

Make IT Happen 2008

How2 create hyperlinked hot spots in MS Publisher

①

Open the MS PowerPoint file you want to work with or a new file. Hot spots are areas on a slide which make things happen when you click on or hover over them with the mouse. 'Hotspots' can be added anywhere on a slide and can be any size, shape or colour. You can add as many as you like and they can move you forward or back to another page, play a sound, open other files and presentations, take you to a web page on the Internet and start or end a slide show.

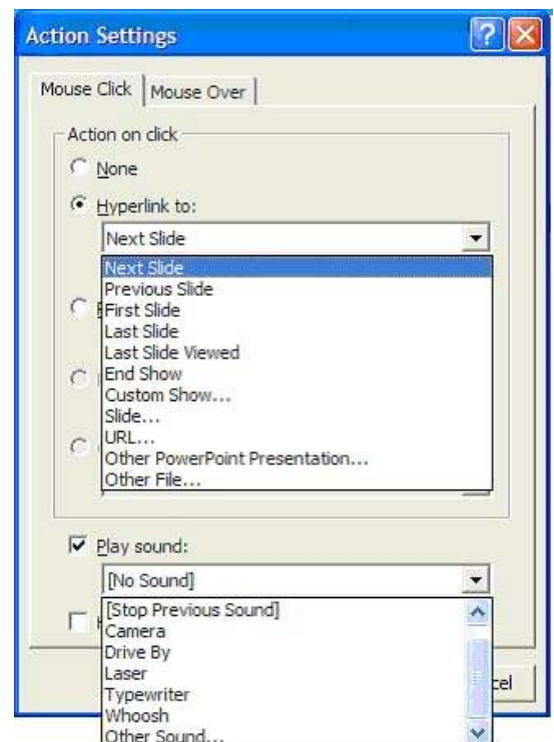
②

Choose the picture you want to change to a 'hotspot' and click on it.


Choose the **Slide Show** menu and **Action Settings**; a dialogue box will appear.

I choose **Hyperlink to** and selected the **Next Slide** option.

I chose **Play sound** too and selected a sound. Then I clicked **OK** to close the dialogue box.



③

When I played the slideshow and clicked on the  icon. When I clicked on it the button played the sound.

You can tell when you are over a hot spot because your cursor changes from an arrow to a hand.

④

To change the actions of your hot spot click on the **Slide Show** menu and **Action Settings**.

If you choose the **Mouse Over** tab whatever actions you assign to your hot spot will happen as soon as you move the cursor over the hot spot without clicking.



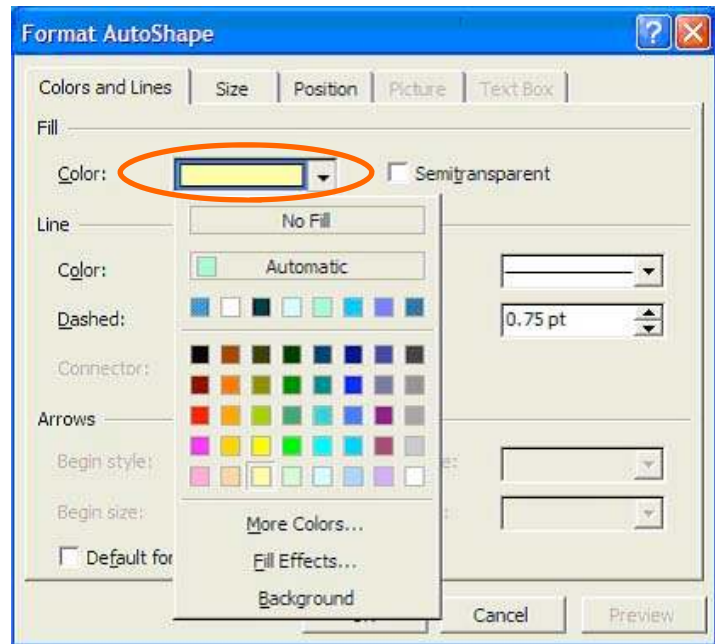
My "hot spot"

⑤

To make an invisible' hot spot, click on a button or 'hotspot'.

Choose the **Format** menu then **Autoshape**.

Click on the **Fill Color** menu arrow and select **No Fill**.



Next click on the **Line Color** menu arrow and select **No Line**.

Finally click **OK** to make the changes.

⑥

Now go back to ② and assign actions to your invisible 'hotspot'.

Now that your hot spot is invisible you may have trouble finding it again! A quick way to find it is to left click on any other visible graphic on your slide and use the **tab** button on your keyboard to move from graphic to graphic. Tab until you find the right one.

