

Hyperlinks in a Word Document

Overview

Hyperlinks are clickable links which take you to a different document, web page, or a place in the same document. Hyperlinks may be automatically generated; for instance, when you type an email address or a web address; or created by the user.

Topics in this Document

- Hyperlink to a [Recently Used File](#)
- Hyperlink to a [Web Page](#)
- Hyperlink to a [Place in the Document](#)

Setup

Select the word or phrase which will become the hyperlink
Click the Hyperlink tool on the Standard toolbar



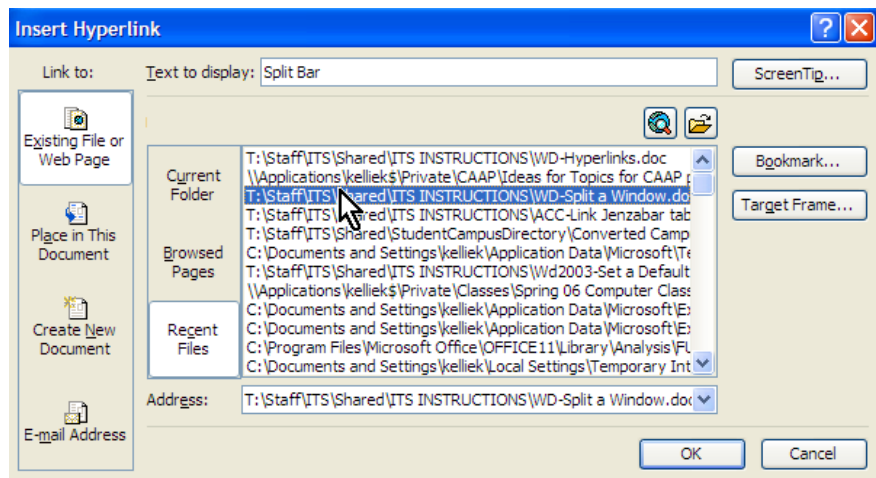
Hyperlink to a Recently Used File

(A word in the document is selected)

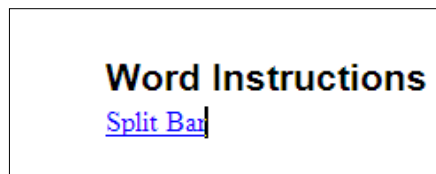
Select Existing File or Web Page

Select Recent Files
Click the name of the file

Click OK

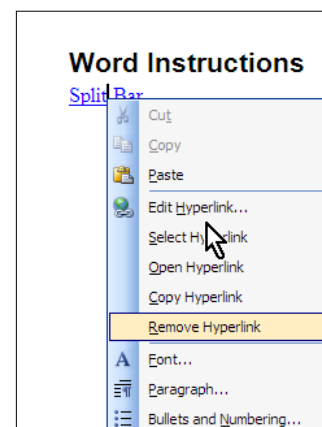


The link is displayed



Remove Hyperlink

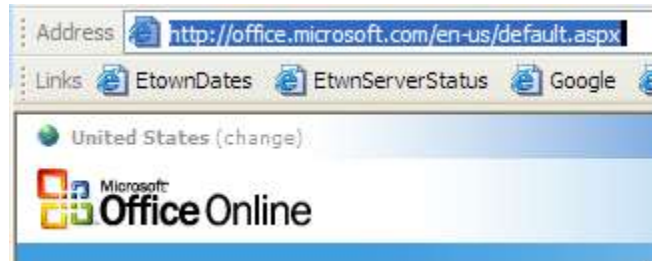
Point (don't click) on hyperlinked word or phrase
RIGHT mouse click
Select Remove hyperlink



Hyperlink to a Web Page

First, visit the web page in your browser

Example – Microsoft’s Office Online



Create the Hyperlink from the URL

Copy the URL (the http address) from the address bar
Drag across the address to select it
Press: Control + C

In the Word document, type a word or phrase which will link to the web page
Example – Microsoft Office Online Help, Downloads and Tips

Select the word or phrase typed in the Word document
Example – Microsoft Office Online Help, Downloads and Tips

