

PowerPoint 2019 (Part 29): Link

If you want to include a web address or email address in your PowerPoint presentation, you can choose to format it as a link so that someone can easily click on it.

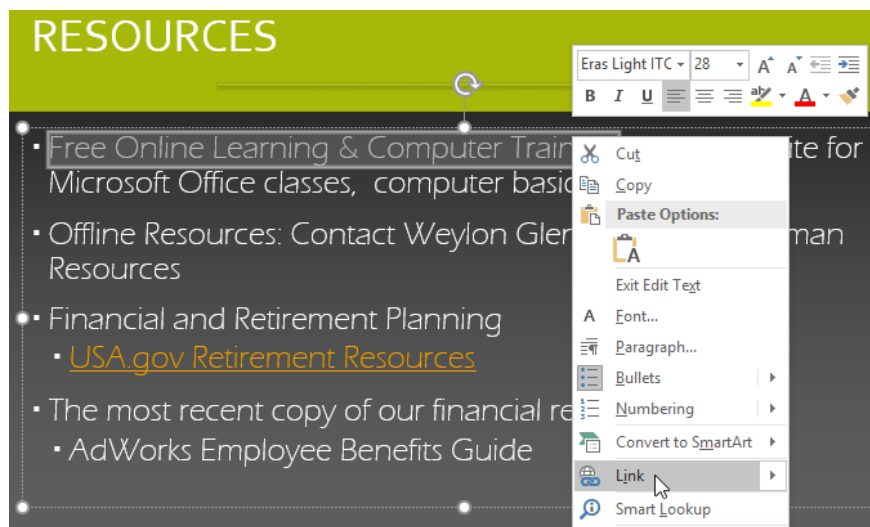
Whenever you use the internet , you use hyperlinks (also known simply as links) to navigate from one website to another. If you want to include a web address or email address in your PowerPoint presentation , you can choose to format it as a link so that someone can easily click on it. You can also link to other files and slides in the presentation.

Introduction to links

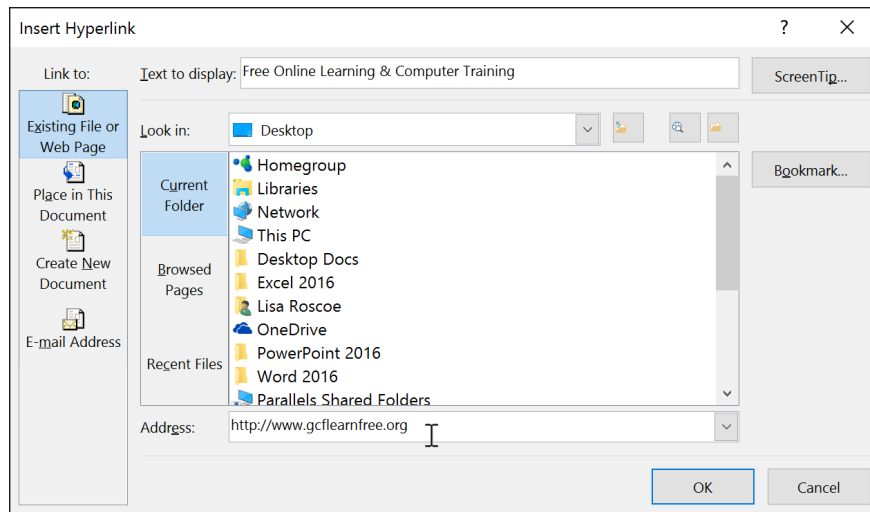
A link has two basic parts: the address of the website, email address, or other location it links to; and the display text, which can also be an image or shape. For example, the address might be *https://www.youtube.com* , and *YouTube* could be the display text. In some cases, the display text might be the same as the address. When creating a link in PowerPoint, you will be able to choose both the address and the display text or image.

How to insert a link

1. Select the image or text you want to create a link to.
2. Right-click the selected text or image, then click **Link**. You can also go to the **Insert** tab and click the **Link** command.



3. The **Insert Hyperlink** dialog box will open.



4. If you have selected text, the words will appear in the "**Text to display**" field at the top. You can change this text if you wish.

