

Making Hyperlinks in a Word Document

Hyperlinks are useful in a word processing document for annotating the text, making links to web resources, or allowing your readers to create their own pathways through your text (as in a “choose your own adventure” story). You can make a link to another document, to another place in the same document, or to a web page. You can also link to other kinds of files like images, sounds, movies, spreadsheets, etc.

Note: This tutorial was produced with Microsoft® Word 2004 for Mac. Other versions may have slightly different looking menus and windows but the concepts are the same.

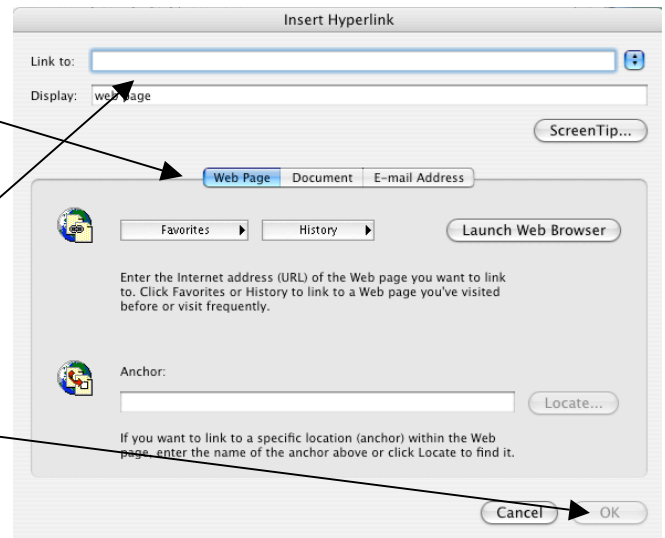
Make a link to a web page:

1. If you type a URL (or copy and paste it) Word will recognize it and automatically make it a link.
2. If you want to make a piece of text (or an image) a hyperlink, select the text you want to make “clickable.”
3. Go to the **Insert** menu and choose **Hyperlink**
4. A window will appear:

Click on the Web Page Button to highlight it.

Type the URL for the web page here.

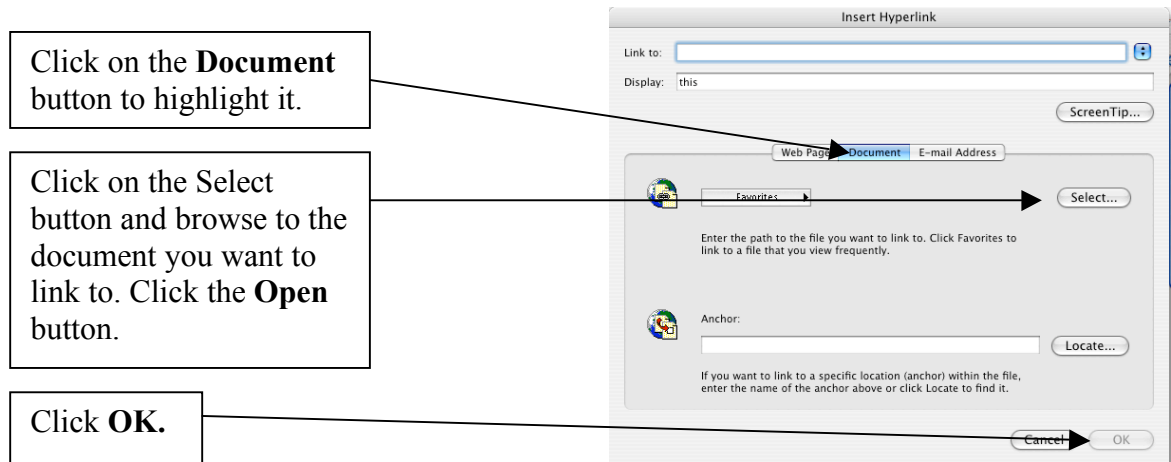
Click **OK**.



5. The text you selected should now be blue and underlined indicating a hyperlink. When you click on it, your browser should open and take you right to the appropriate page.

Make a link to another document:

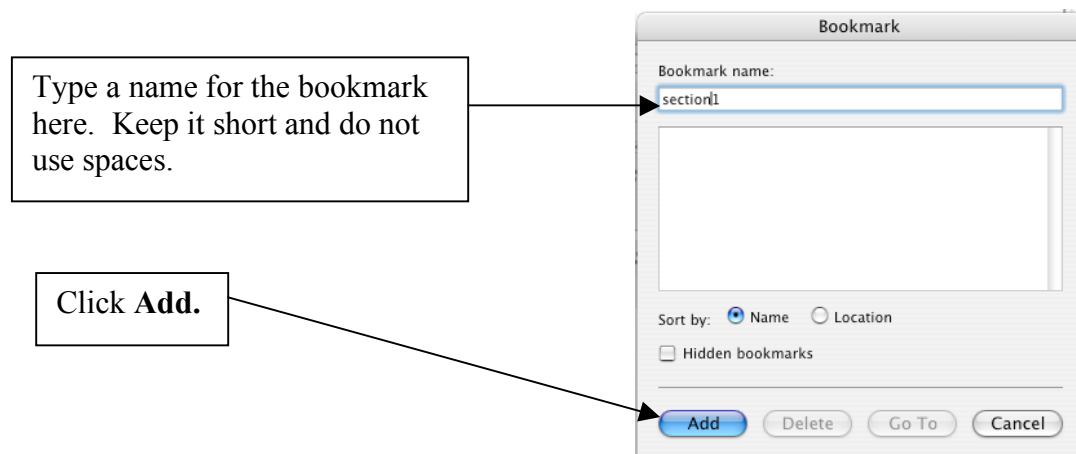
1. Select the text that you want to make into a hyperlink.
2. Go to the **Insert** menu and choose **Hyperlink**.
3. A window will appear:



4. The text you selected should now be a link. When you click on it, the document you linked to should open.

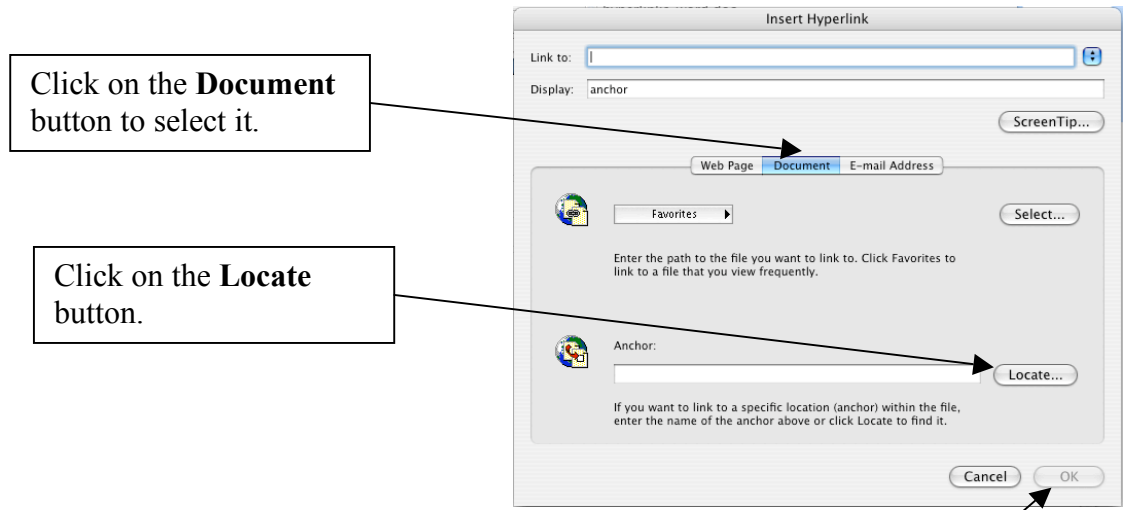
Make a link to another place within the same document:

1. Move to the place in the document you want to **link to** and click so you see a blinking cursor.
2. Go to the **Insert** menu and choose **Bookmark**. This will insert an invisible place marker in the place you want to link to.

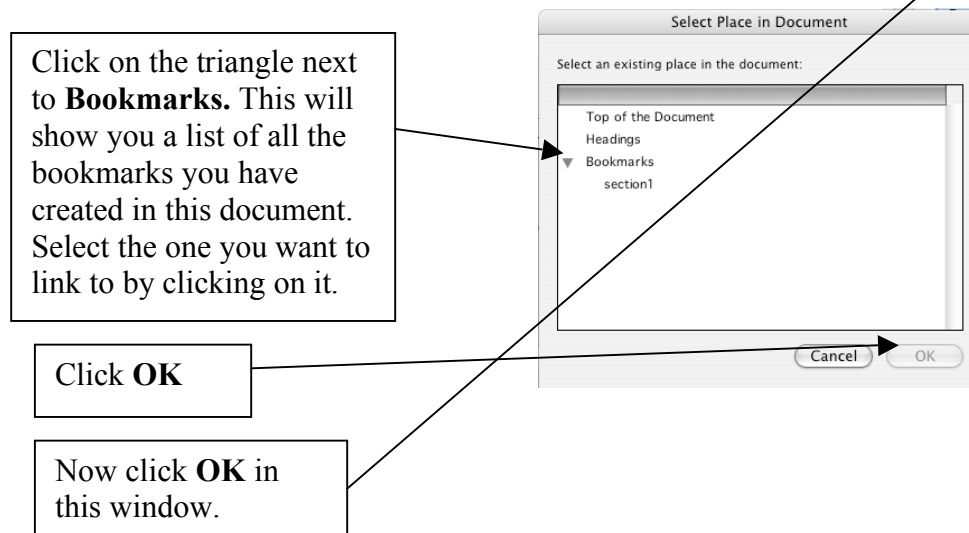


3. Move to the place in the document that you want to **link from**.
4. Select the text that you want to make "clickable."

5. Go to the **Insert** menu and choose **Hyperlink**.
6. A window will appear:



7. Another window will appear on top of the first one:



8. The text you selected should now be a hyperlink. When you click on it, you should jump to the place where you made the bookmark.