

Triggers and Hyperlinks

After completing this chapter, you will be able to:

- Understand the concept of hyperlinking
 - Create hypertext and link the hypertext to one or more multimedia objects on your computer
 - Create hyperpictures and link them to multimedia objects
 - Edit the links to hypertext and hyperpictures, changing what will happen when the user clicks the mouse
 - Add sound to a hyperlink
 - Put action buttons anywhere on the screen and link them to any multimedia object
 - Link to other applications as objects
- Triggers let you make multimedia applications interactive by linking objects to words or pictures on the screen. When you mouse over a trigger, the cursor changes shape to indicate that you are on a hot spot; if you then click the mouse, the link gets triggered, and whatever you linked there will happen. In PowerPoint, this process is called **hyperlinking**. As you learned in Chapter 2, the prefix *hyper* signifies that the process of linking adds a new dimension to the object that is linked. The most common kind of hyper object is hypertext. This chapter begins by teaching you how to make hypertext.

Hypertext

Show-Me Movie:

“Creating Hypertext Triggers”

As you learned in Part One, linked text is called **hypertext**. To prepare for making your first hypertext, follow these steps:

- ▶ Use PowerPoint to bring up your *Practice* application in normal view.
- ▶ Check to make sure you are editing the first slide (i.e., the title slide) of the presentation; if not, drag the scrollbar up to reveal the first slide.
- ▶ If you haven't already inserted the *Multilit* CD into your computer, please do so now.

To learn how to create hypertext, follow these steps:

- ▶ Drag your mouse over the words *Multimedia Literacy* to select them.
- ▶ Pull down the Insert menu and choose HyperLink; the Insert Hyperlink dialog appears as illustrated in Figure 23-1.
- ▶ Click the option to browse for a file; the Link to File dialog appears.
- ▶ Pull down the Files of Type menu and set it to look for files of all types.
- ▶ Use the Look In menu to look in the Audio folder of the *Multilit* CD, as illustrated in Figure 23-2.
- ▶ Select the file called *greeting.wav* and click OK to close the dialog.
- ▶ *Greeting.wav* now appears as the “link to” file in the HyperLink dialog; click OK to close the dialog.
- ▶ Click the Slide Show button to run your application. When the title screen appears, you will notice that the words *Multimedia Literacy* are underlined, indicating that they are hyperlinked.
- ▶ Click the underlined words. You should hear a waveform audio recording of the author welcoming you to *Multimedia Literacy*. If you did not hear the greeting, check your computer’s audio setup to make sure your audio playback is working properly.

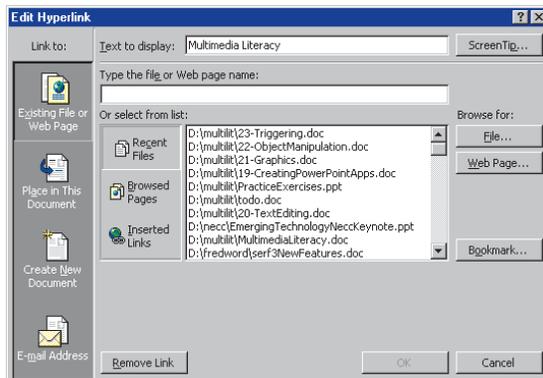


Figure 23-1 The Insert Hyperlink dialog.

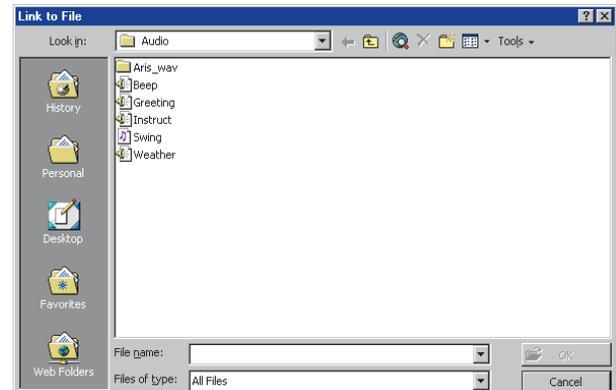


Figure 23-2 Using the Look In menu to look in the Audio folder of the *Multilit* CD.

