Need to Know IT

Hyperlinks

The '**Hyperlink'** function is on the '**Insert'** ribbon.

Hyperlinks create quick links to electronic information, such as a file on your computer, a web address or even a different part of the document you are using. A hyperlink is simply a link to an electronic address. Clicking the link makes the computer 'jump' to the location of the associated website or file.

Some hyperlinks are automatically created when you type certain texts. For example, if you type a web address or an email address, the computer will recognise this and immediately turn the text into a hyperlink. You can tell that a hyperlink has been created because the text changes colour and is underlined. This is the hyperlink to the University of South Wales website, www.southwales.ac.uk

Creating a Hyperlink to a File on your Computer

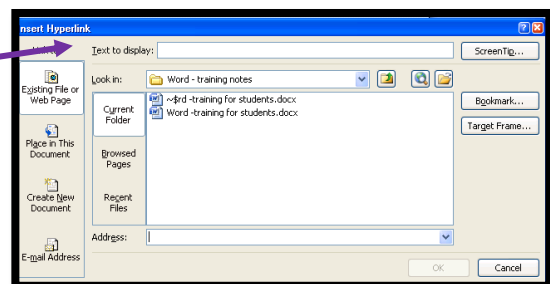There are two different ways of creating a hyperlink.

- Existing text in the document can be converted into a hyperlink, *or*
- The '**Hyperlink'** function can create a hyperlink and insert the name of the hyperlink into the document at the point where the cursor was located when the hyperlink was created.
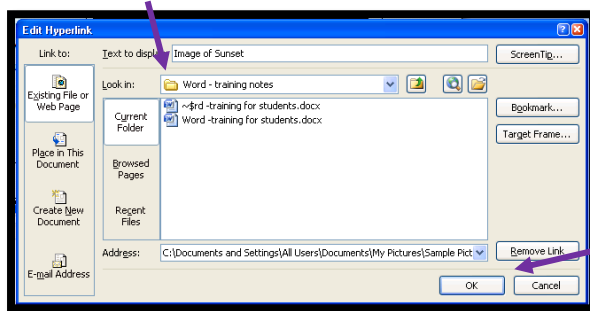
Creating a Hyperlink

1. Select the '**Insert'** tab and click the '**Hyperlink'** icon. This will open the '**Insert Hyperlink'** dialogue box.

2. Type the required text in the '**Text to Display'** box. This is the text that will be shown when the hyperlink is displayed in the document.

3. Locate the file to be hyperlinked. This must be displayed in the '**Look In**' box.

4. Click to select the file

5. Click '**OK'**

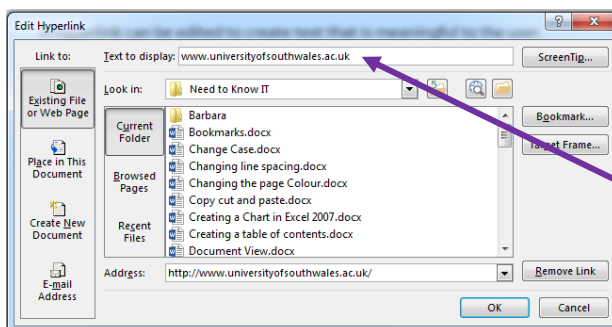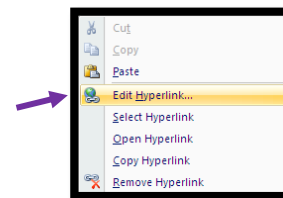The hyperlink has been created. Click the hyperlink in the document to open the image file.

To hyperlink existing text in a document, simply select the text and click the '**Hyperlink'** icon on the '**Insert'** tab. Then follow the steps shown above.

Editing a Hyperlink

Hyperlinks contain the entire address for the file or website. Sometimes, this can be very long and contain a mixture of text, numerals and backslashes. It can be very difficult to make any sense of the text in the hyperlink.

A hyperlink can be edited to create text that is meaningful to the user.

1. Right mouse click the hyperlink to access the context sensitive menu – select '**Edit Hyperlink'**.

2. The '**Edit Hyperlink**' dialogue box will open.
3. Type the required text in the '**Text to display**' box.

In this example the hyperlink to the University of South Wales website has been changed from www.universityofsouthwales.ac.uk to Uni of South Wales website

University of
South Wales
Prifysgol
De Cymru