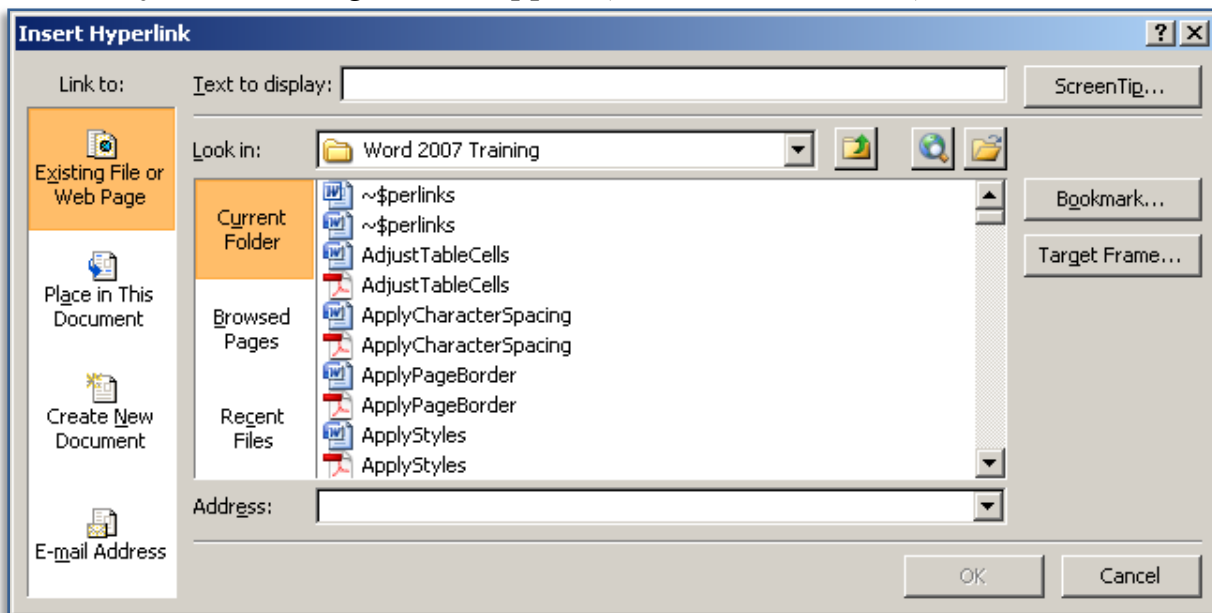
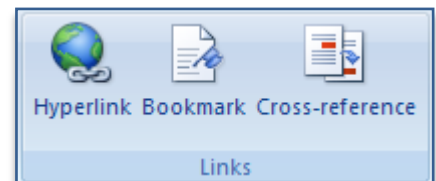


HYPERLINKS

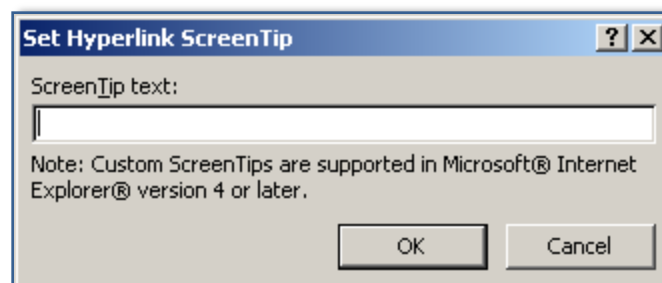
It is possible to create hyperlinks in a Web page or a Word document. A hyperlink is a graphic object or colored, underlined text that can be clicked to move to a new location in a document. These hyperlinks navigate to other parts of a document, to a Web site or to another document on the computer or on the network. Hyperlinks can be created using the Insert Hyperlink dialog box or by just keying the Web address into the document. When the address is keyed into the document and the spacebar is pressed, the link will be created.

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 Tab**.
 - In the **Links Group**, click the **Hyperlink** button (see illustration at right).
- or
- Right-click the selected text and then click **Hyperlink**.
- ❖ The **Insert Hyperlink** dialog box will appear (see illustration below).



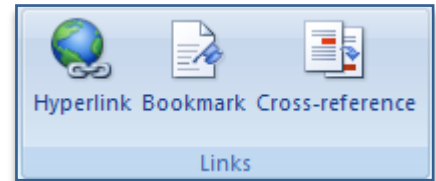
- ❖ Click **Existing Page or Web Site**.
- ❖ In the **Address** text box, input a link, such as www.sienaheights.edu.
- ❖ The **Text to display** text box should display the words that were selected.
- ❖ Click the **ScreenTip** button.
- ❖ The **Screen Tip** dialog box will display (see illustration below).



- ❖ 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.