You can link to anything that is available on your computer or its network. For example, if your computer is connected to the Internet, you can create hyperlinks to Web sites. Follow these steps:

- ▶ While editing the title screen of the *Practice* application, drag your mouse over the words *McGraw-Hill* to select them.
- ▶ Pull down the Insert menu, and choose HyperLink; the Insert Hyperlink dialog appears.
- ▶ In the box where the dialog tells you to type the file or Web page name, type **<http://www.mcgraw-hill.com>**
- ▶ Click OK to close the dialog; the link is created.
- ▶ Click the Slide Show button to run your application. When the title screen appears, you will notice that the words *McGraw-Hill* are underlined, indicating that they are hyperlinked.
- ▶ Click the underlined words *McGraw-Hill*. If your computer is connected to the Internet, you will be taken to the McGraw-Hill Web site.

Hyperpictures

Show-Me Movie:

“Creating Hyperpicture Triggers”

Just as hypertext is text that has been linked, so is a **hyperpicture** a picture that has been linked. You can link any picture to any file or Web resource on your computer or its network. To learn how to create a hyperpicture, follow these steps:

- ▶ While editing the title screen of the *Practice* application, pull down the Insert menu, choose Picture, and click From File.
- ▶ When the Insert Picture dialog appears, use it to look in the Logo folder on the *Multit* CD; select the logo named *McGraw-Hill*, and click the Insert button to insert the logo on your screen.
- ▶ Resize or reposition the logo on-screen as you like.
- ▶ Click the picture to select it, if it is not already selected.
- ▶ Pull down the Insert menu and choose Hyperlink; the Insert Hyperlink dialog appears.
- ▶ In the box where the dialog tells you to type the file or Web page name, type **<http://www.mcgraw-hill.com>**
- ▶ Click OK to close the dialog; the link is created.
- ▶ Click the Slide Show button to run your application. When the title screen appears, you will notice that the cursor changes shape when you mouse over the McGraw-Hill logo; the change of cursor shape indicates that the picture is linked, and if you click there, something will happen.
- ▶ Go ahead and click the picture to trigger the link. If your computer is connected to the Internet, you will be taken to the McGraw-Hill Web site.

Editing and Removing Links

Show-Me Movie:

“Editing and Removing Hyperlinks”

Sometimes you will need to change a hyperlink. For example, if a Web address changes, you will need to edit the hyperlink to update it. If a Web site goes out of business altogether, you will need to remove the link. To edit or remove a link, follow these steps:

- ▶ Use PowerPoint’s Slide View to locate quickly the screen you want to modify. Double-click the slide to go to it.
- ▶ Click the hypertext or hyperpicture whose link you wish to change or delete.
- ▶ Pull down the Insert menu and choose the Hyperlink option.
- ▶ To delete the hyperlink, choose Remove Link, and you are done.
- ▶ To edit the hyperlink, update the link as you like, then click OK to close the dialog.

Action Buttons

Show-Me Movie:

"Action Buttons"

PowerPoint has a set of **action buttons** that you can place anywhere on any screen to make a wide variety of things happen. You can link buttons to the beginning or end of your presentation, for example, to provide a quick way for users to restart or exit your application. You can link to individual screens, to provide a way for users to navigate their way through your application. If you are connected to the Internet, you can link to Web pages all over the world. You can either use built-in shapes or create your own custom action buttons. You can even add audio so the action buttons make sound when clicked or moused over.

Suppose you want to put an action button on the last screen of your application, which, when clicked, will return the user to the startup screen. Follow these steps:

- ▶ In Slide Sorter view, click the last slide in your application; the last slide now appears in Normal view.
- ▶ Click the AutoShapes button on the Drawing toolbar, and when the menu pops up, choose Action Buttons.
- ▶ The Action Buttons menu appears as illustrated in Figure 23-3.
- ▶ As you mouse over the action buttons in the menu, screen tips pop up telling you the name of the button you are on. Look around for the button called Beginning, and select it.
- ▶ Move your mouse to the spot on your slide where you want the button to be, and click; the Action Settings dialog appears.
- ▶ Since you clicked the button intended to take you back to the beginning, the mouse click setting is preset to take you to the beginning. It is possible to make the button take you to other places, however; Figure 23-4 shows the choices you get when you pull down the Hyperlink menu.

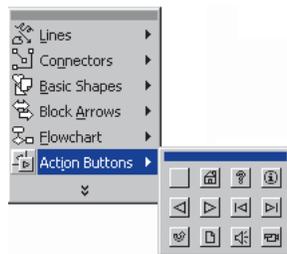


Figure 23-3 The Action Buttons menu.