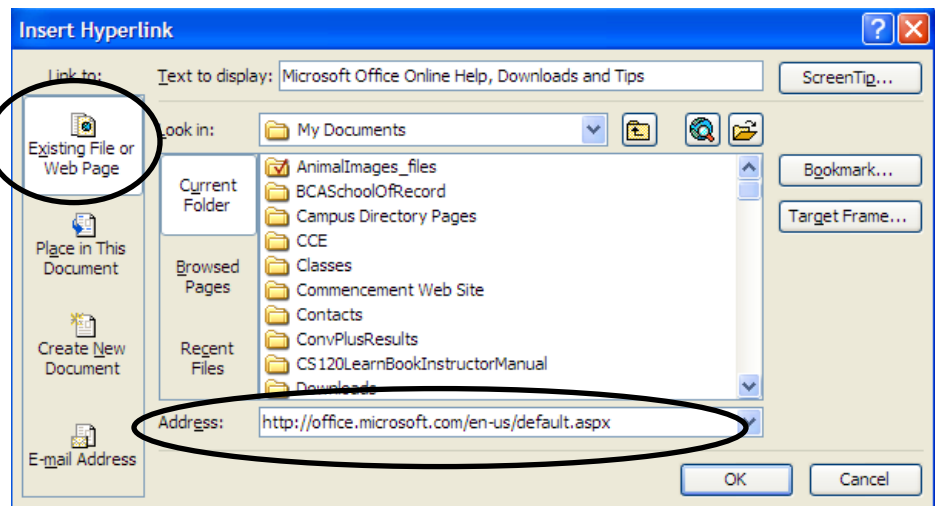
Click the Hyperlink Tool



Select Existing File of Web Page

Click in the Address box
Paste (Control + V)

OK

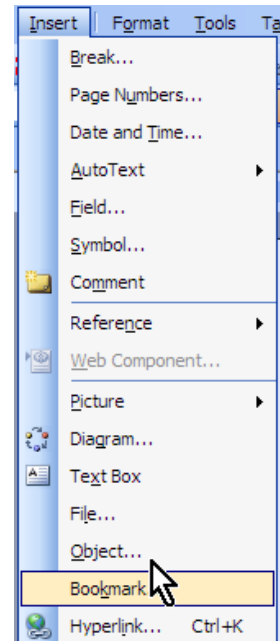


Hyperlink to a Place in the Same Document

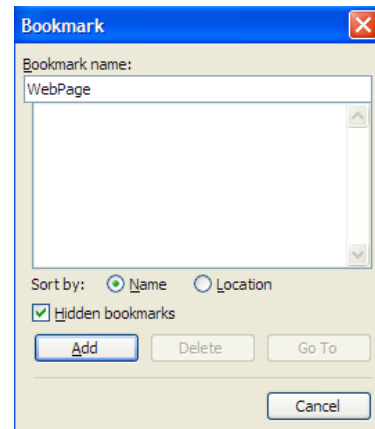
Create a bookmark that the link will jump TO

Select a word or phrase which will contain the bookmark

Menu: Insert, Bookmark...



Type a bookmark name:
No spaces allowed in the name
Click Add



To check that the bookmark has been added

Menu: Edit, Go To...

Select Bookmark
A list of bookmarks is listed
under Enter bookmark name:



Create the Hyperlink from the Bookmark

The cursor is NOT at the bookmarked location

Select the text where the hyperlink will appear

Example- Web Page

Topics in this Document
Hyperlink to a Recently Used File
Hyperlink to a **Web Page**
Hyperlink to a Place in the Document

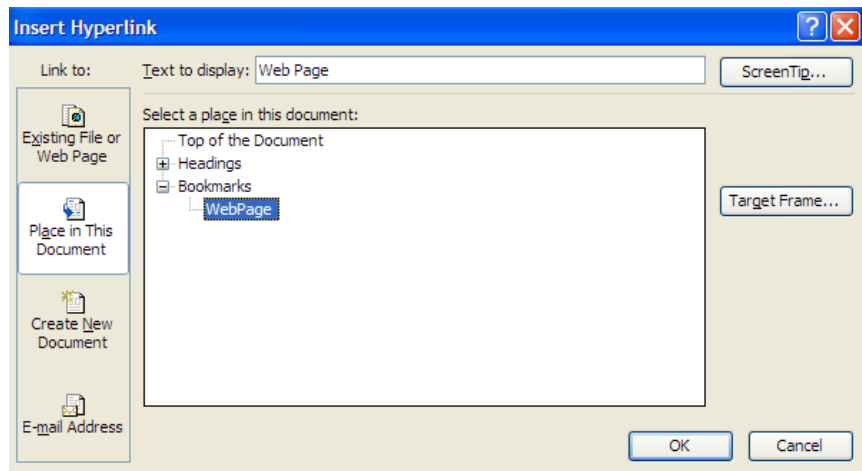
Click the Hyperlink Tool



Select Place in This Document

Expand the Bookmarks list
Select the bookmark the hyperlink will jump to

OK



Selected Text is Hyperlinked

Topics in this Document
Hyperlink to a Recently Used File
Hyperlink to a [Web Page](#)
Hyperlink to a Place in the Document