

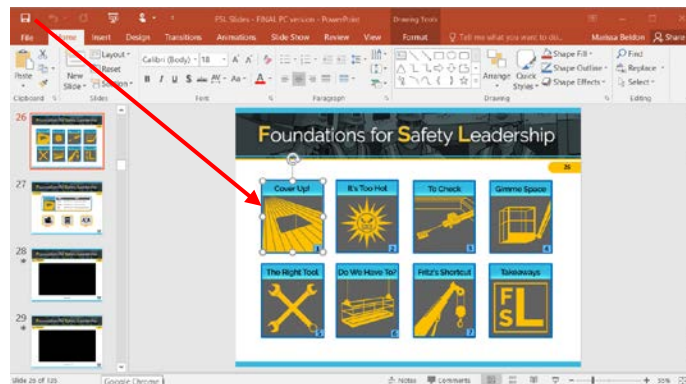
MICROSOFT POWER POINT HYPERLINK REPAIR INSTRUCTIONS

The Foundations for Safety Leadership (FSL) power point (PPT) slides have **hyperlinked** buttons that when clicked on take you to a specific slide within the PPT file. Sometimes these links “break”. You can fix a broken hyperlink by using these instructions.

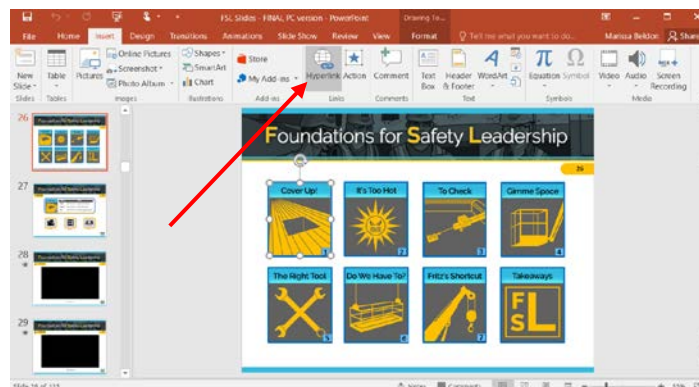
PC 2016 VERSION

FIXING HYPERLINKS:

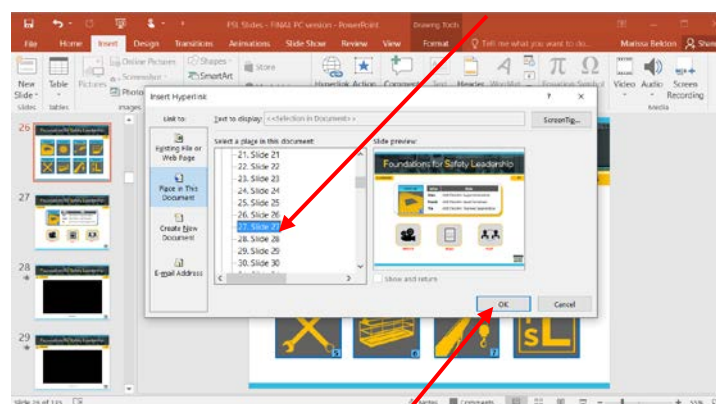
1. IN **NORMAL VIEW**, MAKE SURE THAT THE BROKEN BUTTON IS SELECTED.



2. On the **Insert** tab, click **Hyperlink**.



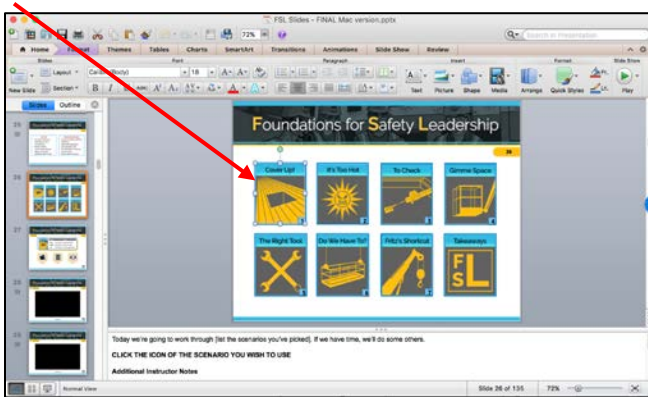
3. Click **Place in This Document**, click the slide that you want to use as the hyperlink destination, then click **OK**.



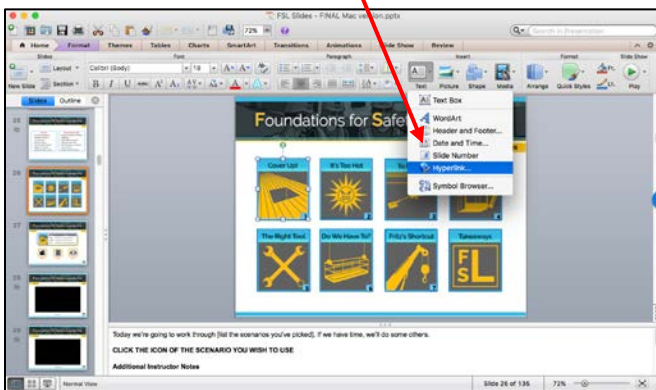
MAC 2011 VERSION

FIXING HYPERLINKS:

1. Make sure that the broken button is selected.



2. On the **Home** tab, under **insert**, click **Text**, and then click **Hyperlink**.



3. In the **Documents** tab, and then under **Anchor**, click **Locate**. Then select the slide that the button should be linked to. Click **OK** twice.

