

MICROSOFT WORD

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Hyperlinks

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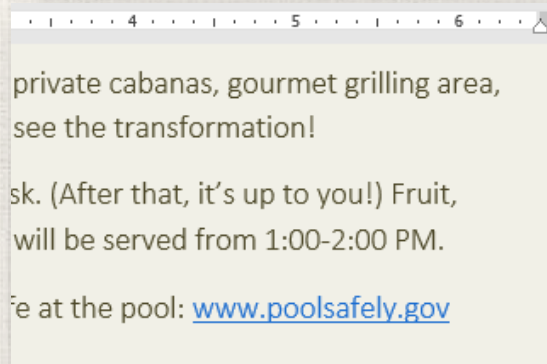
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Introduction

- ▶ Adding **hyperlinks** to text can provide access to **websites** and **email addresses** directly from your document. There are a few ways to insert a hyperlink into your document. Depending on how you want the link to appear, you can use Word's **automatic link formatting** or **convert text** into a link.

Understanding hyperlinks

- Hyperlinks have **two basic parts**: the address (URL) of the webpage and the **display text**. For example, the address could be <http://www.popsci.com>, and the display text could be **Popular Science Magazine**. When you create a hyperlink in Word, you'll be able to choose both the address and the display text.
- Word often recognizes email and web addresses as you type and will automatically format them as hyperlinks after you press **Enter** or the **spacebar**. In the image below, you can see a hyperlinked web address.

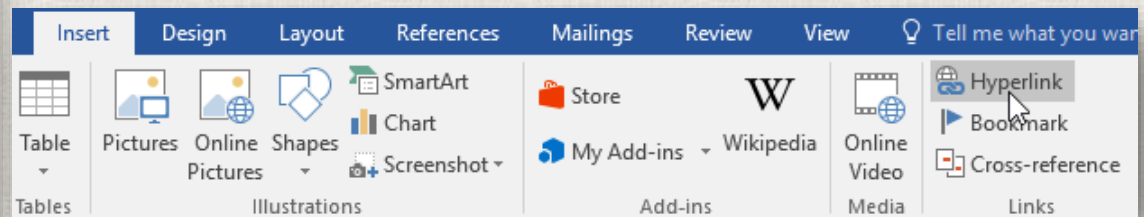


To follow a hyperlink in Word, hold the **Ctrl** key and click the **hyperlink**.

Formatting text with a hyperlink

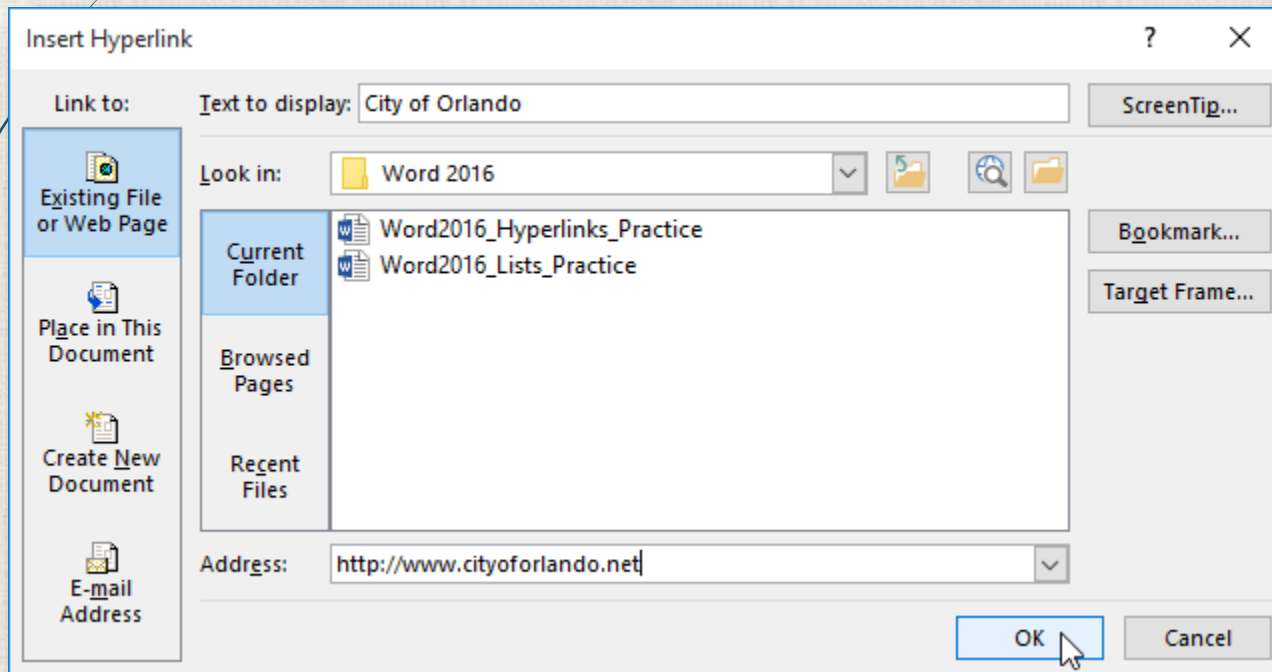
1. Select the text you want to format as a hyperlink.
2. Select the **Insert** tab, then click the **Hyperlink** command.

