

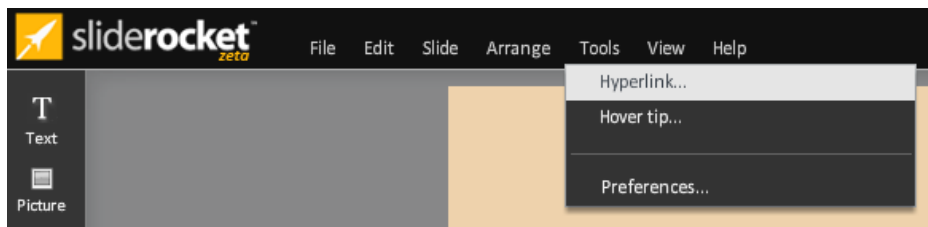
Hyperlinks and Hover Tips

Hyperlinks allow the user to turn any slide element into a clickable link that redirects the viewer to another location in the presentation or to another website.

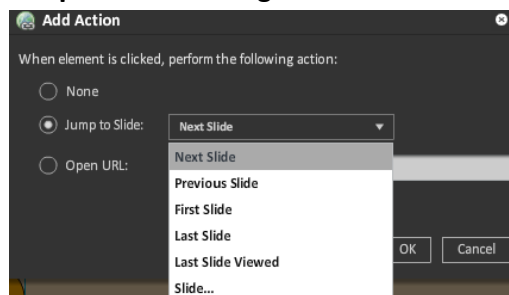
Hover tip adds a small text box to appear when an element on a slide is hovered over with the mouse cursor.

Creating a Hyperlink

1. Select any element on the slide
2. Go to **Tools**, click on **Hyperlink...**

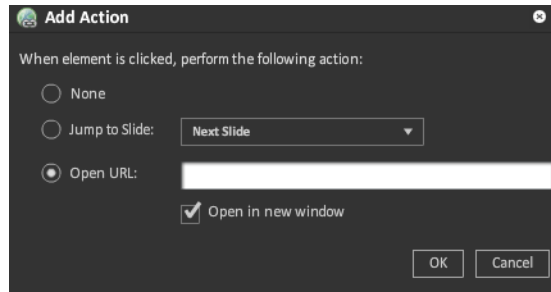


3. Select the type of **Hyperlink**:
 - a. **Jump to Slide**: Navigates to another slide when an element is clicked



- i. Select which slide to link to
 - ii. **Next Slide**: advances one slide forward
 - iii. **Previous Slide**: advances one slide back
 - iv. **First Slide**: navigates to first slide in presentation
 - v. **Last Slide**: navigates to last slide in presentation
 - vi. **Last Slide Viewed**: returns to previous slide seen
 - vii. **Slide...** Creates a hyperlink that **jumps** to a specific slide
- b. **Open URL**: opens the specified URL in a browser window
 - i. Check **Open in new window** to have URL open outside of the window playing the presentation

- ii. Creates a hyperlink that sends an email message directly from the web browser. In the **Open URL:** section, type **mailto:** email address