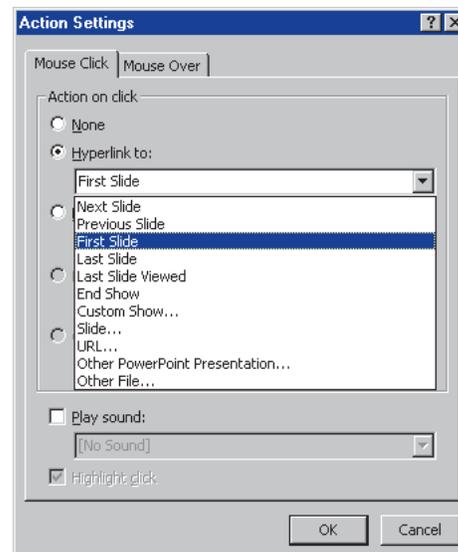


Figure 23-4 The Hyperlink menu.

- ▶ Leave the settings alone for now, and just click OK to close the dialog.
- ▶ If the button is not where you want it, drag it to where you want it on-screen. You can also use the handles to make it larger or smaller, as you like.
- ▶ Click the Slide Show button to run your show. Click through to the end of your presentation; the button appears on your last slide, right where you put it.
- ▶ Click the button, and it will return you to the first slide of your application.

Imagine the power the action buttons give you. By using them judiciously, you can provide ways for the user to navigate anywhere in your application. You can even create custom buttons, by clicking the blank button called Custom and putting other text or graphics inside it to indicate what clicking it will do.

Applications as Objects

So far, you have learned how to link text, pictures, and buttons to sounds, Web pages, and locations within your presentation. Applications can also be the object of a link. Any executable file, such as Microsoft Word, Netscape Navigator, or PaintShop Pro can be the object of a link. To learn how to create a link to an application, let's work through an example. Suppose you want to put a button on-screen which, when clicked, pops up a calculator. To do that, follow these steps:

- ▶ Use PowerPoint's Slide View to locate the screen on which you want to put the calculator. Double-click the slide to go to it. In this example, choose the last screen in your *Practice* application.
- ▶ The *Multilit* CD contains an icon of a calculator that you can make trigger the calculator. To get the calculator icon on-screen, pull down the Insert menu, choose Picture, then choose From File.
- ▶ When the Insert Picture dialog appears, use it to look in the Icons folder on your *Multilit* CD, and choose the calculator icon. When the calculator icon comes on-screen, position and size it as you like.
- ▶ To make the calculator icon become a trigger, click it to select it.
- ▶ Pull down the Insert menu and choose Hyperlink.
- ▶ When the Insert Hyperlink dialog appears, in the *Type the file or Web page name* field, type:

Windows NT: **C:\winnt\system32\calc.exe**

Windows 98: **C:\windows\calc.exe**

Macintosh: **File:///Macintosh HD/System Folder/Apple Menu Items/Calculator**

Note: Instead of typing all this, you can click the hyperlink dialog's Select button and use the menus to find the calculator application.

- ▶ Click OK to close the Insert Hyperlink dialog.
- ▶ Click the Slide Show button to run the application, and click through to the screen on which the calculator icon appears.
- ▶ Mouse over the calculator, and notice how the cursor changes shape to indicate something has been linked to the calculator icon.
- ▶ Click the calculator icon; if the application launches, congratulate yourself, because you have succeeded in learning how to link to applications as objects.

Adding a Default Sound to a Hyperlink

Show-Me Movie:

“Adding Sound to a Hyperlink”

A cute effect used in some applications is to have the mouse clicks create sound effects when the user clicks the mouse to trigger a link. You can have the mouse make a clicking sound, for example, or you could have a link to a document make the sound of someone opening a book and flipping through its pages.

PowerPoint comes with a library full of default sounds that you can add to your hyperlinks. To add a default sound to a hyperlink, follow these steps:

- ▶ Use PowerPoint’s Slide View to locate the screen containing the hyperlink on which you want a sound effect. Double-click the slide to go to it. In this example, choose a slide on which you placed an action button.
- ▶ Right-click on the action button (or any hyperlinked object); when the menu pops up, choose Action Settings.
- ▶ Figure 23-5 shows how the Action Settings dialog has two tabs called Mouse Click and Mouse Over. In this example, you will use the Mouse Click tab to play a sound effect when the user clicks the mouse.
- ▶ Click the Play Sound check box to check it; the pull-down menu of sound effects choices becomes active.
- ▶ Pull down the menu and peruse the sound effects that are available. To make a clicking sound, choose Camera.
- ▶ Click OK to close the Action Settings dialog.

