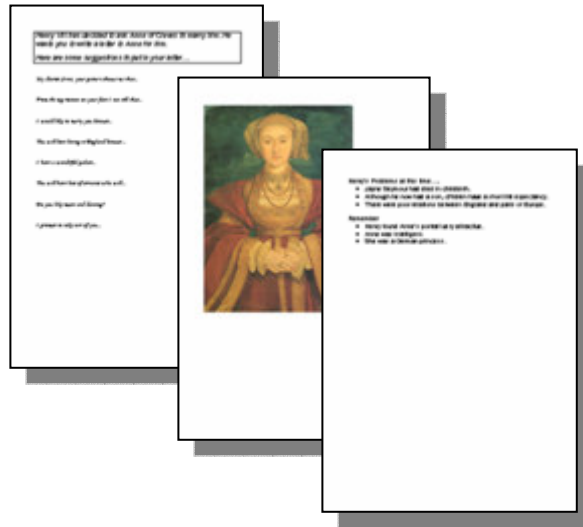


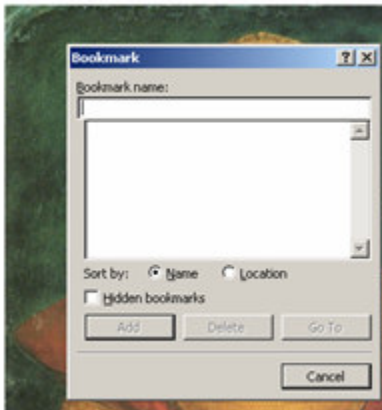
# Using Hyperlinks in Word

First you need to prepare your document. In this example page one contains the text that will have the hyperlinks, pages two and three items to hyperlink to.

Next, you need to create “Bookmarks” which act like markers to tell the hyperlink where to link to. In this example, a bookmark is made next to the picture on page 2 and the text on page 3.



Click where you want a bookmark to go. Click on the **INSERT** menu and choose **Bookmark**. Enter a suitable name (e.g. picture).




Repeat this for any other locations you want to hyperlink to in the document.

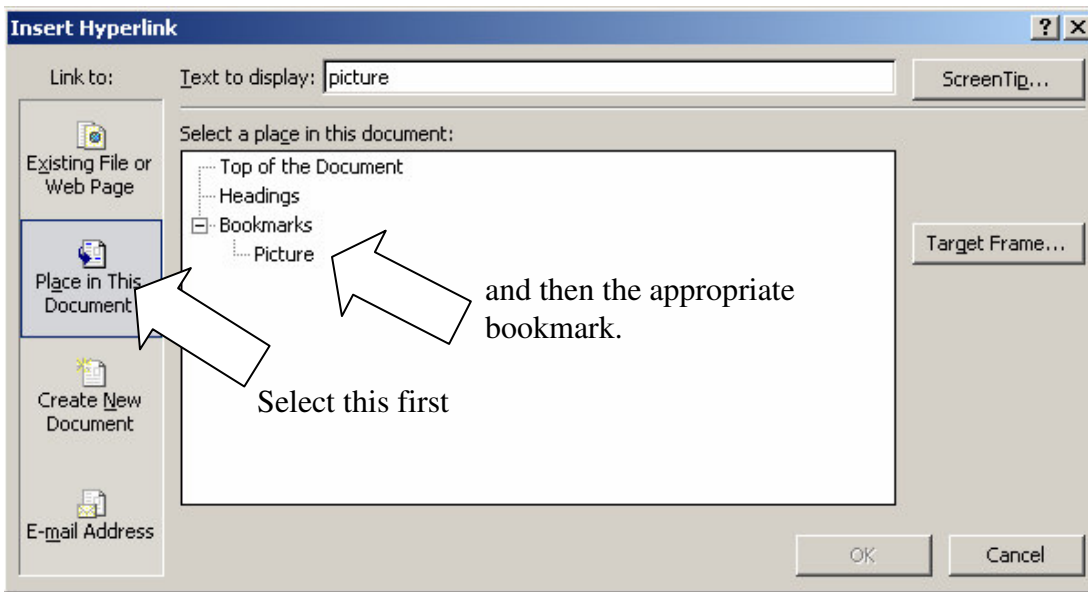
Now you have established where the hyperlinks are linking to, you need to create the hyperlinks. Decide what word you want to act as a trigger for the hyperlink. Highlight that word (or double click on it). In this example, words on page one are being used.

*My dearest Anne, your picture shows me that...*

With the word highlighted, click on the INSERT menu and choose hyperlink.

This is also likely to be on a toolbar, represented by .

In the dialog box that then appears, choose “Place in This Document” on the left hand side and then select the appropriate bookmark you want to link to.



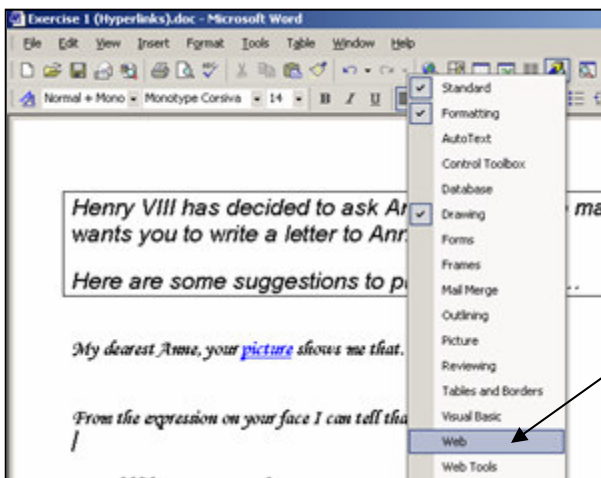
You have now created a hyperlink. The word that acts as a trigger will have turned blue and will be underlined. Repeat the process to create other hyperlinks.

To use the hyperlink you'll need to click on the appropriate word while holding down the **Ctrl** key on the keyboard.

Picture  
**CTRL + click to follow link**

*My dearest Anne, your [picture](#) shows me that...*

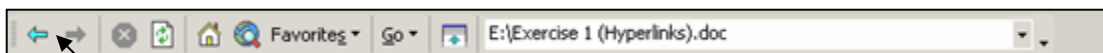
When clicked, the hyperlink will take you to associated place in your document.



To return to the previous location you can either scroll back through your document or use the back button on the web toolbar.

To get this tool bar showing, right click on your toolbars and select **Web** from the list of options.

This will cause a standard web browsing toolbar to appear. You can then use the back button to return to the previous location.



Back button