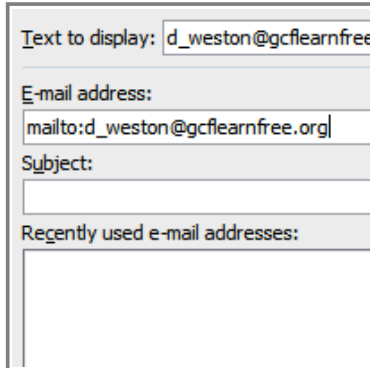




## Introduction

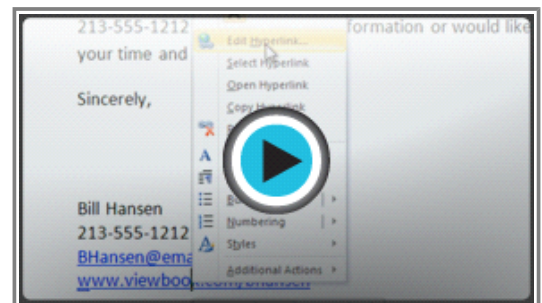


Whenever you use the Web, you are using **hyperlinks** to navigate from one web page to another. Sometimes, a hyperlink will link to a different section of the same page. If you want to include a **web address** or **email address** in your Word document, you can format it as a **hyperlink** for a person to click on.

In this lesson, you will learn the **basics of working** with hyperlinks, including how to insert and remove them in your Word document.

## Hyperlinks

▶▶▶ Watch the video to learn how to create hyperlinks.



Watch the video (2:32). [Need help?](#)

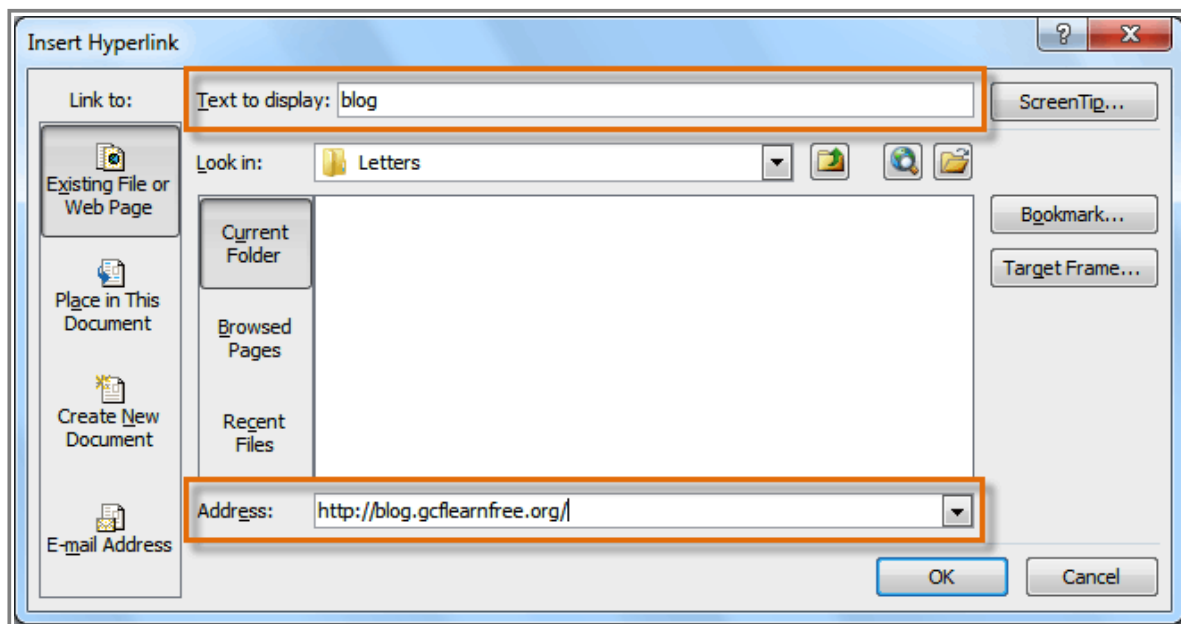
## About Hyperlinks

Hyperlinks have **two basic parts**: the **address** of the web page, email address, or other location that they are linking to, and the **display text (or image)**. For example, the address could be **http://blog.gcflearnfree.org**, and the display text could be **"blog"**. In some cases, the display text might be the same as the address. When you're creating a hyperlink in Word, you'll be able to choose both the address and the display text or image.

