

## **Create a Hyperlink**

A hyperlink is a colored, underlined text or graphic that you click to jump to a location in the current document or Web page, to a different Word document or Web page, or to a file that was created in a different program. You can even use hyperlinks to jump to multimedia files, such as sounds and videos. There are 3 ways to insert a hyperlink into a document:

A. *Automatic formatting feature* - use the automatic formatting feature for Word documents and Web pages when you know the addresses to jump to or when you have a document that contains file names or addresses that you want to format as hyperlinks.

1. Click on the **Tools** menu
2. Click **AutoCorrect**
3. Then click the **AutoFormat As You Type** tab
4. Under **Replace as you type**, place a  in the box next to **Internet and network paths with hyperlinks**
5. Click **OK**
6. Type your Web site address. Word automatically creates it as a link. Example:  
[www.aces.edu/internal/](http://www.aces.edu/internal/) or [www.yahoo.com](http://www.yahoo.com)

*Note: If you do not want the Web address in your Word document to create a link, turn off the "automatic formatting feature" above*

Other ways to insert hyperlinks:

- B. *Hyperlink command on the Insert menu* - insert a hyperlink into Word files and Web pages when you aren't using the automatic formatting features or when you want to browse for the destination address.
- C. *Drag-and-Drop* hyperlink operation - used in Word files when you want to use the mouse to quickly create a hyperlink for text located within another Office file.