

Adding Links

While giving your PowerPoint presentation, you have more options than simply advancing through your slides. You can create links within your presentation that will allow you to jump to another slide or presentation, open a website or file, or add automatically updating material from another program.

PowerPoint provides two ways to create links, each of which serves a different function. You can add linked objects to your presentation, which allows you to display an object that was created in another program (such as an Excel graph). When the object is updated in its original program, those changes will be reflected in the object in your presentation. You can also link objects such as text or graphics to other pages or slides, allowing you to bring up new information by clicking the link.

Placing Linked Objects

This option allows you to place a dynamically linked object, which was created in another program. The dynamic link means that when the object is updated in its native program, the linked object in your presentation is also updated. For example, a linked Excel chart in your presentation will be automatically updated whenever the spreadsheet data is updated in Excel.

In order for an object to be linked, the program used to create the original object must support object linking and embedding (OLE). All Microsoft Office programs support OLE, unless you are working in compatibility mode (e.g., OLE will not be supported if you are linking to an Excel 2003 chart in a PowerPoint 2007 presentation). OLE is the feature which allows information changed in another program (e.g., a changed chart in Excel) to be updated automatically in PowerPoint.

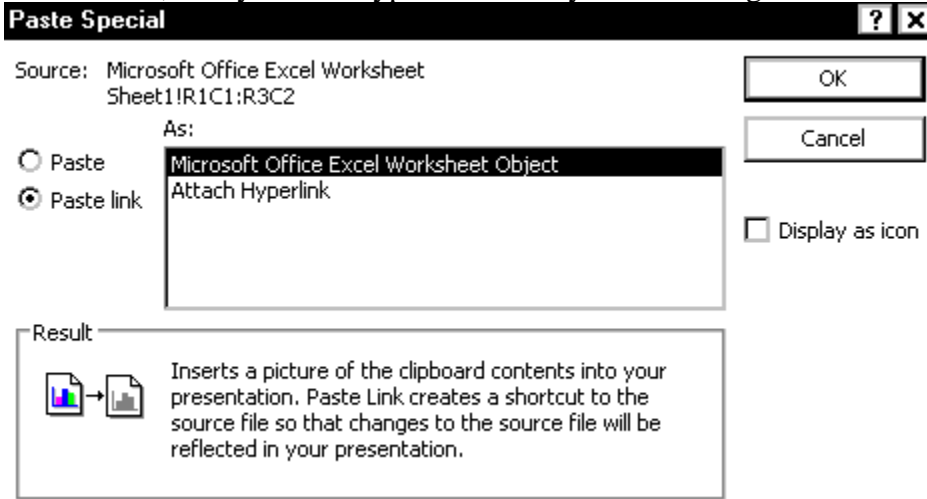
WARNING: If you create a link to an object, that object must be on the computer when you give your presentation. If the object is renamed, moved, or deleted, it will not be available when you give or work with the presentation.

Placing Linked Objects: Copy and Paste

This option works best when working with a graphical element such as a chart or graph. You can place the linked object itself, or an action button or icon, which will open the original program when clicked.

1. In the program that was used to create the object, open the file containing the object
EXAMPLE: A chart created in Excel

2. Select all of the data that you want to link to your presentation (e.g., the chart)
3. Right click the selection » select **Copy**
4. Open your PowerPoint presentation and display the slide into which you want to insert the linked object
5. From the *Home* tab, in the *Clipboard* group, click the ▾ below **PASTE** » select **Paste Special...**
The *Paste Special* dialog box appears.
6. Select **Paste Link**
The dialog box refreshes to display the *Paste Link* options.
7. In the *As* list, verify that the type of file that you are linking to is selected



8. OPTIONAL: To display the linked object as an icon, select **Display as icon**
HINTS:
You can add a hyperlink for this icon, which will open the file containing your object in the original program when you click the icon.
When working with your presentation in *Normal* view, you can double click this icon to bring up the original file in its source program.
9. Click **OK**
the linked object is displayed.