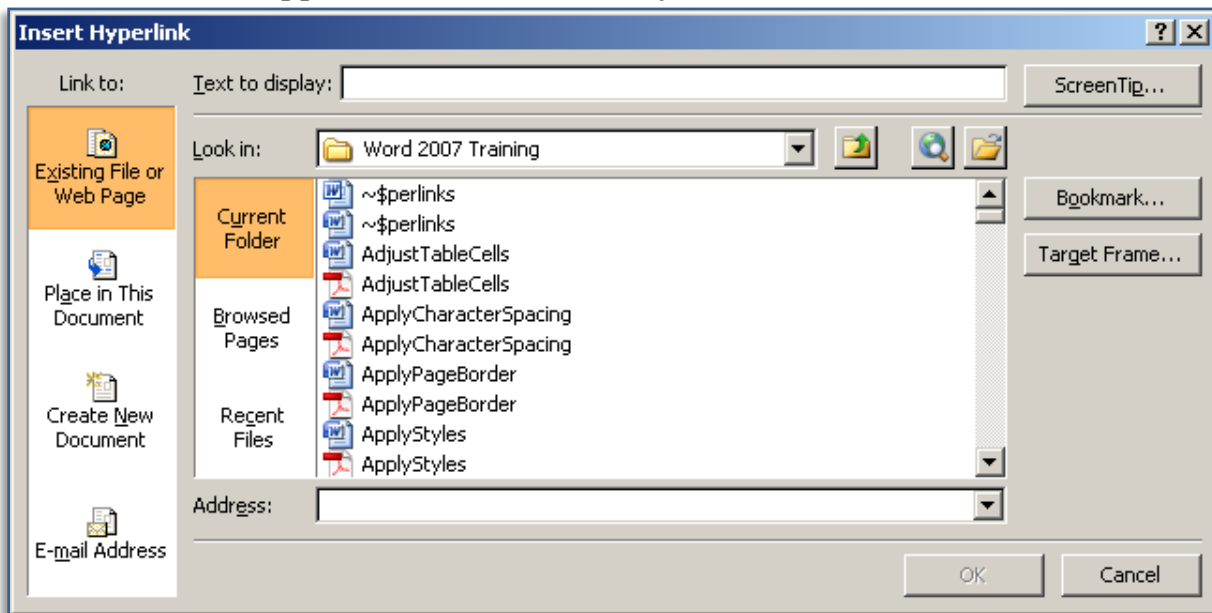
Insert a Hyperlink between Documents

- ❖ Select the text that the document is to be linked to.
- ❖ Do one of the following:
 - Click the **Insert Tab**.
 - In the **Links Group**, click the **Hyperlink** button (see illustration at right).



or

- Right-click the selected text and then click **Hyperlink**.
- ❖ The selected text will appear in the **Text to display** box.

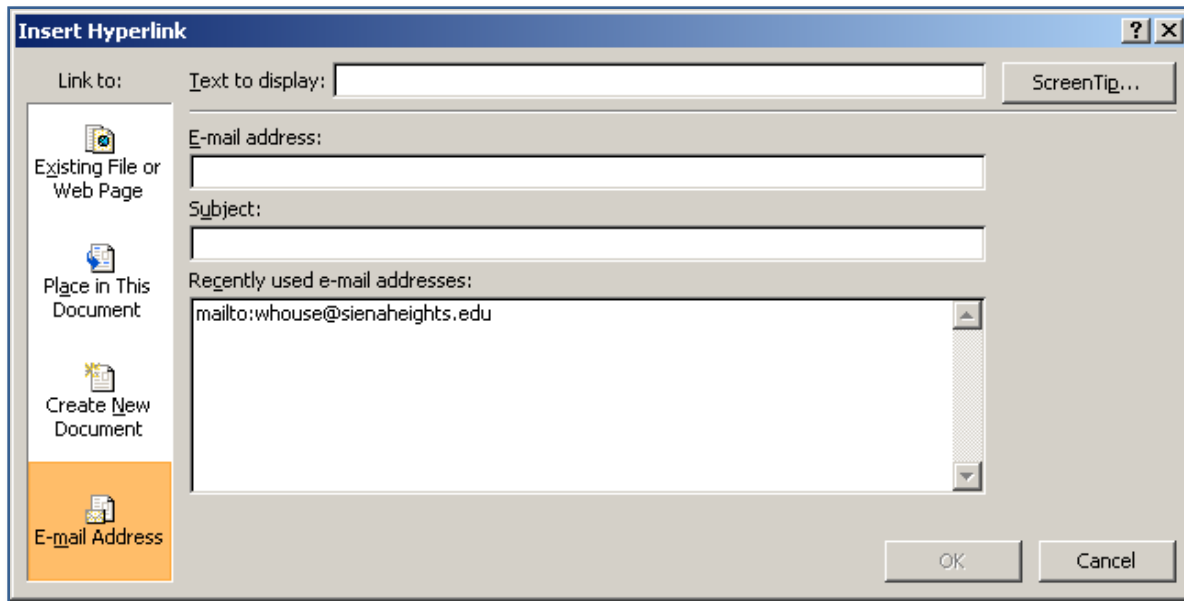


- ❖ Click **Existing File or Web Page**.
- ❖ Click the **Folder** button on the right side of the dialog box, if necessary, to specify the location of the folder (see illustration at right).
- ❖ The **Link to File** dialog box will open.
- ❖ Look for the file that is to be linked to.
- ❖ Click the **OK** button to insert the file name into the **Address** box.
- ❖ Input a **Screen Tip**, if desired.
- ❖ Click **OK** to exit the **Insert Hyperlink** dialog box.



Creating a Hyperlink to Send E-Mail

- ❖ Click the **Home Tab**.
- ❖ In the **Links Group**, click the **Insert Hyperlink** button.
- ❖ Click **E-mail Address** in the left frame of the dialog box.
- ❖ The **Insert Hyperlink** dialog box will options will change (see illustration on next page).



- ❖ Enter an e-mail address.
- ❖ Enter a subject, if desired.
- ❖ Input any other desired information.
- ❖ Click **OK**.

Using, Editing, 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.
- ❖ When 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.

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.
- ❖ Click **OK**.

Remove a Hyperlink

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