5. Enter the address you want to link to in the **Address field**.

6. Click **OK**. The text or image you selected will now be a link to a web address.

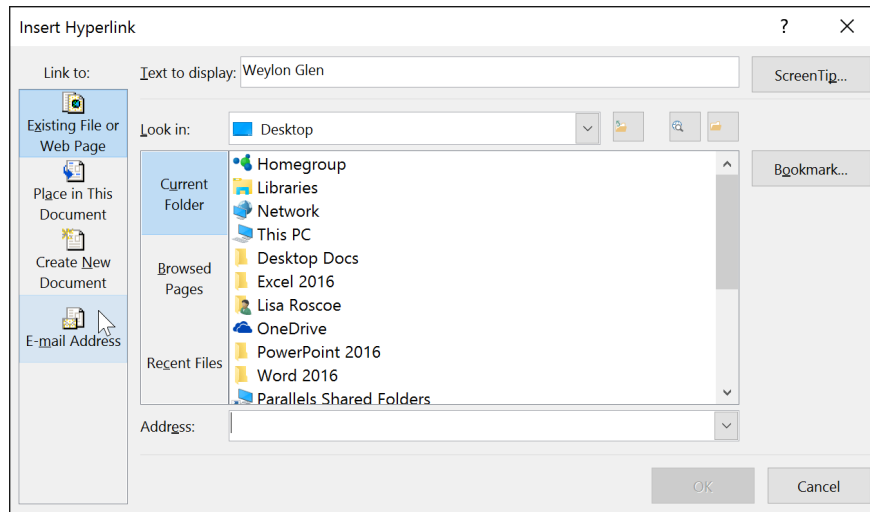
▪ [Free Online Learning & Computer Training: Gr](http://www.gcfllearnfree.org/)
Microsoft Office classes, computer <http://www.gcfllearnfree.org/>

How to insert a link to an email address

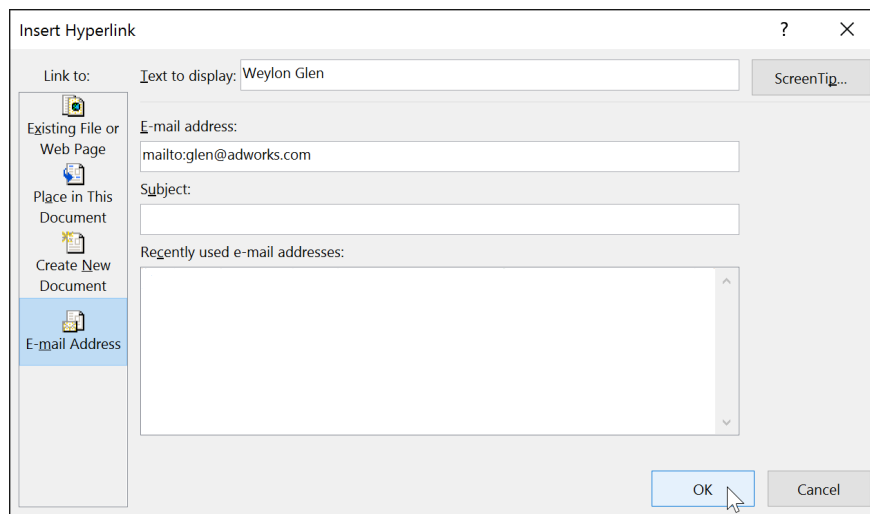
1. Right-click on the selected text or image, then click **Link**.

2. The **Insert Hyperlink** dialog box will open.

3. On the left side of the dialog box, click **Email Address**.



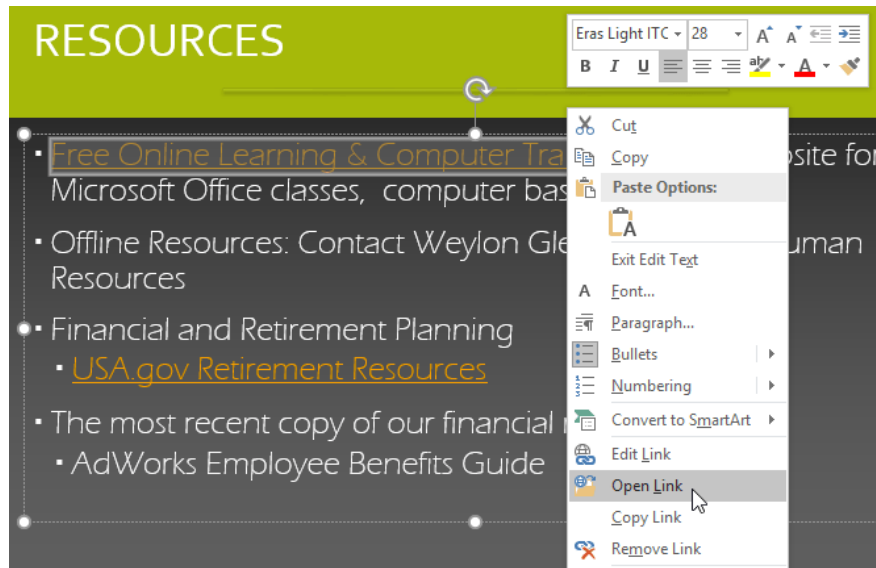
4. Enter the email address you want to connect to in the **Email Address** box , then click **OK**.