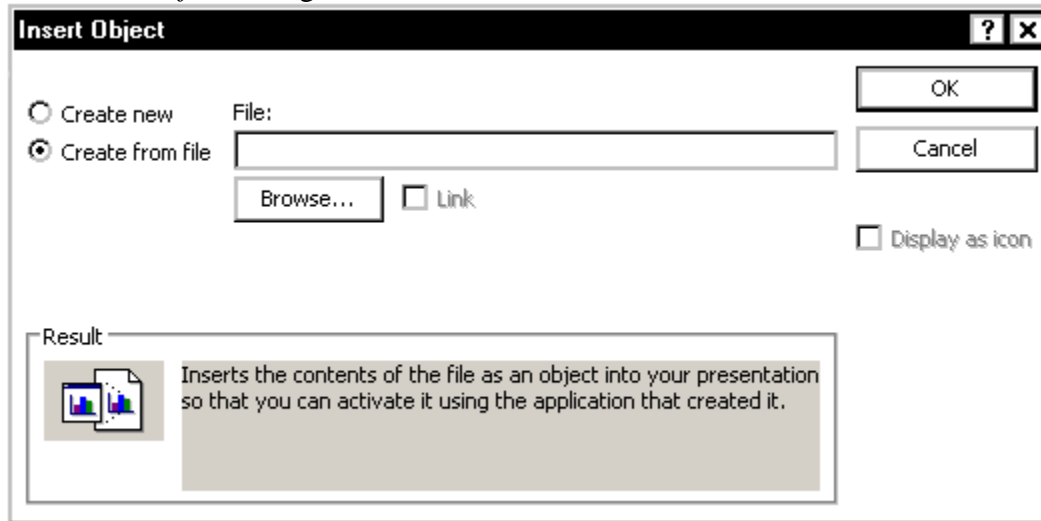
Placing Linked Objects: Insert Dialog Box

This approach is most useful when placing a file such as a spreadsheet.



1. From the *Insert* tab, in the *Text* group, click **OBJECT**
the *Insert Object* dialog box appears.

2. Select *Create from file*
The *Insert Object* dialog box refreshes.



3. To select a file,
 - a. Click **BROWSE...**
The Browse dialog box appears.
 - b. Using the *Look in* pull-down list, navigate to and select the desired file
 - c. Click **OK**

4. To create the dynamic link, select *Link*

5. OPTIONAL: To display the linked object as an icon, select *Display as icon*

HINTS:

You can add a hyperlink for this icon, which will open the file containing your object in the original program when you click the icon.

When working with your presentation in *Normal* view, you can double click this icon to bring up the original file in its source program.

6. Click **OK**
the linked object is displayed.

Updating a Link

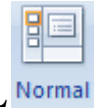
When an object is updated in its native program, the linked object in your presentation is automatically updated.

You can also choose to open the linked object in the original application through PowerPoint.

1. Select the linked object
2. Right click the object » click *Linked Object* » *click Edit*
the object opens in its source program and can be edited.
3. When finished editing the original file, save and close the file
your object in PowerPoint is updated.

Linking to a File or Website

You can create a link that will open the application to display a specific file or website. This link can be created from text or a graphic.



1. If necessary, from the *View* tab, in the *Presentation Views* group, click **NORMAL**
2. Display the slide on which you want to create a link
3. Select the text, image, or shape which will be the link



4. From the *Insert* tab, in the *Links* group, click **HYPERLINK** the *Insert Hyperlink* dialog box appears.
5. In the *Address* text box, type the path and filename or the complete URL
OR
To browse for the file or web page, using the *Look In* pull-down list, navigate to and select the desired file
6. Click **OK**

Linking to Slides in the Same Presentation

You can create links to different slides within your presentation, even if the slides are hidden or would not normally be displayed next in the presentation. For example, if you have some hidden slides that contain extra material, you can link to those slides and then come back to your original slide. You can use text or any graphic as your link.