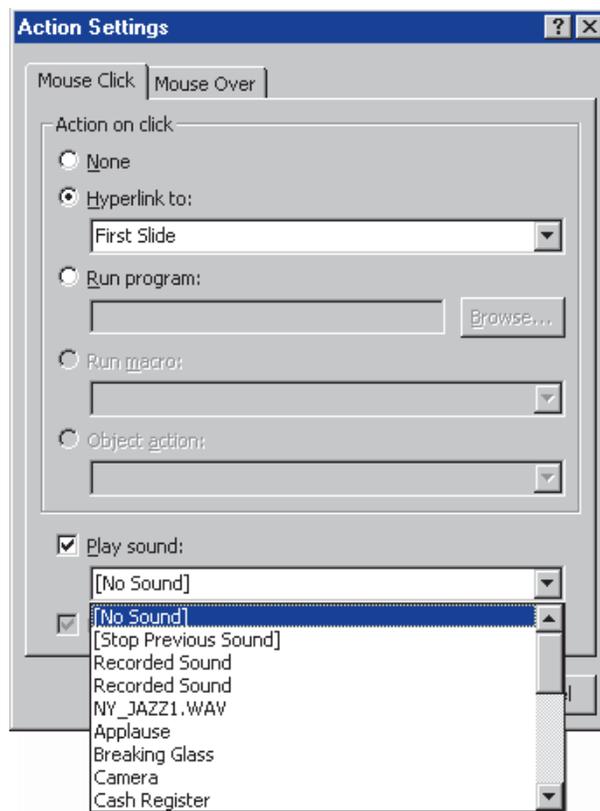


Figure 23-5 Triggering sound via the Action Settings dialog.

- ▶ Click the Slide Show button to run your application, and click through to the slide containing the hyperlink to which you added the sound effect. Click the hyperlink to trigger it; notice how your sound effect plays.
- ▶ To experiment with other sound effects, press Escape to stop the presentation, right-click the hyperlink, and when the menu pops up, choose Action Settings, and use the Action Settings dialog to select a different sound.

Remember not to dazzle your user with too many special effects. Use the sound effects in good taste. Do not use special effects merely for the sake of effect, because you can overload the senses.

Macintosh reminder: Macintosh users right-click by holding down **⌘** during the click.

Adding a Custom Sound to a Hyperlink

In case you do not find the sound you want on the default sound effects menu, you can make a hyperlink trigger any audio file on your computer, CD-ROM, or network. To do this, follow the same steps you took when you added a default sound to a hyperlink, except that when you pull down the sound effects menu, instead of choosing one of the effects listed there, you scroll down to the bottom of the menu and choose Other Sound. The Add Sound menu will pop up and let you browse to find other sound files on your computer. In Chapter 25, you will learn how to make custom waveform audio recordings and link them to mouse clicks, so you can really make your slides talk to people and explain things as they mouse over things.

exercises

1. There is a file folder full of music recordings on the *Multilit* CD. The name of the folder is Audio\Aris_wav. In your *Practice* application, make a jukebox screen that lists these songs and lets the user play them by clicking them. Use the *Jukebox* image in the *Backdrop* folder to make the screen appear musical.
2. Add to the screen you created in exercise 1 a silence button that makes the sound stop. *Hint:* The sound effects menu in the Action Settings dialog contains an option to silence the previous sound.
3. Add to the screens of your *Practice* application action buttons that the user can click to go forward to the next screen or back to the previous screen. *Hint:* You can save time if you copy and paste the next and back buttons instead of creating them anew on each screen.
4. Make the buttons you created in exercise 3 make a camera-click sound when the user clicks them. *Hint:* Camera is one of the action button default sounds.
5. On the last screen of your *Practice* application, insert the CD audio icon from the Icons folder of the *Multilit* CD. Link to the CD audio icon the *cdplayer.exe* application (Windows) or the Apple CD Audio Player (Macintosh) so that, when the user clicks the CD audio icon, a CD player pops up on-screen. *Hint:* The Apple CD Audio Player is in the Applications folder on the Macintosh HD. The Windows *cdplayer.exe* file should be in the i386 folder. If you cannot find it, use the Start button's Find option to locate it.