Alternatively, you can open the Insert Hyperlink dialog box by right-clicking the selected text and selecting **Hyperlink...** from the menu that appears.



Formatting text with a hyperlink

3. The **Insert Hyperlink** dialog box will appear.
4. The selected text will appear in the **Text to display:** field at the top. You can change this text if you want.
5. In the **Address:** field, type the address you want to link to, then click **OK**.



Formatting text with a hyperlink

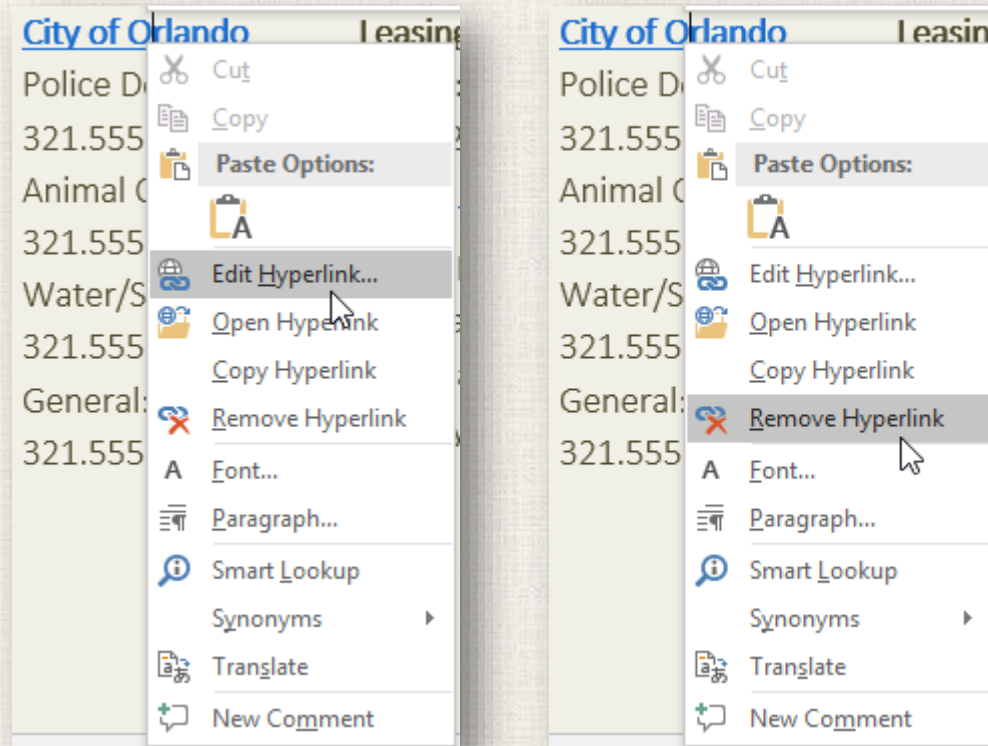
6. The text will then be formatted as a hyperlink.



After you create a hyperlink, you should **test** it. If you've linked to a website, your web browser should automatically open and display the site. If it doesn't work, check the hyperlink address for misspellings.

Editing and removing hyperlinks

- Once you've inserted a hyperlink, you can right-click the hyperlink to **edit, open, copy, or remove** it.
- To remove a hyperlink, right-click the hyperlink and select **Remove Hyperlink** from the menu that appears.



Practice

- ▶ Open our **practice document**.
- ▶ Scroll to **page 4**.
- ▶ In the first bullet point under Community Reminders, format the word **website** as a **hyperlink** to <http://www.epa.gov/recycle>.
- ▶ Test your **hyperlink** to make sure it works.
- ▶ In the second bullet point, **remove the hyperlink** from the words **Parks and Recreation**.



1000 Lake Sylvan Boulevard
Orlando, FL 32804

Spring Newsletter

Community Reminders

- Recycling is collected every other Wednesday. For more information on general recycling tips, please visit this [website](http://www.epa.gov/recycle).
http://www.epa.gov/recycle
Ctrl+Click to follow link
- Please remember to pick up after your pets! Pet waste is a contributor to the spread of infectious diseases and contaminated drinking water. Baggies are provided by our local Parks and Recreation chapter. If you notice an empty bag stand, please call 321.555.4867.
- Glass containers are prohibited in the pool area. Please remember all guests must have their guest pass visible at all times.



The image features a light beige background with a fine, woven texture. On the left side, there are several thin, dark blue lines that curve upwards and outwards, resembling stylized grass or reeds. The text 'THE END' is centered in a bold, dark blue, sans-serif font. The letters have a slight 3D effect with a shadow on the right side. Below the text is a faint, semi-transparent reflection of the same text.

THE END

THE END