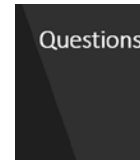# Creating Meaningful Link Text in Microsoft PowerPoint
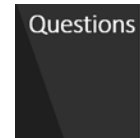
Step 1

If you have already created a link consisting of a URL (web address) in the document, select it and delete or cut the address.

Step 2

Replace the web address with text that describes where the link will lead and then select this text.

Step 3

Right-click to open the context menu.

OR

Press the **APPLICATION** key or **SHIFT** + **F10** to open the context menu.
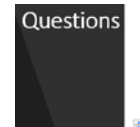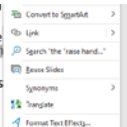
Step 4

Select **Link** to open the **Insert Hyperlink** dialog box.

OR

Press **I** to select **Link** and press **I** again to open the **Insert Hyperlink** dialog box.
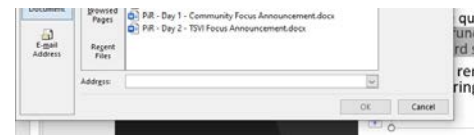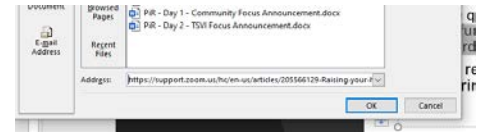
Step 5

Paste in the **Address** edit field.

OR

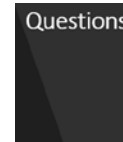Press **ALT** + **E** to move to the **Address** edit.

Type or paste in the web address.

Step 6

Select the **OK button** to close the dialog box.

OR

Press **ENTER** to select the **OK button** and close the dialog box, ore press **TAB** to move to the **OK button** and **SPACE** to select it.

There is now a link in the document that is descriptive and opens the web address when selected.