Working with Hyperlinks

Introduction


When you're online, you use **hyperlinks** to navigate from one webpage to another. Sometimes a hyperlink will link to a different section of the same page. If you want to include a **web address**or **email address in** your Word document, you can format it as a **hyperlink** for someone else to click.

In this lesson, you will learn the **basics of working** with hyperlinks, including how to insert and remove them from your Word document.

Hyperlinks

Video: Working with Hyperlinks in Word 2010
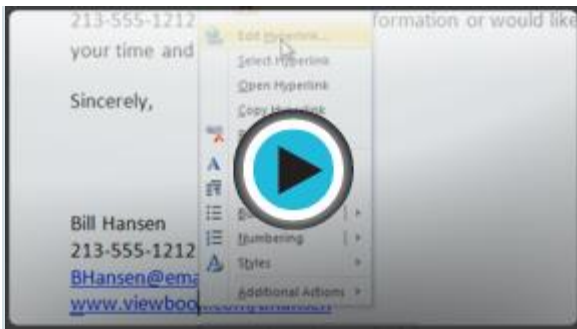
Adding **hyperlinks** to your document can help readers quickly access contact information, other parts of the document, and any additional information online that you want to share.
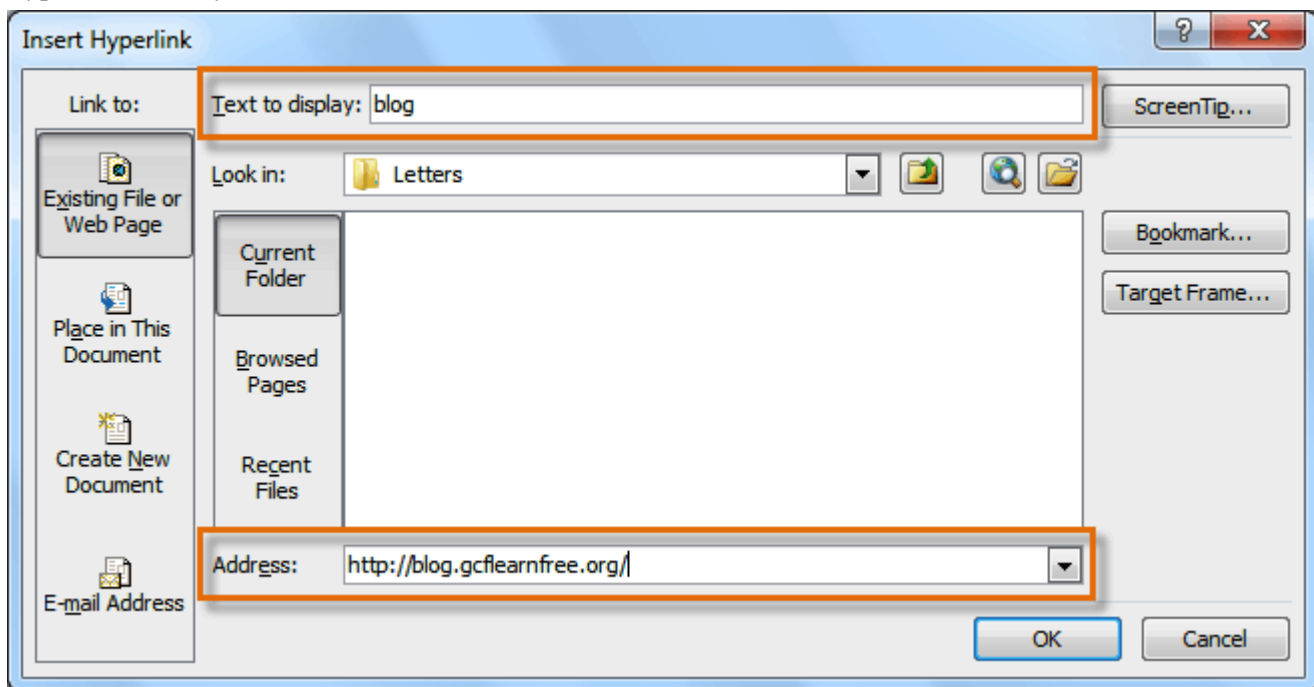
About hyperlinks

Hyperlinks have **two basic parts**: the **address** of the webpage, email address, or other location they are linking to; and the **display text (or image)**. For example, the address could be **https://www.youtube.com**, and the display text could be **YouTube**. In some cases, the display text might be the same as the address. When you're creating a hyperlink in Word, you'll be able to choose both the address and the display text or image.