PowerPoint typically recognizes email addresses and web addresses as you type them and will automatically format them as links after you press Enter **or** the spacebar.

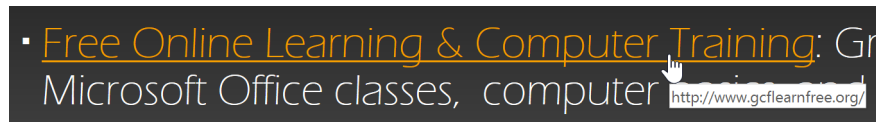
How to open and check a link

1. After creating a link, you should test it. Right-click on the link, then click **Open Link**.



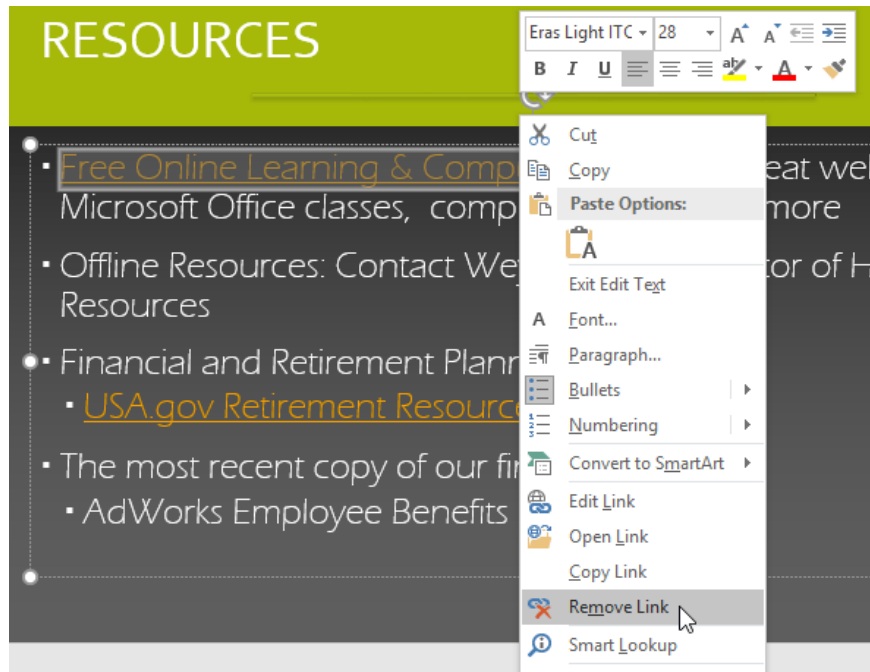
2. Your web browser will open and then navigate to the linked page. If it doesn't work, check the link address for any spelling errors.

To open a link while viewing the slideshow, click the link.



How to delete a link

1. Right-click on the link.
2. Click on **Remove Link**.

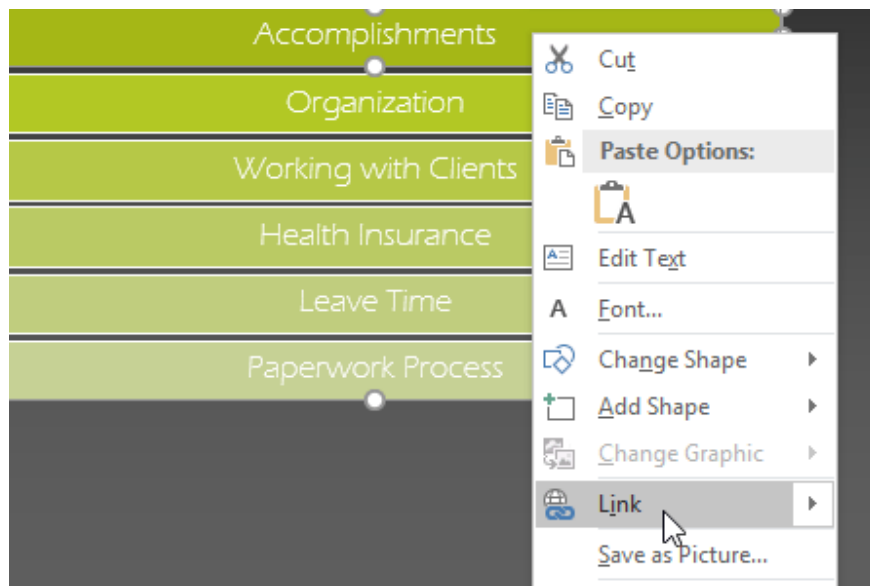


Other links

In PowerPoint, you can use links to connect to offline resources. To quickly create a reference to another slide in your presentation, you can create a link to that slide. If you need to access a file stored on your computer, you can create a link to that file. Additionally, PowerPoint allows you to format images and shapes as links.

