab. Check to clear the mark from the box beside **Internet and network paths with hyperlinks.**