
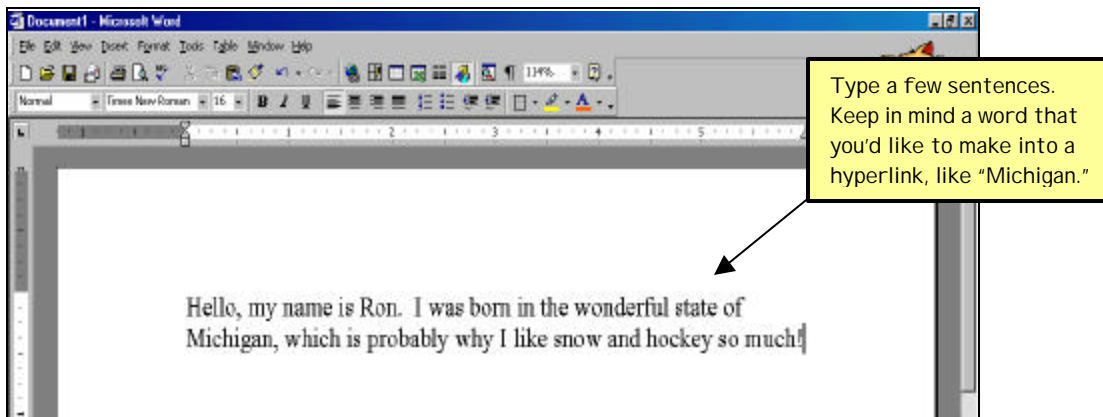


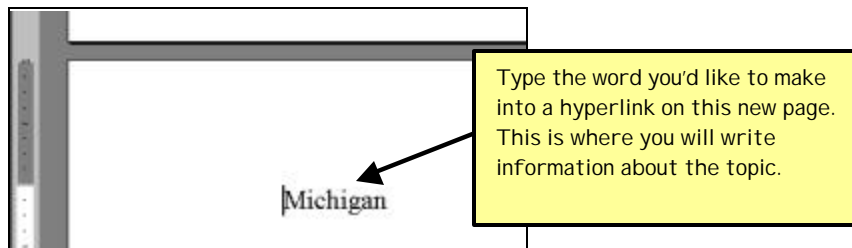
How to Create Hyperlinks in Word 2000

(Note: Word 2000 was designed to be "intuitive" software in that it recognizes menu items that you use most frequently and moves them to the top of the menu choices. Therefore, pictures of drop-down menus may not look exactly like the menus on your screen.)

1. Start **Word** by clicking on the **Start Menu** at the lower left of your screen, then **Programs**, then **Word**.
2. Click  to create a new document.
3. *You have to save your document before proceeding in order for the hyperlink function to work!* Go to **File** and click **Save As**. Name and save your file.
4. *It's time to begin your document. Remember, you're creating a document that will allow the reader to explore further certain words and phrases.* Type a few sentences. See the example below.



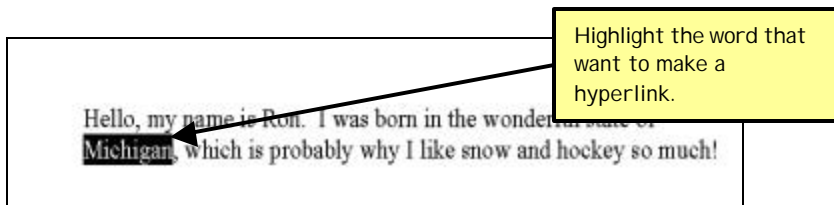
5. *You're going to want to put your links below your document.* When you get to the end of the last sentence, create a new page for the links by clicking **Ctrl-Enter** (hold down the **Ctrl** key, then quickly depress the **Enter** key one time).
6. *Let's suppose in our example that we want to make Michigan a link so that the reader can learn more about the state.* On this new page, type the word you would like to make a hyperlink, in this case "Michigan." Type whatever information you wish to include here to provide the reader with expanded information.



7. You are now going to copy the word that is to become the link. Highlight the word (in this example, **Michigan**.) Make sure you highlight only the word and not any spaces before or after the word. You do this by pointing to the first letter, clicking, and carefully dragging to the right. Once the word is highlighted, on the menu bar, click **Edit**, and then **Copy**.

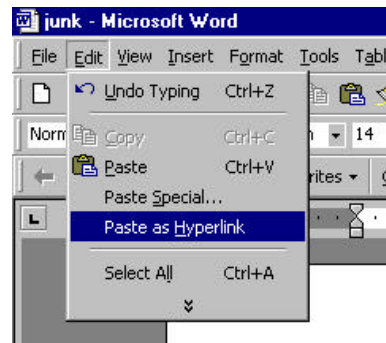


8. You are now going to return to the main document and find the place where you wish to create the hyperlink, in this case, the word "Michigan." Scroll back to the top of your document, find the word that matches the hyperlink you just copied and highlight it.



9. You need to erase the word so that you can insert it as a hyperlink. Press the backspace key.

10. On the menu bar, click on **Edit**, then **Paste as Hyperlink**.



Ta da! You should see a blue underlined word. When you point to the word, your cursor will become a hand. When you click, you will see the expanded information you wrote. Use the back arrow on the menu bar to return to your main document.