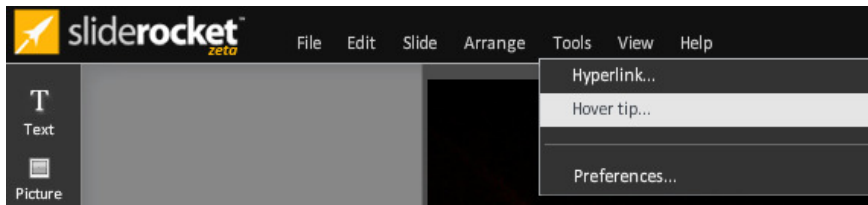


4. Click **OK**

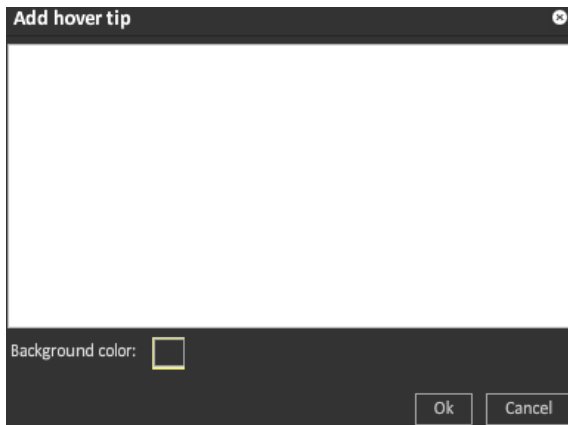
ADVANCED NOTE: Hyperlinks are not clickable in the editor. Users must play the presentation to click on the hyperlinks.

Creating a Hover tip

1. Select any element on the slide
2. Go to **Tools**, click on **Hover tip...**

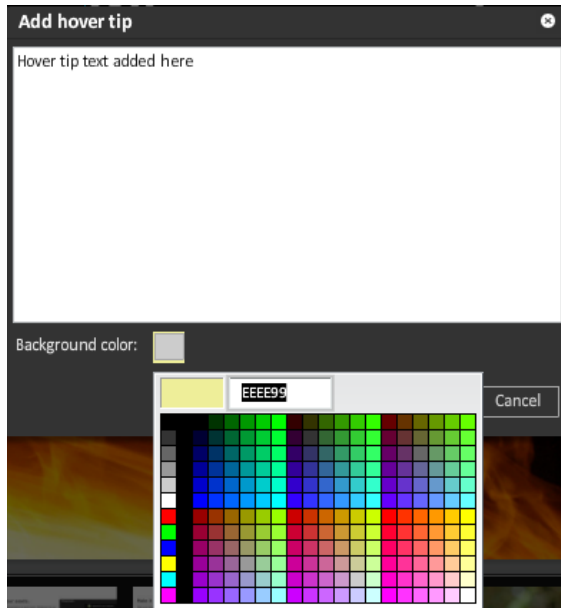


3. Type text into the **Add hover tip** box

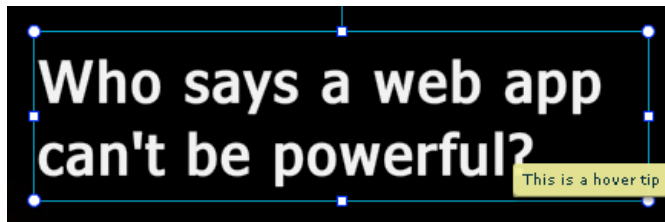


4. Change the background color in the text box containing the hover tip by clicking on the **Background color** swatch. From here, the hex code can be typed in or the color can be

clicked on from the swatches provided

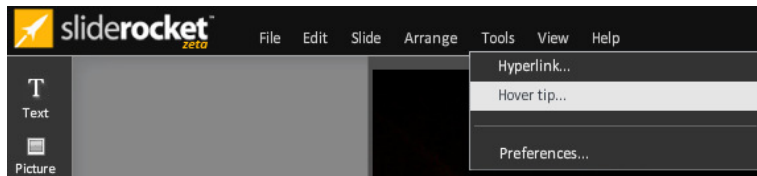


5. Click **Ok** to apply hover tip

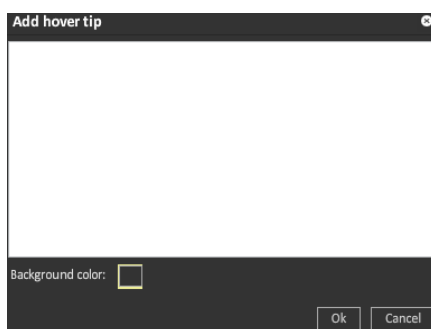


Deleting a Hover Tip

1. Select the element containing the hover tip
2. Go to **Tools**, click on **Hover tip...**



3. Delete the text in the **Add hover tip** box



4. Click **Ok**