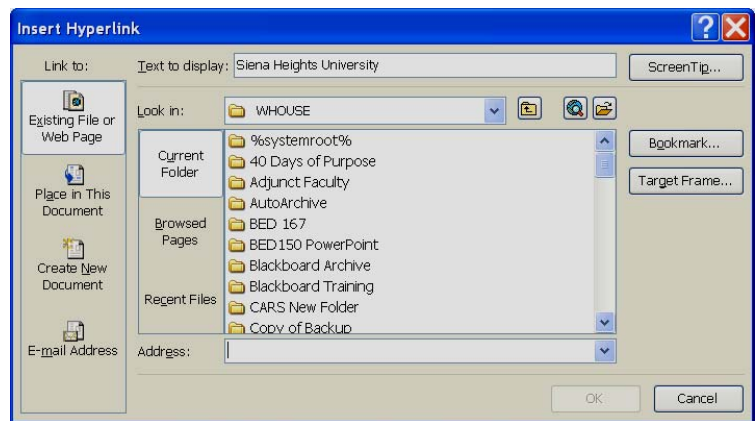


HYPERLINKS

It is possible to create hyperlinks in a Web page. A hyperlink is a graphic object or colored, underlined text that can be clicked to move to a new location in a document. These hyperlinks navigate to other parts of a document, to a Web site or to another document on the computer or on the network.

Insert a Hyperlink to a Web Page

- ❖ Highlight the text that the hyperlink is to be created for.
- ❖ Do one of the following:
 - Click the **Insert Hyperlink** button on the **Standard** toolbar (see illustration at right).
 - Click **Insert** on the **Menu Bar** and then select **Hyperlink**.
- ❖ The **Insert Hyperlink** dialog box will appear (see illustration at right).
- ❖ Click **Existing Page or Web Site**.
- ❖ In the **Address** text box, input a link, such as www.sienahts.edu.
- ❖ The **Text to display** text box should display the words that were selected.
- ❖ Click the **ScreenTip** button.
- ❖ Input a Screen Tip for this link into this dialog box.
- ❖ When the mouse pointer is moved over the link, a tip will appear explaining that this link will take the user to the designated Web site.
- ❖ Click **OK** to exit the **Screen Tip** dialog box.
- ❖ Click **OK** again to exit the **Insert Hyperlink** dialog box and to create the hyperlink.
- ❖ The text in the document will be underlined and in a different color.
- ❖ This indicates that the text is now a hyperlink to the specified area.



Insert a Hyperlink between Documents

- ❖ Select the text that the document is to be linked to.
- ❖ Select the text that you just input.
- ❖ Do one of the following:
 - Click the **Insert Hyperlink** button on the **Standard** toolbar (see illustration at right).
 - Click **Insert** on the **Menu Bar** and then select **Hyperlink**.
- ❖ The selected text will appear in the **Text to display** box.
- ❖ Click **Existing File or Web Page**.
- ❖ Click the **Folder** button on the right side of the dialog box, if necessary, to specify the location of the folder (see illustration at right).
- ❖ Look for the file that is to be linked to.
- ❖ Click **ScreenTip**.
- ❖ Type the text that is to appear when someone points to the hyperlink.
- ❖ Click **OK** twice.



Creating a Hyperlink to Send E-Mail

- ❖ On the next line of the document, input the text such as **Please e-mail me**.
- ❖ Highlight the text that was just input.
- ❖ Click the **Insert Hyperlink** button on the **Standard** toolbar.
- ❖ Click **E-mail Address** in the left frame of the dialog box.
- ❖ Enter an e-mail address.
- ❖ Enter a subject, if desired.
- ❖ Click **OK**.

Using and Removing Hyperlinks

Hyperlinks connect people to information in other documents. Rather than taking the time to duplicate the information, all that is needed is to create a hyperlink to the relevant information. When a hyperlink becomes outdated or unnecessary, it is just a matter of deleting or removing it.

Using a Hyperlink

- ❖ Position the mouse pointer over any hyperlink.
- ❖ The mouse pointer will turn to a hand pointer.
- ❖ While working in the document, while it is not on the Web, hold down the Ctrl key and then click the link.
- ❖ Click the hyperlink. The hyperlink will do one of the following depending on what it was linked to:
 - Jump to a new location in the same document.
 - Jump to a location on an intranet or Internet Web site.
 - Open a new file and the program where it was created.
 - Open Outlook and display a new e-mail message.
- ❖ Navigating between open hyperlinked documents with the Web toolbar.
 - Click **Back** or **Forward** to move between pages on the Web.
 - Click **Start Page** to move to the home page.
 - Click **Search the Web** to go to a search page.

Edit a Hyperlink

- ❖ **Right-click** the hyperlink that is to be edited.
- ❖ Select **Edit Hyperlink** from the shortcut menu.
- ❖ Make the necessary changes to the hyperlink.
- ❖ Change the display text.
- ❖ Edit the custom ScreenTip by:
 - Clicking ScreenTip.
 - Edit the custom text.
 - Click **OK**.
- ❖ Change the destination, if desired.
- ❖ Click **OK**.

Remove a Hyperlink

- ❖ **Right-click** the hyperlink that is to be removed.
- ❖ Click **Remove Hyperlink**.
- ❖ **Delete** the text or object, if necessary.