

# Tuesday TechTip:

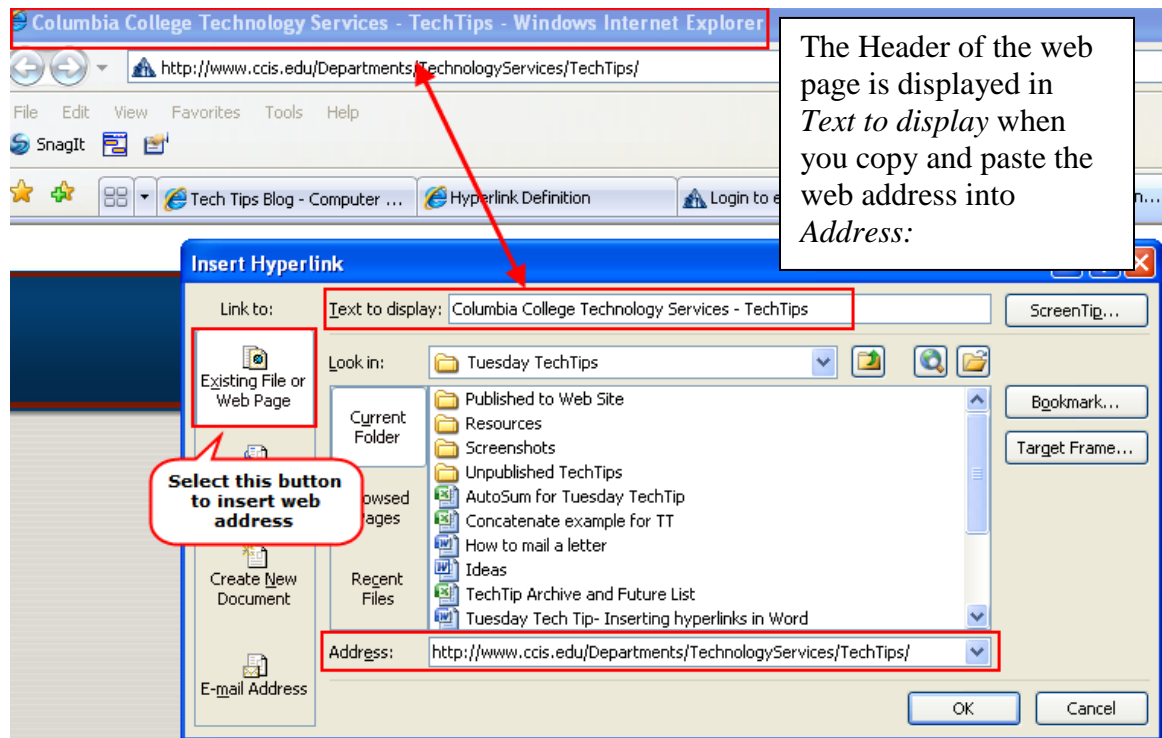
## **Hyperlinks overview:**

A hyperlink is a word, phrase, or image that you can click on to jump to a new document or a new section within the current document. Hyperlinks allow the readers of your document to browse your information at hyper speed and effortlessly jump to a web site, a section in your document or even create a new email with the address and subject prefilled. Today's TechTip will show you how to create a hyperlink for a web site document.

## **Create a hyperlink to a web site document.**

Sometimes you may want to refer the reader of your document to a web site or page. You could give them the entire address starting with `http://` or `www`, etc. But this can lead to typing errors and your reader may not get to the site. Make it easy by doing the following:

1. Place your cursor in the area where you wish to insert your hyperlink.
2. Click on the *Insert* tab.
3. Click on the **Hyperlink** button of the *Links* group. The *insert hyperlink* dialog box will display.  
**NOTE:** The shortcut for inserting a hyperlink is **ctrl + K**. This will take care of steps 1-3.
4. Click on the **Existing File or Webpage** button.
5. Type the address of the web page into the *Address:* text box. Since many web addresses can be lengthy, I would suggest opening a browser and navigating to the page. Then simply copy the address by double left clicking on the address and pressing `Ctrl + C`. This eliminates potential typing errors. Now paste it into the *Address:* text box.
6. If you pasted the address into the *Address:* text box, the *Text to display:* text box will default to the header title (see figure 1 below) of the web page. If you typed the address, then the same address will appear in the *Text to display:* text box.



7. The *Text to display*: text box represents what text your reader will click on to navigate to the web site. It does not matter what you type here, the reader will still navigate to the correct web page. In the example above, I would probably just type the text of "Tuesday TechTip" in the *Text to display*: box.

8. Click **OK**.

9. I now have a link that will send my reader to the Tuesday TechTip web page. Here is how my link would look in the Word document: [Tuesday TechTip](http://www.ccis.edu/Departments/TechnologyServices/TechTips/). When your reader briefly hovers the mouse pointer over the link, a message will appear directing them to press ctrl and click to open the link. This will launch a browser and direct it to the web page you specified.

## More uses for Hyperlinks.

Hyperlinks can also be used to allow the reader of your document to quickly navigate to other sections of your [document](#) or automatically create an [email](#) already addressed to you with a subject line.

[See a demonstration of how to create Hyperlinks! Click here to view this TechTip in action.](#)

**Note:** Click this linking will open your browser and display this TechTip in a presentation.

[Click here to check out archives of all TechTips](#)

For additional tips, check out the Technology Solutions Center self-service portal at <http://help.ccis.edu>