To follow a hyperlink in Word, hold down the **Control** key and click on the hyperlink.

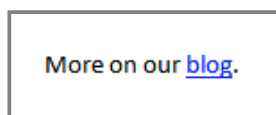
## To Insert a Hyperlink:

1. Select the text or image you would like to make a hyperlink.
2. Right-click the selected text or image and click **Hyperlink**. Or, if you would prefer, you can right-click in a blank area of the document and click **Hyperlink**.
3. The **Insert Hyperlink** dialog box will open. You can also get to this dialog box from the **Insert tab** by clicking **Hyperlink**.
4. If you selected text, the words will appear in the **Text to display:** field at the top. You can change this text if you want.
5. Type the address you would like to link to in the **Address:** field.



*The Insert Hyperlink dialog box*

6. Click **OK**. The text or image you selected will now be a hyperlink.



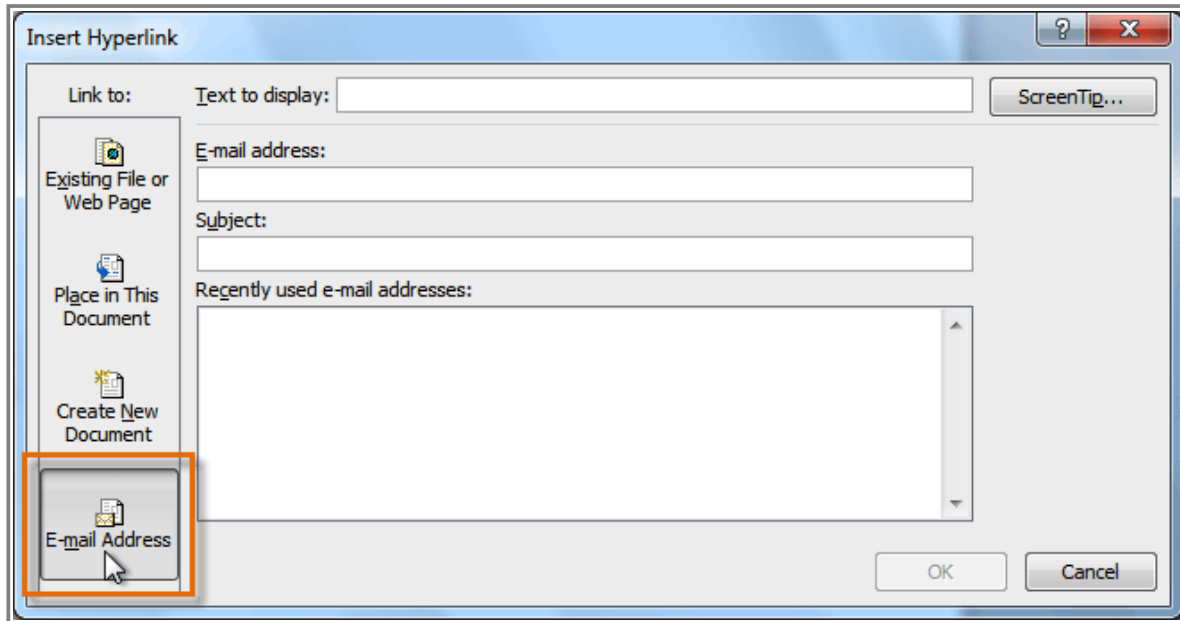
*The finished hyperlink*

You can also insert a hyperlink that links to **another portion of the same document** by selecting **Place in This Document** from the **Insert Hyperlink** dialog box.

