

Working with Hyperlinks

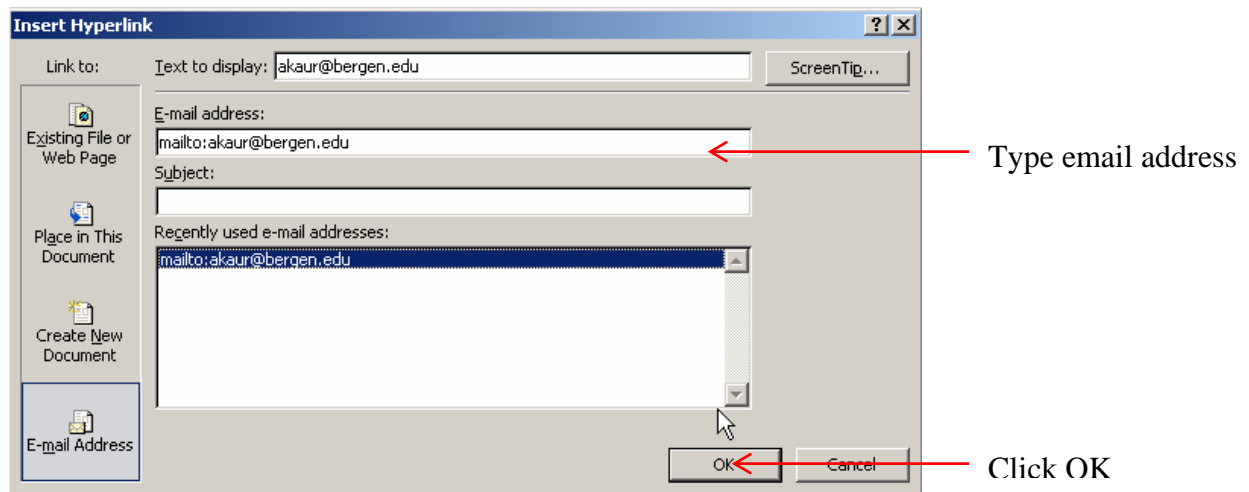
A hyperlink is a pointer to another location which may be a web page an email address or a new document. Microsoft Word creates a hyperlink you type the address of an existing Web page. You can also create customized links in a document.

How to create a hyperlink to a web page?

1. Click **I**nsert
2. Click **H**yperlink
3. Type text in *Text to display* box
4. Click *Existing File or Web page* tab in *Link to:*
5. Type URL in the *Address* box
6. Click **OK**

How to create a hyperlink to an email address?

1. Click **I**nsert
2. Click **H**yperlink
3. Click *E-mail Address* tab in *Link to:*
4. Type the email address
5. Type text in *Text to display* box
6. Click **OK**



How to remove a hyperlink?

1. Highlight the hyperlink
2. Click Remove Link
3. Click **OK**