

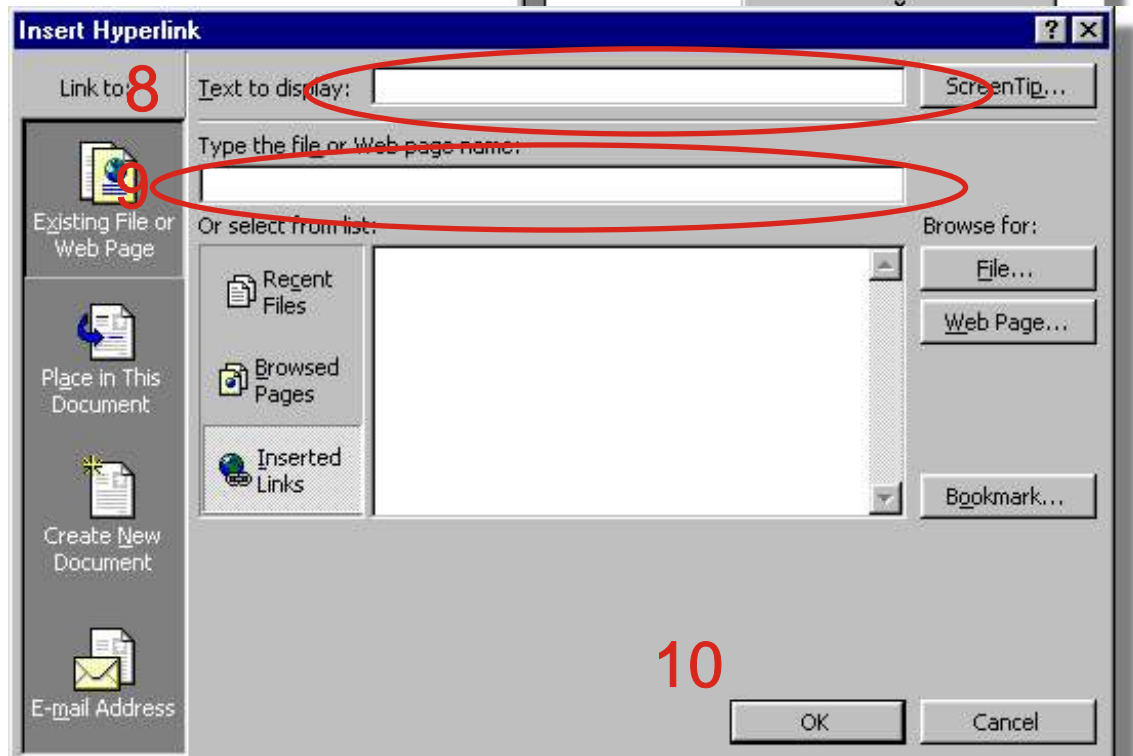
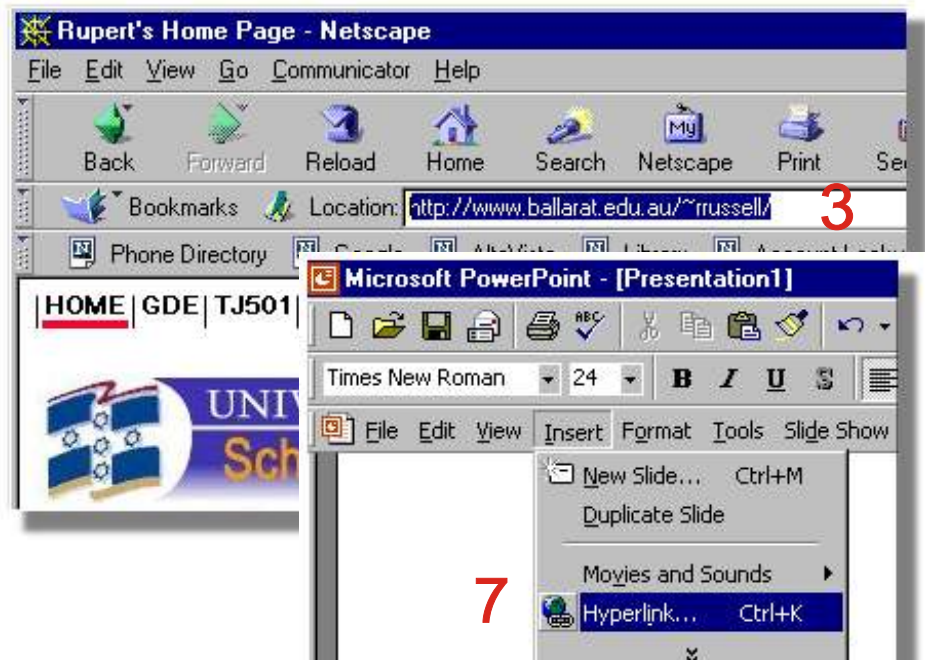
PowerPoint Notes:

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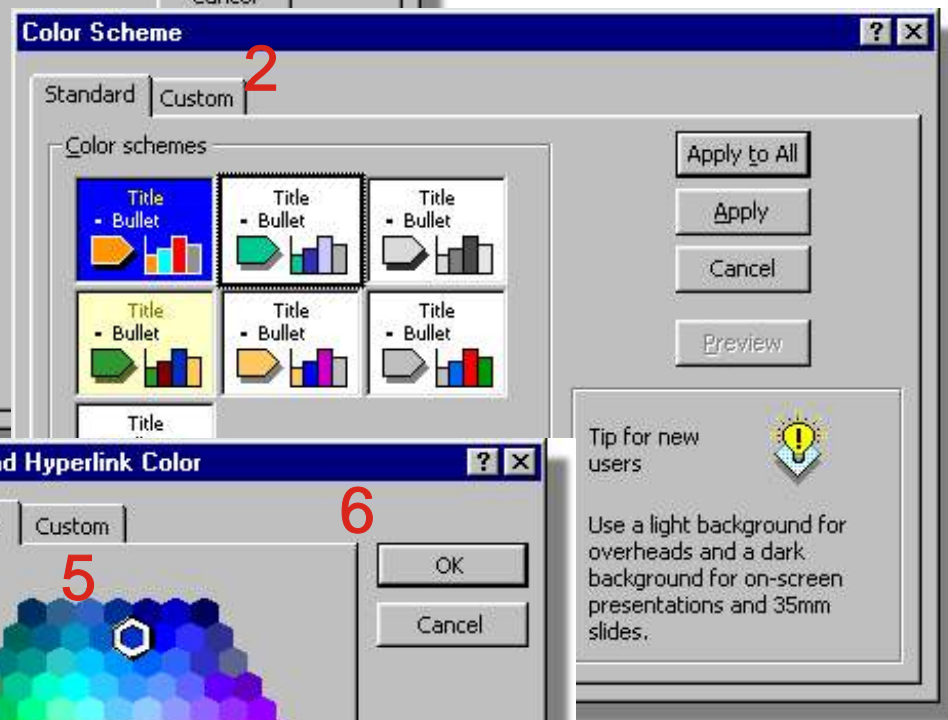
