

Microsoft Office 2003

Hyperlinks



Introduction

A hyperlink is an element in an electronic document that links to another place in the same document, to an entirely different document or to a webpage on the World Wide Web. Hyperlinks are normally blue colored, underlined text, however, hyperlinks can also be pictures. When you hover your cursor over a hyperlink, generally the cursor will turn into a hand with the pointer finger extended. Hyperlinks are the most essential ingredient of all hypertext systems, including the World Wide Web.

Summary

Introduction

Accessing

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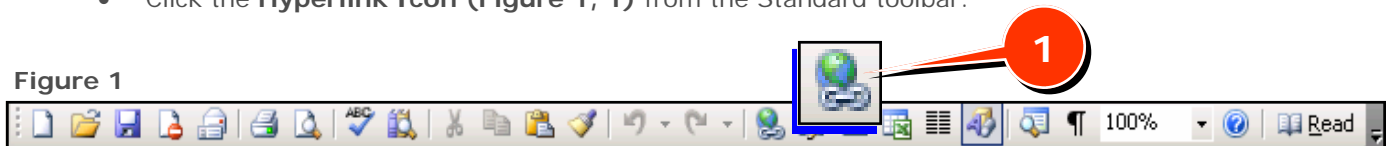
Hyperlink Extras

Accessing the Insert Hyperlink Window

To access the Hyperlink Window:

- Click the **Hyperlink Icon (Figure 1, 1)** from the Standard toolbar.

Figure 1

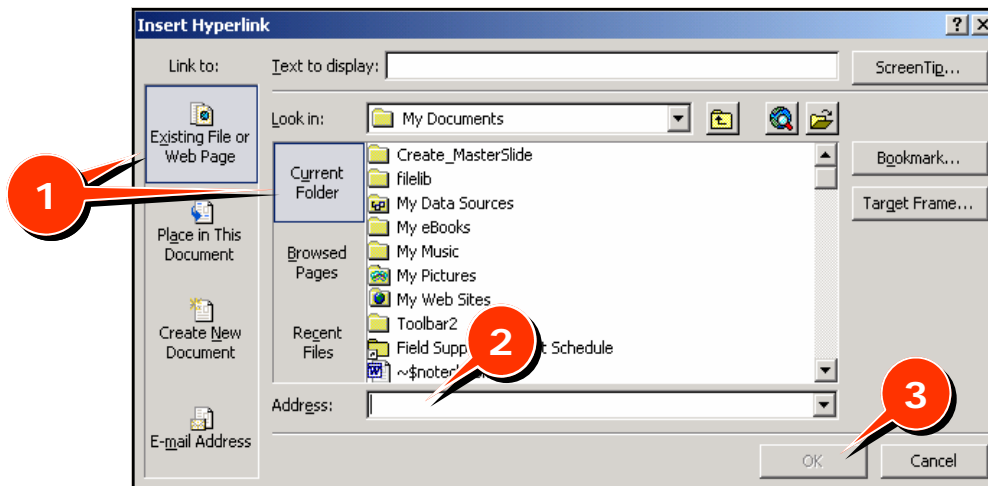


Creating Hyperlinks


Text and Picture Hyperlinks to a Webpage (URL)


1. **Create** a new document **or Open** a pre-existing document in MS Office 2003.
2. **Highlight** the word, series of text, or picture you want to convert to a hyperlink.
3. Access the **Insert Hyperlink Window (Figure 2)**.

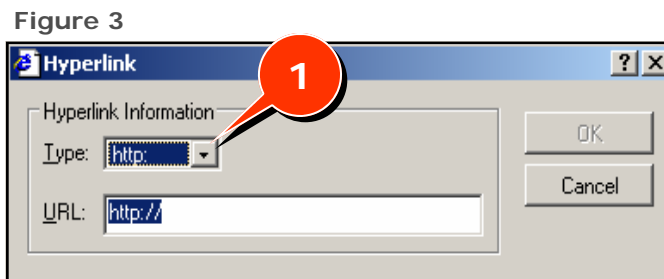
Figure 2



4. Click **Existing File or Webpage** and **Current Folder** (**Figure 2, 1**) if they are not highlighted.
5. In the **Address:** field Type the URL/web address that you want people to be redirected upon clicking the text or picture (**Figure 2, 2**).
6. Click **OK** (**Figure 2, 3**).


 **Caution:** In some applications, grouped items must be converted to pictures prior to being converted to Hyperlinks.

 **Note:** Microsoft Outlook 2003 only allows users to hyperlink to URLs. The “Type” drop down menu (**Figure 3, 1**) provides a list of URL prefixes so that users don’t have to type them.



