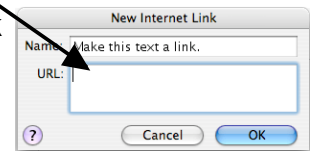
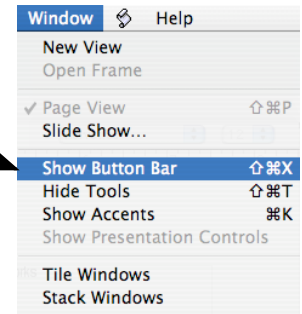


Making HyperLinks in AppleWorks

One of the advantages of electronic writing is the ability to make hyperlinks. Hyperlinks allow your reader to jump quickly to another place in your document or to a different document, picture, movie, sound, etc. AppleWorks allows you to make hyperlinks in any document you create. Here's how to do it in a Word Processing document:

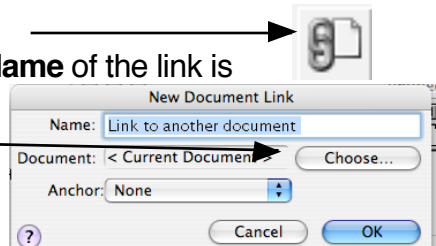
Make a link to a web page:

1. Make sure your button bar is showing. If you can't see it, go to your **Window** menu and choose **Show Button Bar**
2. Select the text that you want to make clickable ([Selection Techniques](#))
3. Click on the **link** button in the button bar.
4. You will see a window like the one to the right. The **Name** of the link is whatever you chose to be the clickable text. In the URL box, type in the web address of the site you want the link to go to. (Or copy and paste it from your web browser.)
5. Click **OK**. The text you selected is now a link. When you click on it, your default web browser will open and display the page.



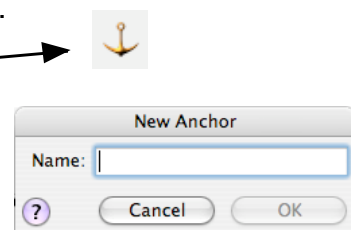
Make a link to another AppleWorks document:

1. Select the text you want to make clickable.
2. In your button bar, click on the **document link** button.
3. You will see a window like the one on the right. The **Name** of the link is whatever you chose for the clickable text. Click on the **Choose** button.
4. In the window that opens, browse to the document that you want to link to.
5. Click **OK**.
6. The text you selected is now a link. Click on it and the document you linked to should open.

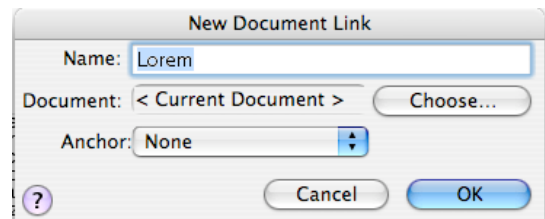


Make a link to another place in the same document:

1. Move to the place in the document you want to **link to**.
2. Select some text (or a picture, object, frame, etc.)
3. Click on the **anchor** button in the button bar.
4. You will see a window like the one on the right. The **Name** of the anchor is the text you selected. If you selected an image or object you will have to type in a name.
5. Click **OK**

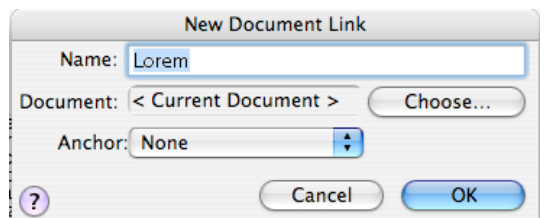


6. Move to the place in the document where you want to make a link.
7. Select the text you want to make clickable.
8. Click on the **document link** button.
9. When the **New Document Link** window appears, pull down the **Anchor** menu and choose the name of the anchor you just made.
10. The text you selected is now a link. When you click on it, your cursor jumps down to the anchor you placed earlier.



Make a link to a specific place in another document:

1. Open the document you want to **link to** and move to the place within the document that the link should jump to.
2. Follow the directions above for making and naming an **anchor**.
3. Save the document.
4. Open the document you want to **link from**.
5. Select some text (or an image or object) that you want to make clickable.
6. Click on the **document link** button.
7. In the **New Document Link** window, click on the **Choose** button.
8. A window will appear where you can navigate to the document you want to link to. Select that document and click **Open**.
9. You should now see the name of the document in the **Document** box.
10. Pull down the **Anchor** menu and you should see the names of any anchors you created in that document.
11. Select the anchor you want to link to and click **OK**.



Selection Techniques:

When you are making hyperlinks it's often necessary to select a chunk of text that you would like to make clickable. Most people know that holding down the mouse button and dragging across a piece of text will select it but there are other ways to select text as well. Try some of these techniques for selecting text in AppleWorks.

- To select a single word, double click on it.
- To select a whole line of text, click three times anywhere in that line.
- To select a paragraph, click four times anywhere in that paragraph.
- To select a block of text, click at the beginning of the piece you want to select. Then shift-click at the end of the piece.
- To select all the text in a file, hold down the **Apple** key and press the **A** key or choose **Select All** from the **Edit** menu.

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Possible Uses For Hyperlinks:

- If you have web pages that you want students to use in a lesson, try creating links to those pages in your handout or worksheet. E-mail the document to students or have them download it from a server. When students open the file in AppleWorks they can click on the links to go directly to the resources you want them to use.
- Create a Table of Contents for a long document with links to each chapter or section. Just create anchors at the beginning of each section, then write your table of contents, making the title of each chapter link to the appropriate anchor.
- Create a Table of Contents for an electronic portfolio. Students can list all the documents that they want to include in their portfolios. Then they can make each title a link to the appropriate document or to a section of that document.
- Create hyperlinks from vocabulary words in a piece of text to their definitions.
- Copy and paste a story or article that you want students to read into a word processing document. Have students annotate the text as they read it by creating hyperlinks from words or phrases in the text to another document where the student has typed questions, connections, or other evidence of the student's thinking.
- Have students annotate a poem with hyperlinks from words or phrases in the poem to the student's interpretations.
- Link to sound files with pronunciations of unfamiliar words (or foreign language vocabulary).
- Link to pictures that illustrate a story.
- Write a "Choose Your Own Adventure" story.