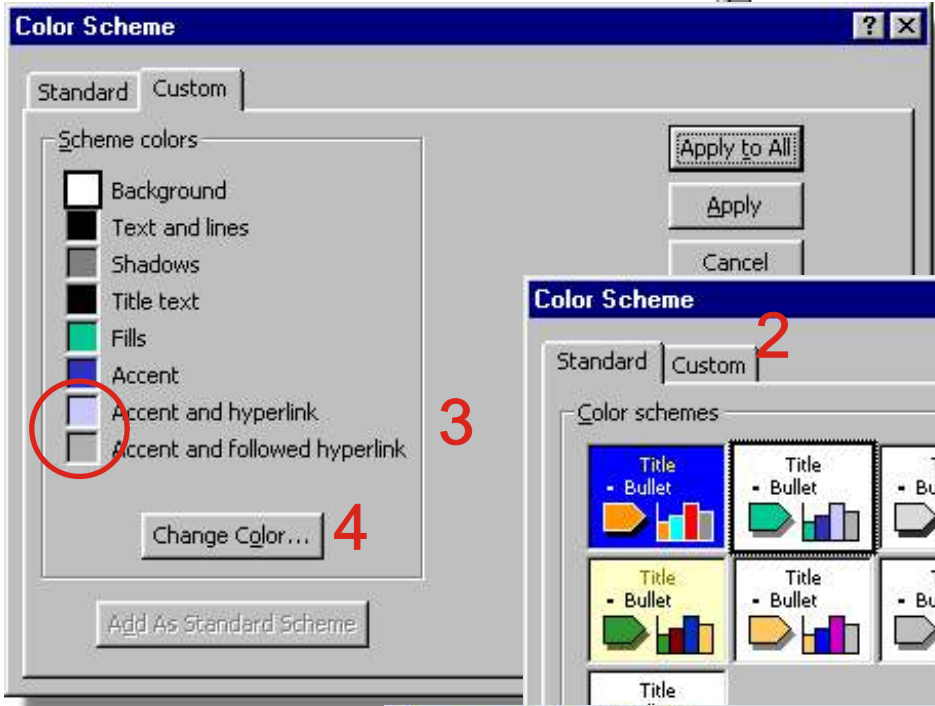
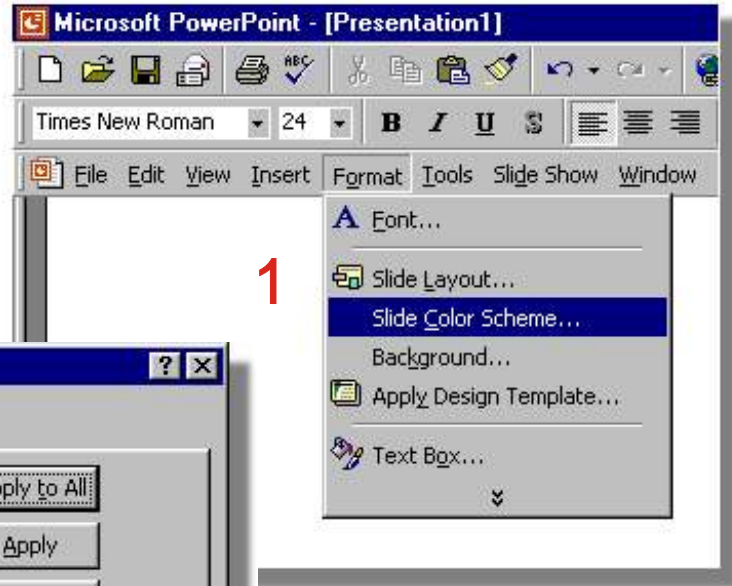
Inserting a link

