

## Creating a Hyperlink

Hyperlinks can be used for two purposes within a word processing document. In long documents, hyperlinks can be used to link to words or sections within the document to aid navigation.

Hyperlinks can also be used to link to a website or file outside of the document. When linking to a site outside of the document, the URL can be replaced by a word or phrase to describe the link.

### **Creating a hyperlink to bookmark a section within a document**

1. Select the text you will be linking to
2. Select **Insert** on the Menu and click on **Bookmark**
3. Give the text an appropriate name
4. Click **Add** and the new Bookmark will be added to the list
5. Select the text you want to display as the Hyperlink
6. Select **Insert** on the Menu and click on **Hyperlink**
7. Under the "Link to:" section select **Place in this Document**
8. Select **Bookmark** and select the newly created bookmark name
9. Click **OK**

### **Creating a hyperlink to an external web site or document**

1. Copy and Paste the URL into the document
2. Select the URL
3. Select **Insert** on the Menu and click on **Hyperlink**
4. Type the text you wish to display in place of the URL in the "Text to Display:" box
5. Click **OK**
6. The new text will appear in the document in place of the URL