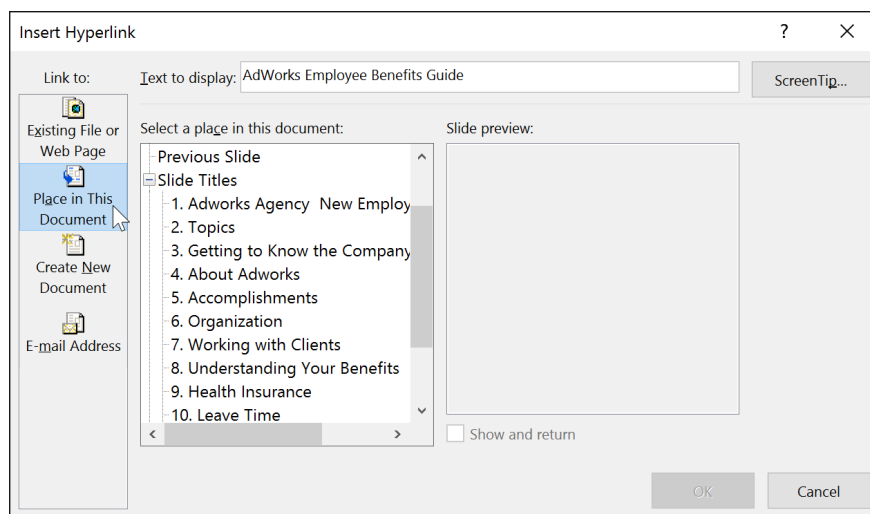
Use shapes and images as links.

Sometimes you might want to format objects—including shapes, text boxes, and images—as links. This is especially useful if you want the object to behave like a button. To do this, right-click the desired object and select Link from the menu that appears. Click on the object during the presentation to open the link.

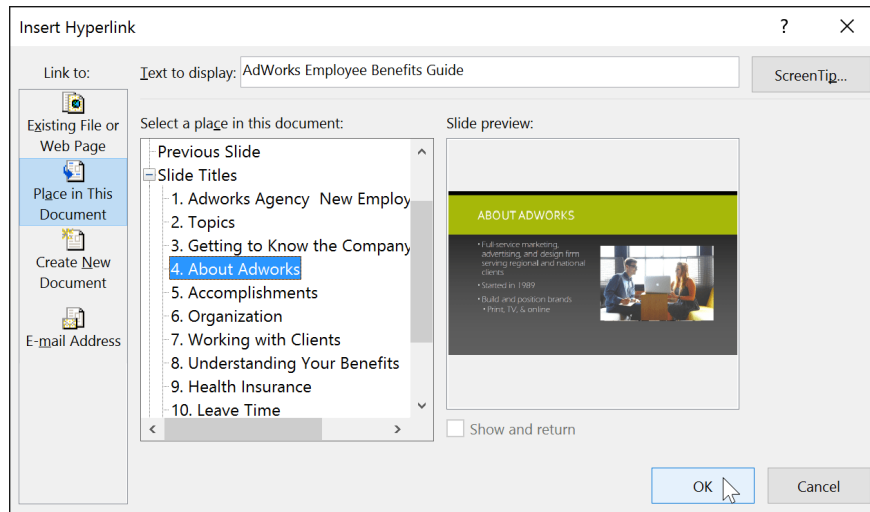


How to insert a link to another slide

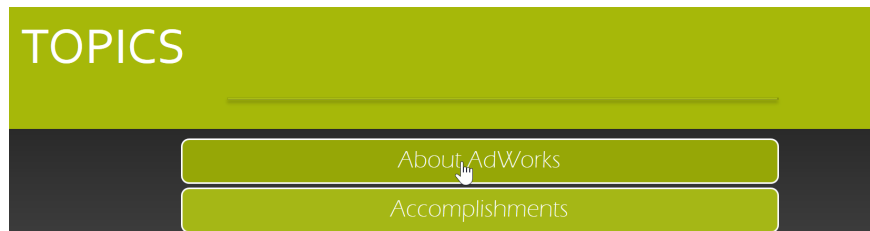
1. Right-click on the selected text or image, then click **Link**.
2. The **Insert Hyperlink** dialog box will appear.
3. On the left side of the dialog box, click **Place in this Document** .