- 1) Start Netscape Communicator
- 2) Locate the web page you wish to link to
- 3) Select the location
- 4) Copy the location - CTRL + C
- 5) Switch to PowerPoint
- 6) Place the cursor in a text box
- 7) select Insert | Hyperlink
- 8) Type Text to display...
- 9) Place the cursor in the Type the file or Web Page name: box and paste the web page location - CTRL + V
- 10) Press OK



Changing the default colours for a Link

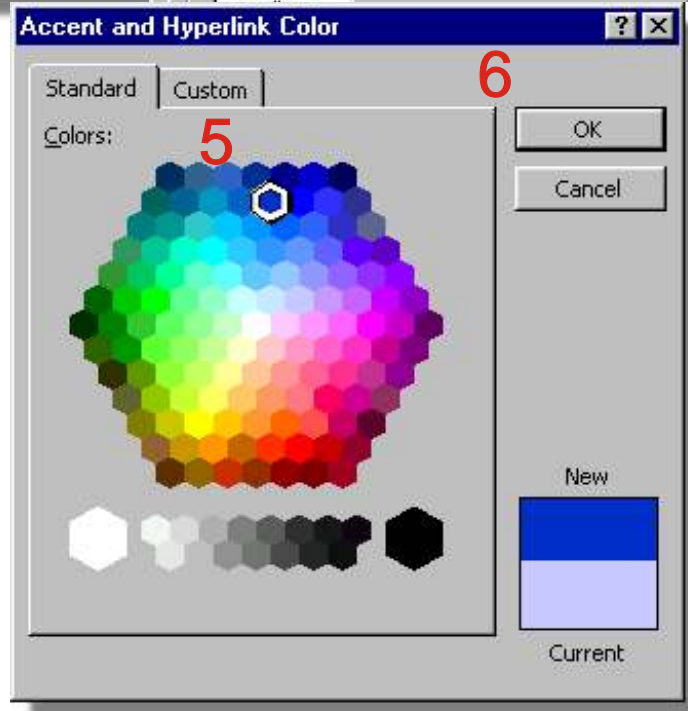
- 1) Select **Format | Slide Color Scheme...**
- 2) Select the **Custom** tab
- 3) Select **Accent & Hyperlink**
- 4) Press the **Change Color...** button



5) Select a colour that will contrast with the background colour

6) Press OK

Repeat this process for the Accent and followed hyperlink colour.



Action Buttons

Action buttons can be used to jump to any slide in a presentation, they can also be used to jump Home, Back or Previous, Forward or Next, Beginning or End of a presentation. Action buttons can play sounds or jump to web pages.

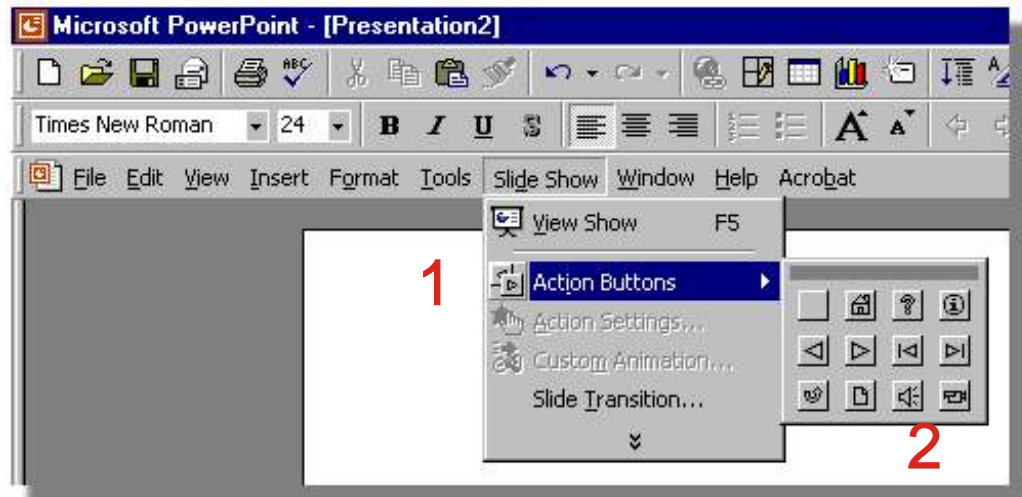
Insert an action button

1) Select **Slide Show**
Action Buttons

2) Select an appropriate
button

3) Choose an appropriate
action

4) Press **OK**



If you want the same action buttons to appear on every slide, put them on the [slide master](#).

To view the master slide Select **View | Master | Slide Master**

Any action button you place on the Slide Master will appear on each slide in your presentation.

Changing anything on the master slide will make the same change on all other slides.

When you have finished editing the master slide select **View | Normal**