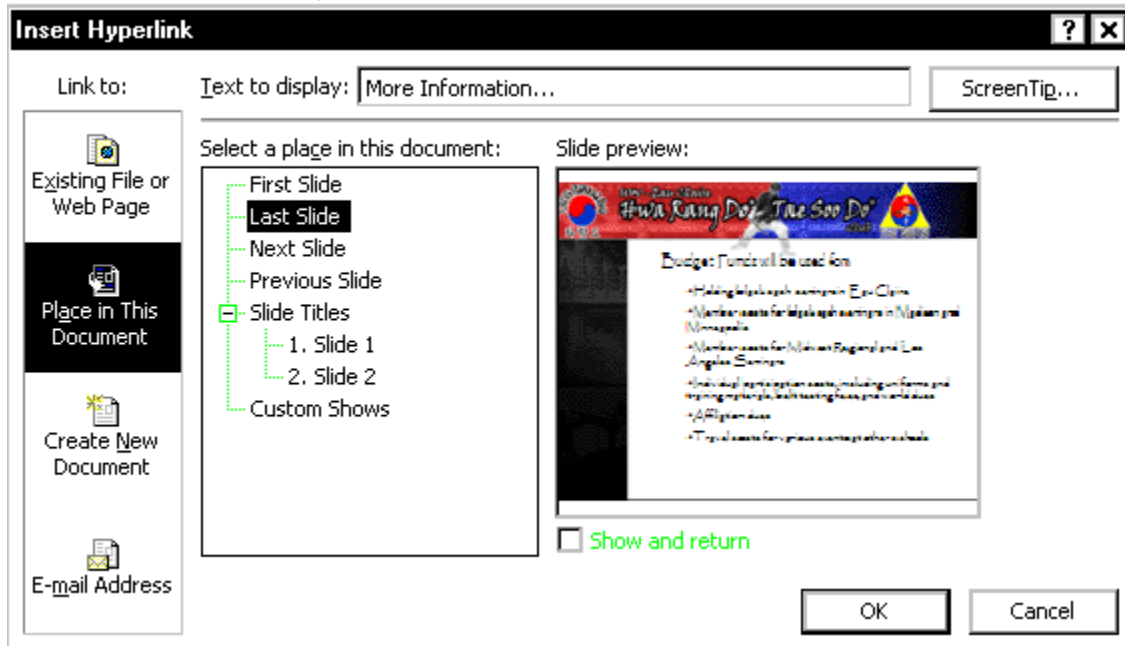
1. Select the text, image, or shape that you want to be the link



2. From the *Insert* tab, in the *Links* group, click **HYPERLINK** the *Insert Hyperlink* dialog box appears.



- From the *Link to* section, click **PLACE IN THIS DOCUMENT**



- In the *Select a place in this document* section, select the desired slide
HINT: If you would like to link to a specific slide and the list of slides is not available, click the plus sign (+) next to *Slide Titles*.
- Click **OK**

Changing a Link

If you would like to change a link to open a different slide, you can do so.

- Right click the linked text, image, or shape » select **Edit Hyperlink...**
The *Edit Hyperlink* dialog box appears.



- From the *Link to* section, click **PLACE IN THIS DOCUMENT**
- From the *Select a place in this document* scroll list, select the desired slide
NOTE: If you choose *First Slide*, *Last Slide*, *Next Slide*, or *Previous Slide*, these are relative links and may link to different slides if the order of the slides is changed or if more slides are added. To guarantee that you link to the specific slide you want, you should select a specific slide from the list.

Linking to Slides in Another Presentation

It is often convenient to reference another PowerPoint presentation that provides pertinent information to your current presentation.

- Select the text, image, or shape you want to be the link



2. From the *Insert* tab, in the *Links* group, click **ACTION** the *Action Settings* dialog box appears.
3. Select ***Hyperlink to***
4. From the *Hyperlink to* pull-down list, select ***Other PowerPoint Presentation...***
The *Hyperlink to Other PowerPoint Presentation* dialog box appears.
5. From the *Look in* pull-down list, navigate to and select the desired file
6. Click **OK**
the *Hyperlink to Slide* dialog box appears.
7. Select the desired slide
8. Click **OK**
9. In the *Action Settings* dialog box, click **OK**

To return to the parent presentation during the presentation:

Right-click anywhere on the slide » the click ***last Viewed***

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