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

To insert a hyperlink:

1. Select the text or image you want to make a hyperlink.
2. Right-click the selected text or image, then click **Hyperlink**. You can also right-click in a blank area of the document and click **Hyperlink**.
3. The **Insert Hyperlink** dialog box will open. You can also get to this dialog box from the **Insert tab** by clicking **Hyperlink**.
4. If you selected text, the words will appear in the **Text to display:** field at the top. You can change this text if you want.
5. Type the address you want to link to in the **Address:** field.


6. Click **OK**. The text or image you selected will now be a hyperlink.

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You can also insert a hyperlink that links to **another portion of the same document** by selecting **Place in This Document** from the **Insert Hyperlink** dialog box.

To make an email address a hyperlink:

1. Right-click the selected text or image, then click **Hyperlink**.
2. The **Insert Hyperlink** dialog box will open.
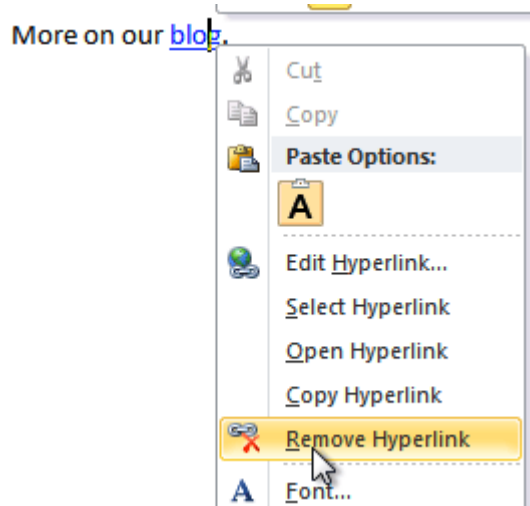3. On the left side of the dialog box, click **Email Address**.
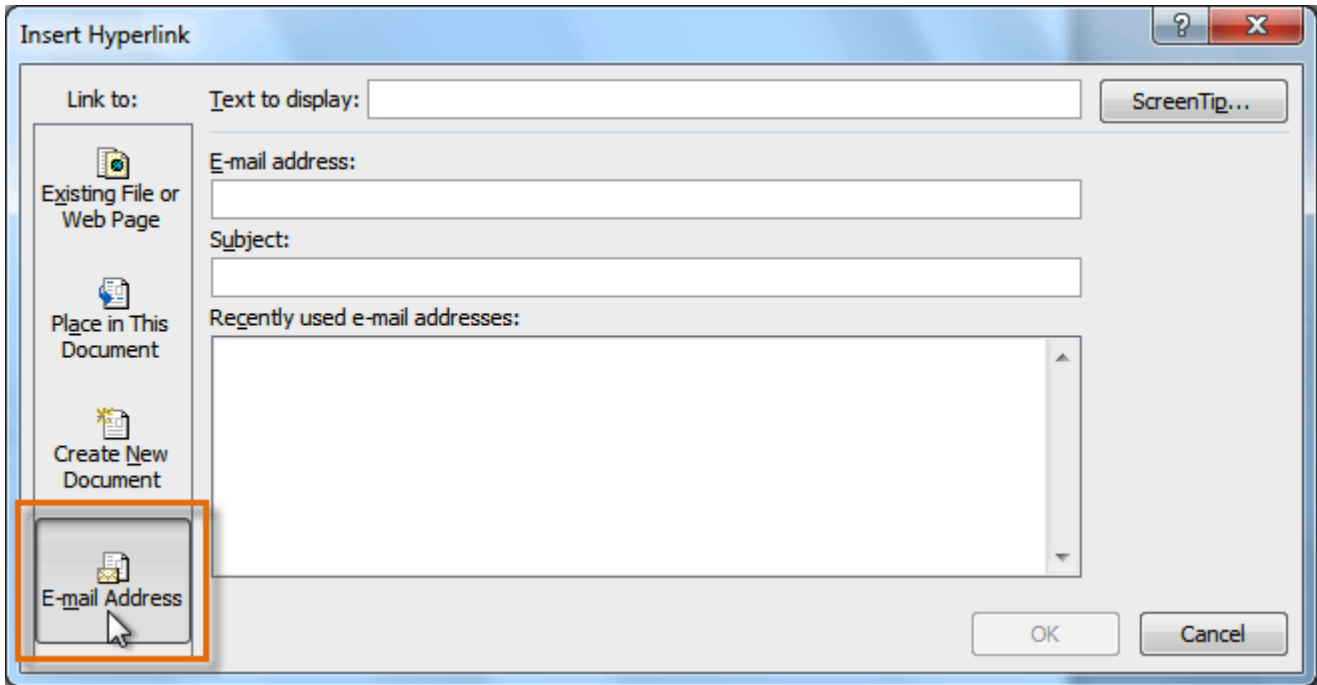
4. Type the email address you want to connect to in the **Email Address** box, then click **OK**.
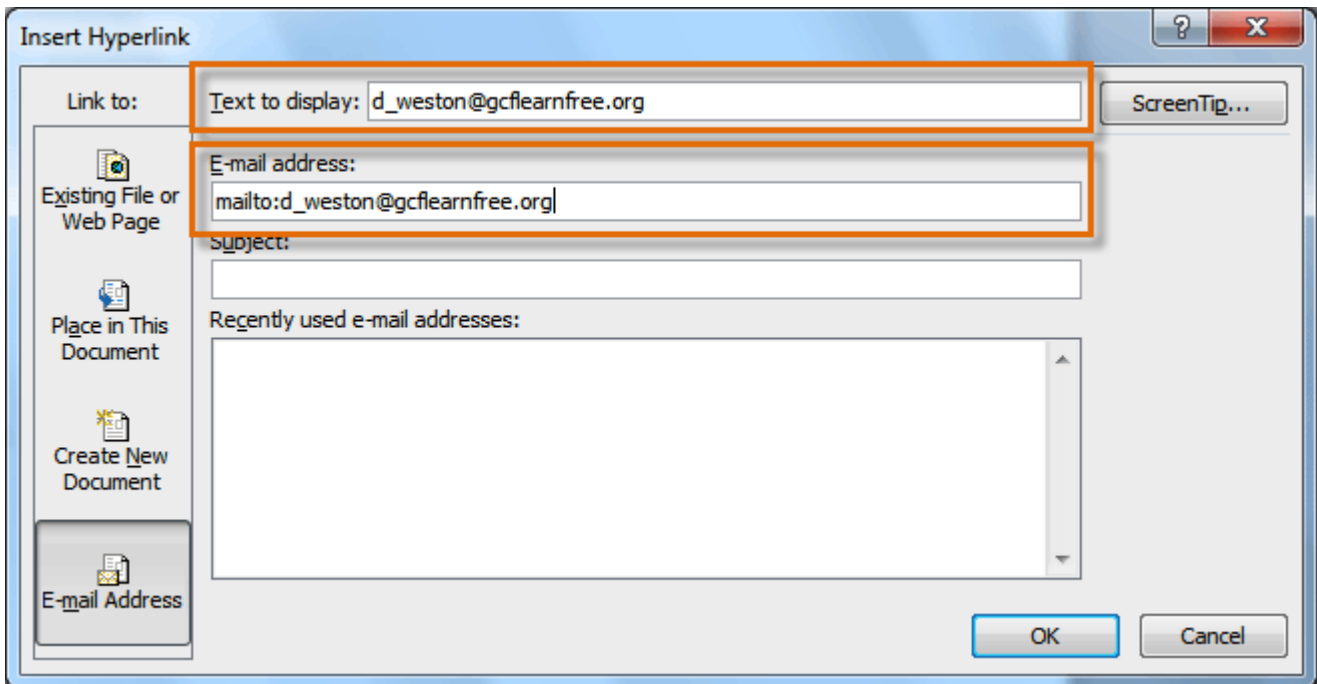
Word often recognizes email and web addresses as you type and will format them as hyperlinks automatically after you press the **Enter** key or the **spacebar**.

To remove a hyperlink:

1. Right-click the hyperlink.
2. Click **Remove Hyperlink**.

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Cut

Copy

Paste Options:

A

Edit Hyperlink...

Select Hyperlink

Open Hyperlink

Copy Hyperlink

Remove Hyperlink

Font...

After you create a hyperlink, you should **test** it. If you have 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.

Challenge!

1. Create a **new** document.
2. Type some text, and turn a word or phrase into a **hyperlink** that links to www.gcflearnfree.org.
3. **Test** the hyperlink by clicking it. The webpage should open in your browser.
4. **Remove** the hyperlink you just created.
5. Create a **hyperlink** that links to an **email address**.