Adding Hyperlinks

- In this tutorial you will learn how to add a hyperlink to your text in Microsoft Word.
- Adding a hyperlink allows you to link to a web address without having to show the web address itself but rather whatever text you decide to display. To access the hyperlink, click the underlined blue text while holding the CTRL button.

Example:

When trying to learn more about the features in Microsoft Word, you can visit Walden’s Academic Skills Center, or the Microsoft Office Resources Web Page.

Finding the Hyperlink Features

To find the Hyperlink features, click on the INSERT tab.

Under the LINKS area, you will see the HYPERLINK option.

Inserting a Hyperlink

Step 1: Determine where you want to add your hyperlink. To place a hyperlink, click your mouse so that your cursor is flashing in the location you want.

Step 2: Click the Hyperlink button.

Shortcut Tip! Hit CTRL+K on your keyboard to bring up the hyperlink window.
Step 3: A window will appear. In the window you will be prompted to enter the Text to display (what will appear in your document) and the Address (the website link).

After clicking on Hyperlink, this window will appear. You can type in the Text to display above—this will be the text the appears in the document with the blue underline (to signify a hyperlink).

Below, enter the web address that corresponds to your text to display.

Step 4: When you are finished entering in the information, click OK

Once you type in your text to display and the corresponding web address, click OK
Finish: Your hyperlink is now inserted. When you hover over the hyperlink, you will see a display that will instruct you how to access the link (CTRL+Click).

Alternative Method:

Step 1: You can type your “text to display” into your document. Highlight the passage you wish to hyperlink by clicking the left button on your mouse and dragging over the passage.

Step 2: Click the Hyperlink button.

Shortcut Tip! Hit CTRL+K on your keyboard to bring up the hyperlink window.

Step 3: You will see that the “Text to display” area is already filled out for you. Simply enter in the web address to the link.

Finish: Click OK. Your hyperlink is now inserted.