## To Make an Email Address a Hyperlink:

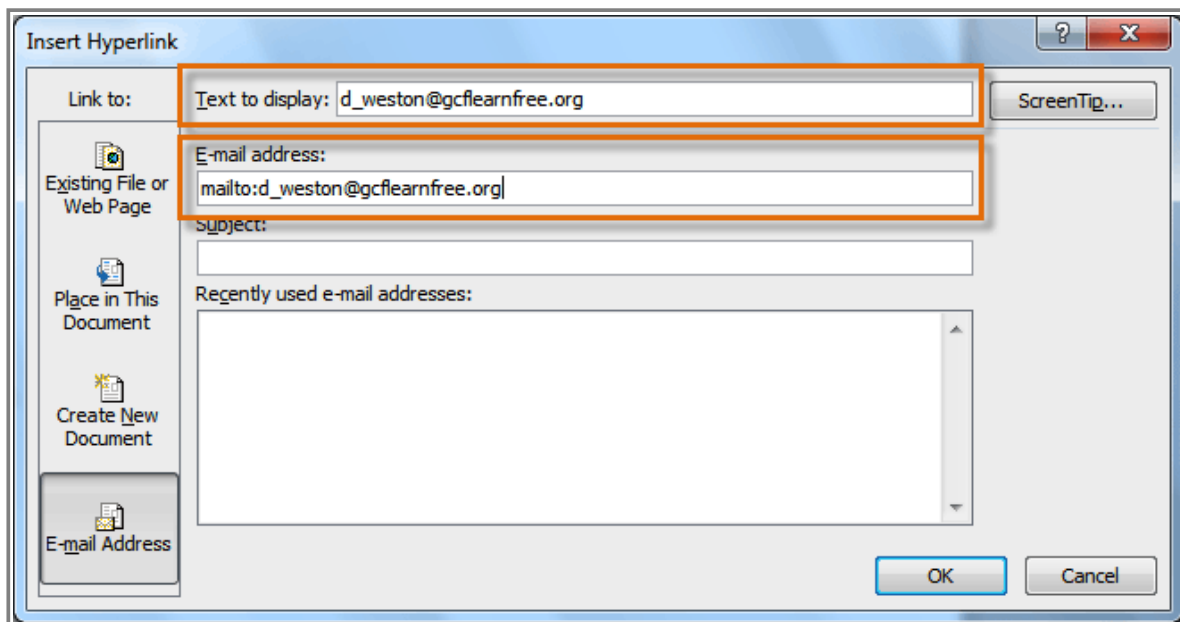
1. Right-click the selected text or image and click **Hyperlink**.

2. The **Insert Hyperlink** dialog box will open.
3. On the left side of the dialog box, click **Email Address**.



*Creating an email hyperlink*

4. Type the email address you want to connect to in the **Email Address** box and click **OK**.

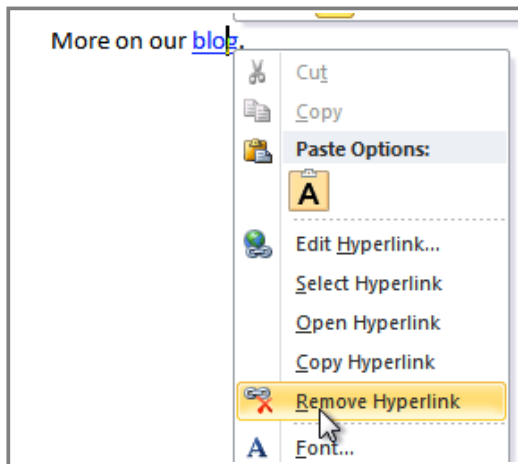


*Typing the email address and display text*

Word often recognizes email and web addresses as you type and will format them as hyperlinks automatically after you press the **Enter** key or **spacebar**.

## To Remove a Hyperlink:

1. Right-click the hyperlink.
2. Click **Remove Hyperlink**.



*Removing a hyperlink*

After you create a hyperlink, you should **test** it. If you have linked to a web site, your web browser should automatically open and display the site. If it doesn't work, check the hyperlink address for misspellings.

## Challenge!



1. Create a **new** document.
2. Type some text and turn a word or phrase into a **hyperlink** that links to [www.gcflearnfree.org](http://www.gcflearnfree.org).
3. **Test** the hyperlink by clicking on it. The web page should open in your web browser.
4. **Remove** the hyperlink that you just created.
5. Create a **hyperlink** that links to an **email address**.