

Hyperlinking in Microsoft Word

Helpsheet No: 003/V1.0
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Overview

Hyperlink – an electronic link to another document.

Hyperlinking is very useful indeed. It means you can make a multimedia book, with pages linked to each other. It also means you can make a presentation run smoothly, linking all relevant pages using an index sheet.

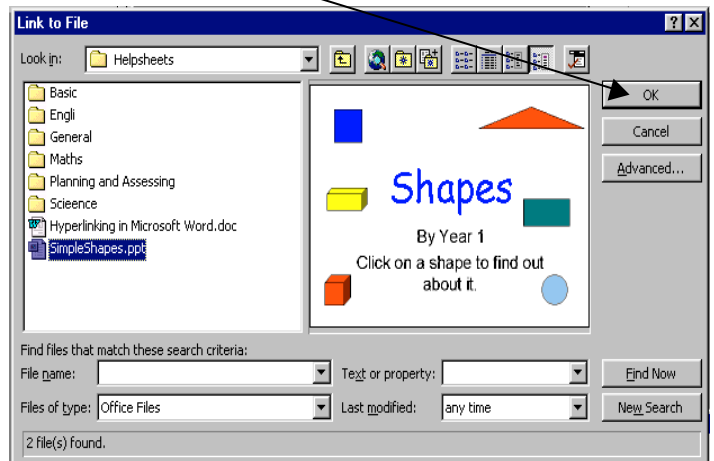
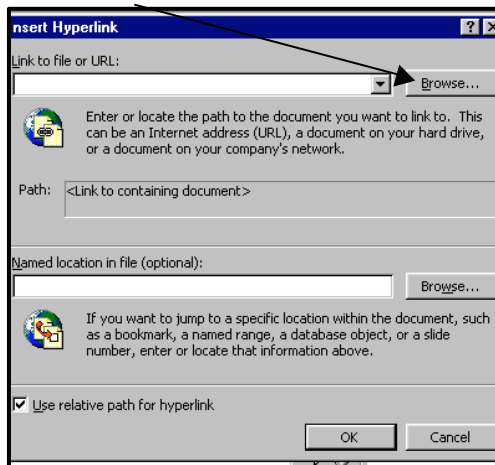
Pages must be saved before you can link them.

Before you start, make a note of the pages you want to be linked, then.....

1. On the first page, highlight the words you wish to link to another page.
2. Now press the hyperlink button....(it looks like the globe with a chain over it.)



3. Now a box should appear, asking you where you want the hyperlink to go to. So now select 'Browse' and find the page you open. Then say OK



4. Now just say 'OK' again on the Hyperlinking screen.
5. Should be done! The hyperlinked words turn underlined and blue, just to remind you that they are an 'action button'.

Ideas for hyperlinks

Hyperlink to sounds in the same way. Find sounds on the Internet (www.wavsounds.com is an excellent free site), save them, and hyperlink to the sound. A noisy book!!!!

Use autosshapes to hyperlink to pages. Just draw out a shape, and then press the hyperlink option and follow the above steps! Looks great to have an arrow for the next page in talking books!

To remove a hyperlink, right-click over the top of it, then select – **Hyperlink – Edit Hyperlink** – then choose 'Remove' from the left hand side of the box.