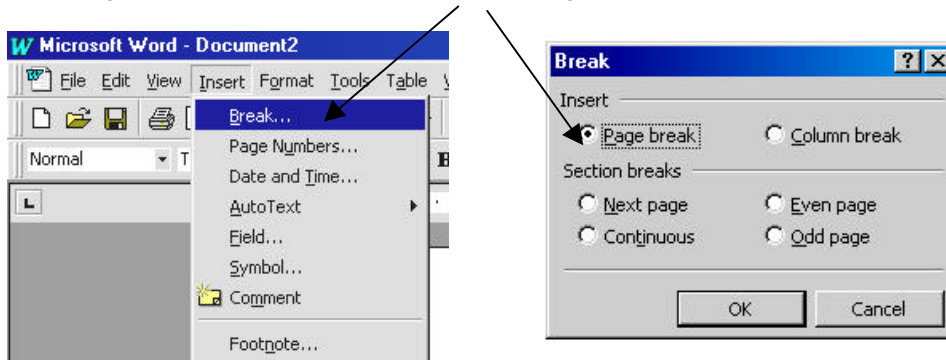


How to Insert Hyperlinks into a Word Document

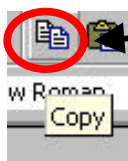
1. Turn the computer on.
2. Click on the **Start** button (lower left corner of your screen).
3. Move the mouse-pointer up to the word **Programs** and click on it. Then move the mouse-pointer over to **Microsoft Word** and click. (If **Word** is not located here, look on your desktop for a **Word** icon or ask me.) Type your document. Identify those words you wish to use as links to further information.
4. Insert a page break at the very end of your typed document. To do this, click on **Insert** on the Menu bar, then click on **Break**. In the option box that appears click on **Page Break**, then click on **OK**. This will be the page where you put the information that you are linking to. We will call it the reference page.



Note: You must use the "back" button (located on your toolbar) to return to your original page after visiting a link.



5. On the reference page type the information that goes with one of your links. Be sure to include the link word as the title. **Save your work now**. Do this by clicking on **File**, then **Save** or **Save As**. (Click **OK** next if you selected **Save As**.)
6. Highlight the title word, which will be placed in the main document text. Click on the copy icon.



Copy

Note: When you copy text, the format will be copied as well. So, be sure to check whether the text link's format is correct for your original page. If it isn't you will need to edit the text.

7. Go back to your original page. Double-click the link word and delete it. Now click on **Edit** on the menu bar. Then, click on **Paste as Hyperlink**. That's it! The word should have changed color and now be underlined. Click on it, and it should take you to your reference page!

Paste as Hyperlink