4. A list of other slides in the presentation will appear. Click on the name of the slide you want to link to.



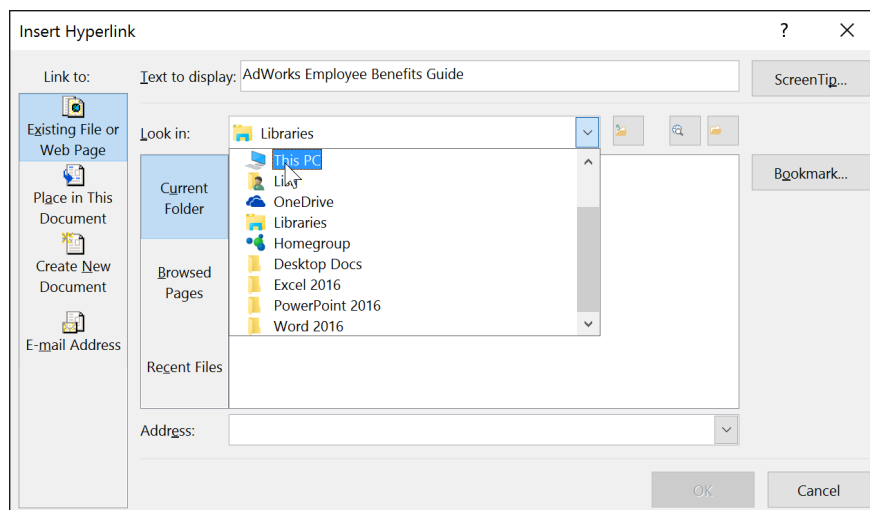
5. Click **OK**. The text or image will now be a link to the slide you selected.



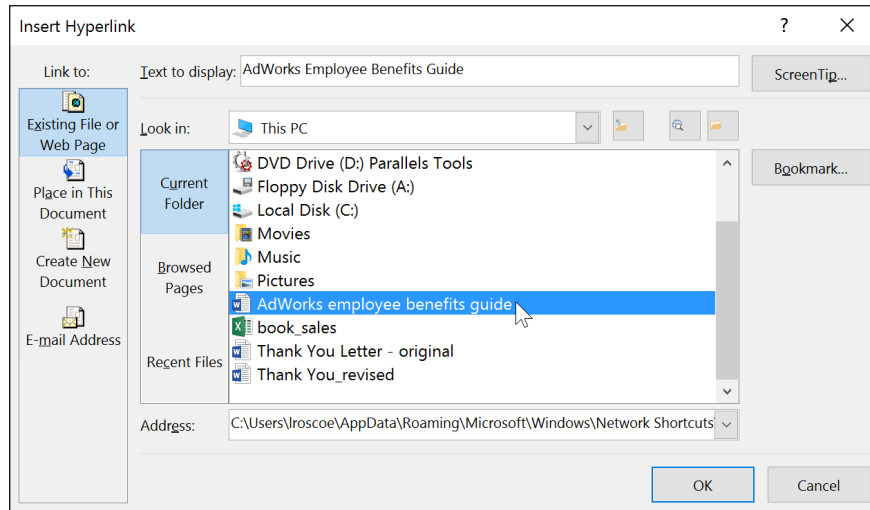
Adding a link to a shape is similar to creating an action button.

How to insert a link to another file

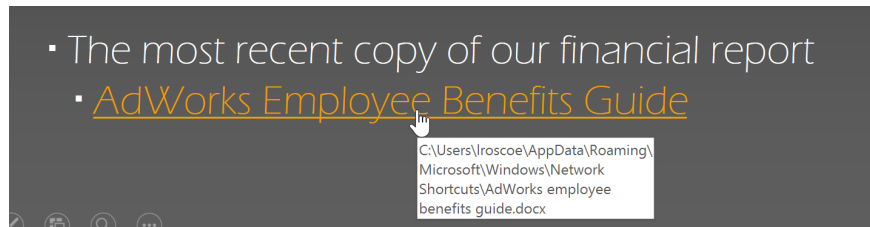
1. Right-click on the selected text or image, then click **Link**. The **Insert Hyperlink** dialog box will appear.
2. On the left side of the dialog box, click **Existing File or Webpage**.
3. Click the drop-down arrow to browse for your file.



4. Select the desired file.



5. Click **OK**. The text or image will now be a link to the file you selected.



If you want to display your presentation on a different computer than the one you used to create the slides, your link to a different file might not work. Make sure you have a copy of the linked file on the computer you're using for the presentation and always check that the links are working before presenting.

You finished reading the article "**PowerPoint 2019 (Part 29): Link**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.