Creating a PowerPoint Show (Jumpslide) with Links and Hyperlinks

1. **Open** PowerPoint

2. **Choose** the layout of the slide

3. **Type** in the website's name and URL, at the end of the URL press the space bar.

4. The website's URL now becomes a hyperlink.

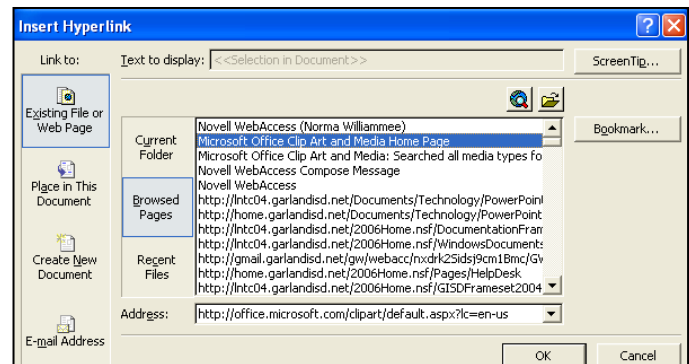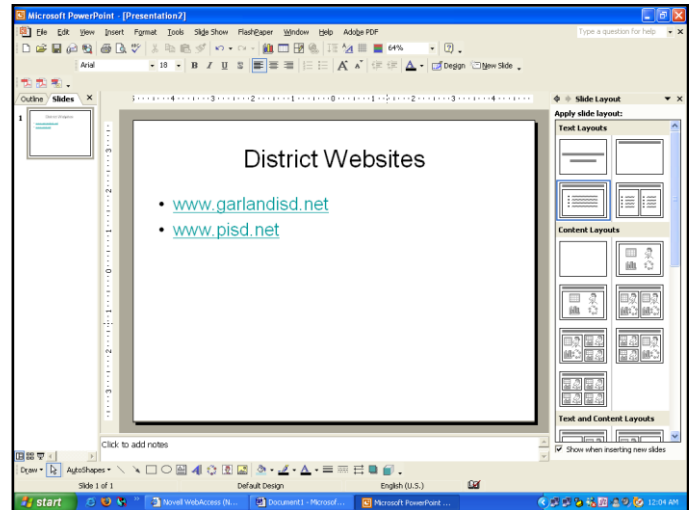5. To add a hyperlink to an image- first insert the image

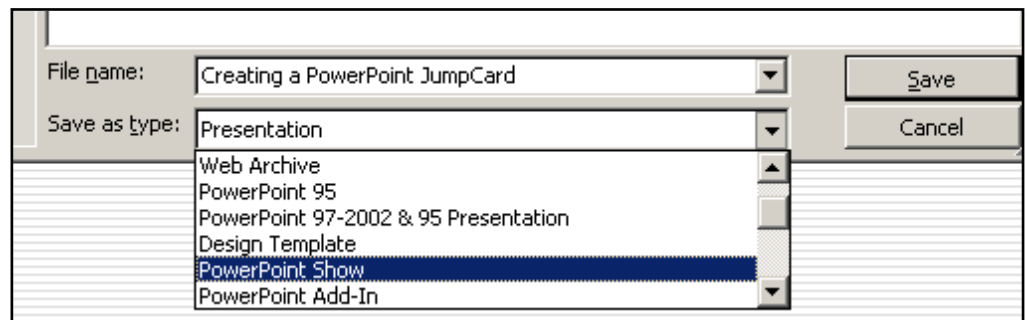6. Right click on the image

7. Select hyperlink

8. Choose where to hyperlink: **Link to:**

9. You can hyperlink to URLs or other documents such as EXCEL, WORD, or PPT.
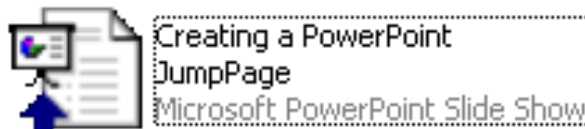
10. **File→ Save As**

11. Clicking on the **Save as type:** drop down arrow, select **PowerPoint Show**.

12. Click **Save**

13. Your file will now look like this:

Embedding Video files

1. Click Insert
2. Movies & Sounds
3. Movie from file
4. Locate the folder you created for this project.
5. Click on the movie you would like to embed into your PowerPoint.
6. Click Ok
7. Click either yes or no for play option.
8. Resize your movie by clicking on a corner and dragging your mouse.

Hyper linking videos

1. Type your text
2. Highlight your text.
3. Click on the hyperlink button.
4. Locate your project folder for this unit.
5. Click on your video
6. Click Ok
7. Click to preview your video
8. The movie will play in front of your PowerPoint.

Tips to remember:

- Create a folder first to save all files associated with the PowerPoint show inside.

- To edit a PPS file: right click on it and choose "New"

- To change back and forth between PPT and PPS-change the extension at the end of the file name

- Using a blank slide is best if you are hyper linking to images.

- Check your hyperlinks after transferring from one input device to another- flash drives, CDs, etc.

- If they do not work, you need to edit them to point the link in the correct folder on your device.

- Use your shortcuts to copy/paste URLs into the address line. **Ctrl C = copy; Ctrl V = paste.**