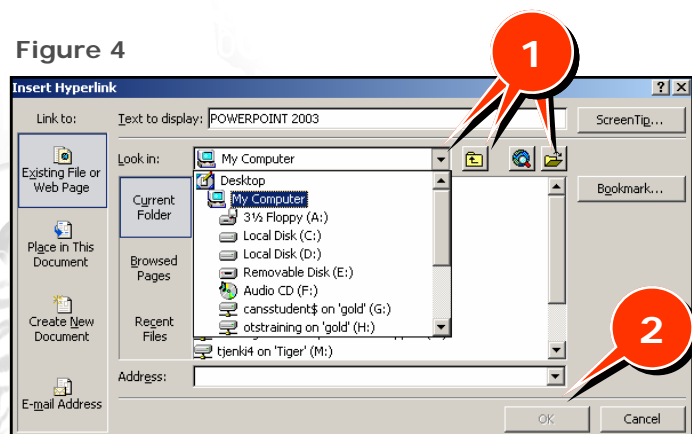
Testing Hyperlinks

Text hyperlinks are normally blue and underlined. Picture hyperlinks have no distinctive features. To test hyperlink(s):

1. Hold down the **Ctrl Key**.
2. **Hover your cursor** over the hyperlink with the mouse. The cursor will turn into a hand with the pointer finger extended. 
3. **Click** on the hyperlink.

Hyperlink to Another Document

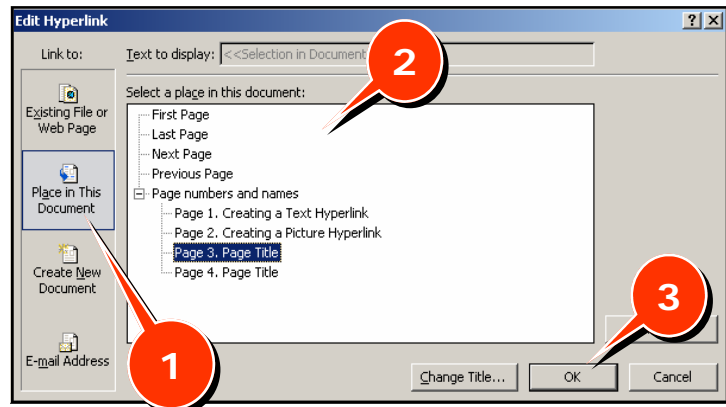
1. Follow steps 1—3 on “Text and Picture Hyperlinks.”
2. **Navigate** to the document to which you wish the hyperlink (**Figure 4, 1**).
3. Click **OK** (Figure 4, 2).



Linking to a Location within the Same Document

1. Follow steps 1—3 on “Text and Picture Hyperlinks”
2. Click **Place in This Document** (Figure 5, 1).
3. Choose the place within the document that you want to link to the current position (Figure 5, 2).
4. Click **OK** (Figure 5, 3).

Figure 5

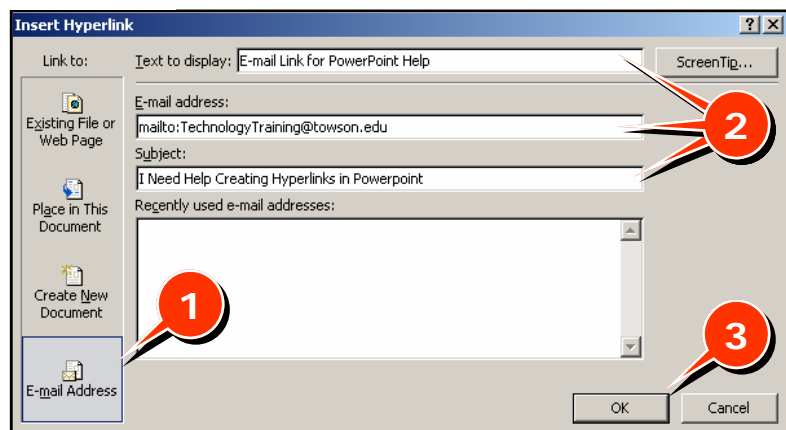


Linking to an E-mail Address

The linking to an e-mail option is useful when creating a PowerPoint presentation that will be placed on the Internet or in a classroom setting especially if the text in the subject line must be accurate to correlate with [Outlook rules](#).

