

Adding Hyperlinks to Your Slides

Adding a hyperlink to an object or text on your PowerPoint™ slide lets you direct your viewers to another location when they click the link. Add the link to text or an image in PowerPoint™, and when you upload your slides to Brainshark, your viewers will still be able to click the link and get to the documents, websites, and other resources you have selected.

Adding a Hyperlink in PowerPoint

1. Select and right-click the object or portion of text you would like to hyperlink.
2. Right-click and select **Hyperlink**. Alternatively, select **Hyperlink** from the *Links* group on the **Insert** tab.
3. Select the type of hyperlink:
 - a. **Existing File or Web Page**
 - i. Enter the complete **URL** (i.e. <http://www.yourlink.com>) in the *Address* field.
 - b. **E-mail Address**
 - i. Enter the address (i.e. someone@company.com) in the *E-mail address* field.
 - ii. Enter the subject (i.e. Request for more information) in the *Subject* field. (**optional**)
4. Click **OK**.
5. Save your file.

Upload Your Presentation to Brainshark

Once your hyperlinks are in place and your file is ready to upload to Brainshark, follow the instructions included in the *Ready, Set, Brainshark* [tutorial](#) or [process document](#) to upload your file.

Control Presentation Progress

Brainshark presentations automatically advance to the next slide by default. If you include a hyperlink on a slide in the middle of your presentation, you may want to modify this setting to pause the presentation at the completion of the audio on that slide. This gives your viewers a chance to review the material you hyperlinked to. For more information on modifying presentation settings, see the *Adjust Presentation Settings* [tutorial](#) and [process document](#).

1. Navigate to **Edit Presentation**.
2. Navigate to **Manage slides**.
3. Select **Edit** next to the slide you want set to pause.
4. Select **Pause after audio completes**.
5. Click **Save** to save the changes and return to **Manage slides**, or **Apply** to save your changes and remain in **Edit slide**.

Best Practices for Using Hyperlinks

Hyperlinks are easy to create in your presentation, but you need to consider these best practices when you use them to ensure the best experience for your viewer:

- **Alert the viewer to the presence of a hyperlink**—give the viewer a visual or audio cue to let them know there is an active hyperlink on the slide, where it is, and what will happen when he/she clicks it.
- **Remind the viewer to disable pop-up blockers for Brainshark**—when your viewer clicks a hyperlink on a slide in your presentation, Brainshark opens a new window, so be sure to let your viewers know that pop-up blockers must be disabled in order to view the hyperlinked item.
- **Pause hyperlinked slides after audio completes**—give your viewers the opportunity to view the information you are linking to by editing slides that contain hyperlinks to pause after the audio completes. The viewer will need to click *Play* to advance to the next slide, but will be sure to see the hyperlinked item.
- **Include information for your viewers about advancing to the next slide**—if you do pause the slide after audio completes, let your viewer know that he or she will need to click *Play* to advance to the next slide.