

## Application: Word – Hyperlinks

**Hyperlinks** are fields. They are inserted into documents to allow the user or reader to link to an existing file, web page, a position in the current document or even to create a new document.

The **Hyperlink** text style defaults as blue font with an underlined blue line and will change colour when used. However, the colour and format will be determined by the **Hyperlink** and **FollowedHyperlink** text styles in your document or by your Theme colours.

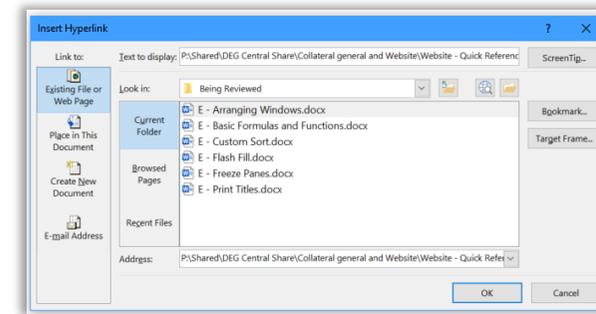
### Built-in Hyperlinks

Some Word features are assigned Links automatically.

1. Built-in **Heading** styles used as links in TOC's and cross referencing
2. **Bookmarks**
3. **Cross references** automatically creates a link.
4. When a **Table of Contents** or **Footnotes** and **Endnotes** are created each item is a link.

### Creating a Link

1. Select **Insert > Hyperlink** or press **CTRL+K**.



2. Add the **Text to display**. If text was selected, this will be automatically displayed in the field. Or you can type text.
3. You can add a **ScreenTip** which will be displayed when the reader hovers the mouse over the link.

**Tip:** If you wish to add a **Screen Tip** select **Screen Tip**, enter the required text and click on **OK**.

4. Select what you want to link to as described below.
5. Select **OK**.

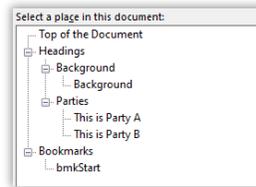
### Existing File or Web Page

1. Click on **Existing file or web page**.
2. Select the file or use the web page using the **Current Folder**, **Browsed Pages** and **Recent Files** buttons as required.
3. Use the **Browse Web** and **Browse File** buttons to find a web address or file. You can copy a web address into the **Address** field.



## Place in this document

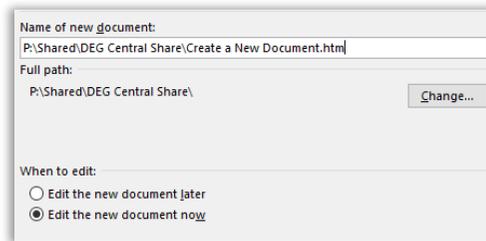
1. This will display **Heading** applied to the document or any links that have been created automatically through the insertion of **Bookmarks**.



2. Click on the required link and **OK**.

## Create New Document

1. This allows you to create a new document to be used as the link.

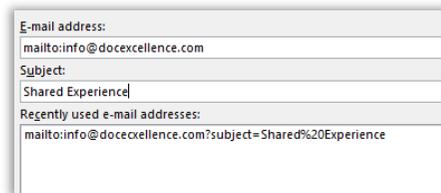


2. **Change** the path where it will be stored in if required.

3. Choose whether to **edit the document now** or save it and **edit it later**.

## E-mail address

1. Enter the **email address** the link should direct to.

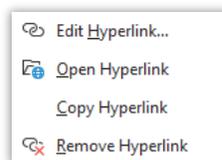


2. Enter the **Subject** line.

3. **Recently used e-mail addresses** will be displayed for you to choose from.

## Managing Hyperlinks in the document

1. Select the link, right click and the following options will be available on the shortcut menu.



- Select **Edit Hyperlink**. The **Edit Hyperlink** dialog box will be displayed. This has the same options as the **Insert Hyperlink** dialog box described earlier.
- Select **Open Hyperlink**. This will activate the **Hyperlink** and is the same as pressing **CTRL Click**.
- Select **Copy Hyperlink**. This will copy the **Hyperlink**. You can then paste it in the normal way as a new **Hyperlink**.
- Select **Remove Hyperlink** to the **Hyperlink** to remove the link.

## Hyperlink options

You can control the behaviour of **Hyperlinks** using **Word Options**.

1. **Internet and network paths with hyperlinks**: Turn this option on if you do not want the text you are typing to be automatically converted to hyperlinks. **File > Options Proofing > AutoCorrect Options**, select the option and click on **OK**.
2. **CTRL +Click to follow hyperlink**: Turn this option on if you do not want users to have to hold the **CTRL key** down when the **Hyperlink** is clicked. Select **File > Options > Advanced > Editing Options**, select the option and click on **OK**.

**Tip:** These options will only apply to the current instance of Word.

**Tip:** **ALT+Left arrow** returns the insertion point to where it was in the document when you pressed **CTRL+Click**.