1. Follow steps 1—3 on “Text and Picture Hyperlinks.”
2. Click on the **E-mail Address** icon (Figure 6, 1).
3. Type in the **Text to display** when someone hovers their cursor over the hyperlink, the **E-mail address**, and the **Subject:** of the e-mail (Figure 6, 2).
4. Click **OK** (Figure 6, 3). Your text or picture will now link to an e-mail address and the e-mail generated will have a predefined subject.

Figure 6



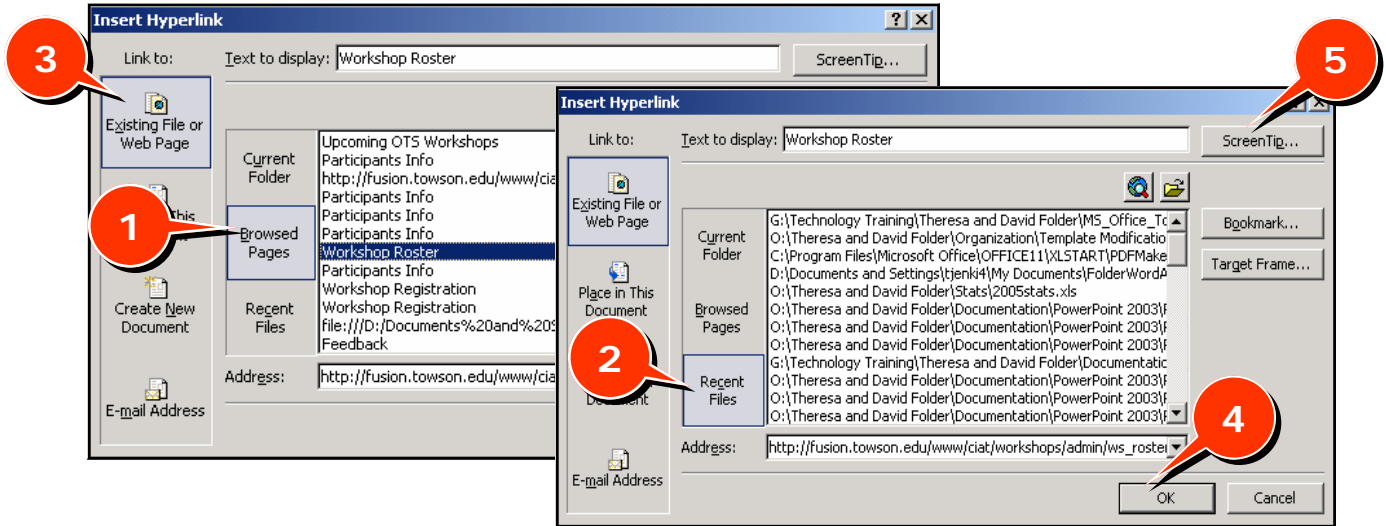
Extras

Browsed Pages and Recent Files

If a hyperlink is being created for a recently visited webpage (URL) or file, an alternative to typing or cut-and-pasting the URL/filename is to:

1. Click on **Browsed Pages** (Figure 7, 1) or **Recent Files** (Figure 7, 2) under the Existing File or Web Page option (Figure 7, 3).
2. Highlight the URL/filename that the current document is to be linked.
3. Click **OK**.

Figure 7



Text to Display

To display something other than the URL/filename that is to be linked, e.g. "Towson University" being displayed instead of "http://www.towson.edu," type the text to be displayed in the **Text to display:** field (Figure 7, 4) and click **OK**.

Screen Tips

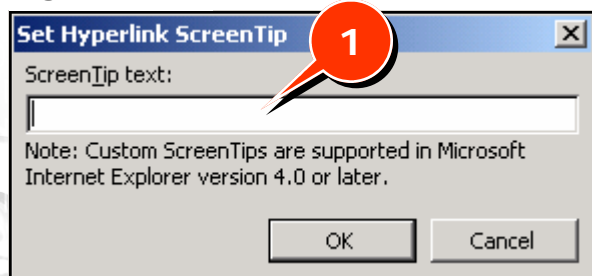
They're everywhere. Screen tips are those little boxes with words that appear when you hover the mouse over a hyperlink, toolbar icon and pictures on the Web (Figure 8, 1). Screen Tips can be added to hyperlinks created in Word, PowerPoint, Access, FrontPage and Excel.

1. Click on **Screen Tip** (Figure 7, 5). The Set Hyperlink ScreenTip window (Figure 9) will appear.
2. **Type** the words that are to appear in the ScreenTip box (Figure 9, 1).
3. Click **OK**.

Figure 8



Figure 9



Removing a Hyperlink

1. **Highlight** the entire hyperlink.
2. **Right-click** on the hyperlink.
3. Left-click **Remove Hyperlink**.