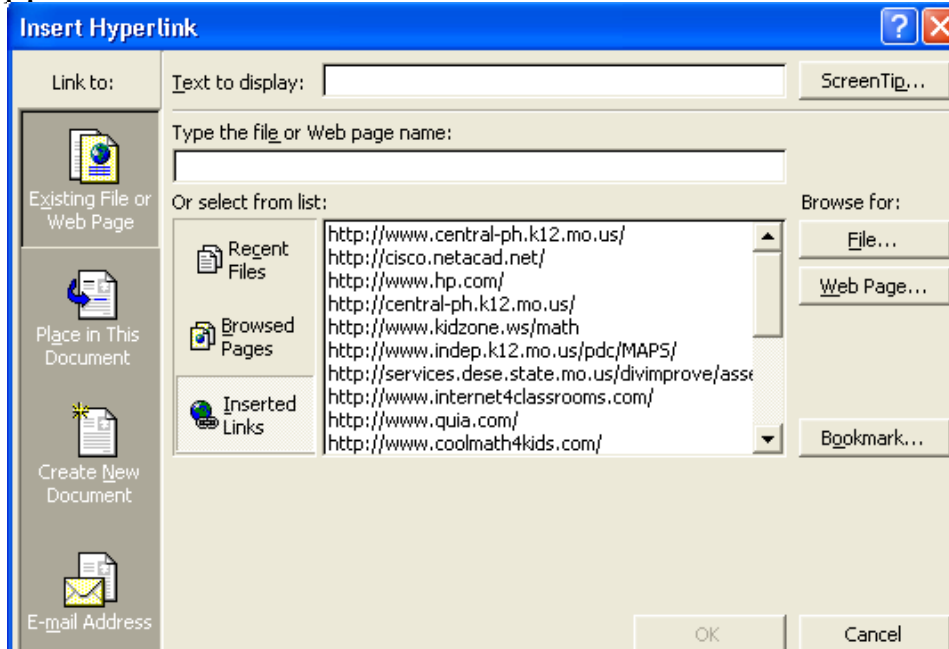


Making Hyperlinks in Microsoft Word

Make a hyperlink out of a word. [Central R-3 Schools](http://www.central-r-3-schools.com)



Highlight text and click on toolbar, the icon for Insert Hyperlink or go to Insert and find Hyperlink. The following box will appear:

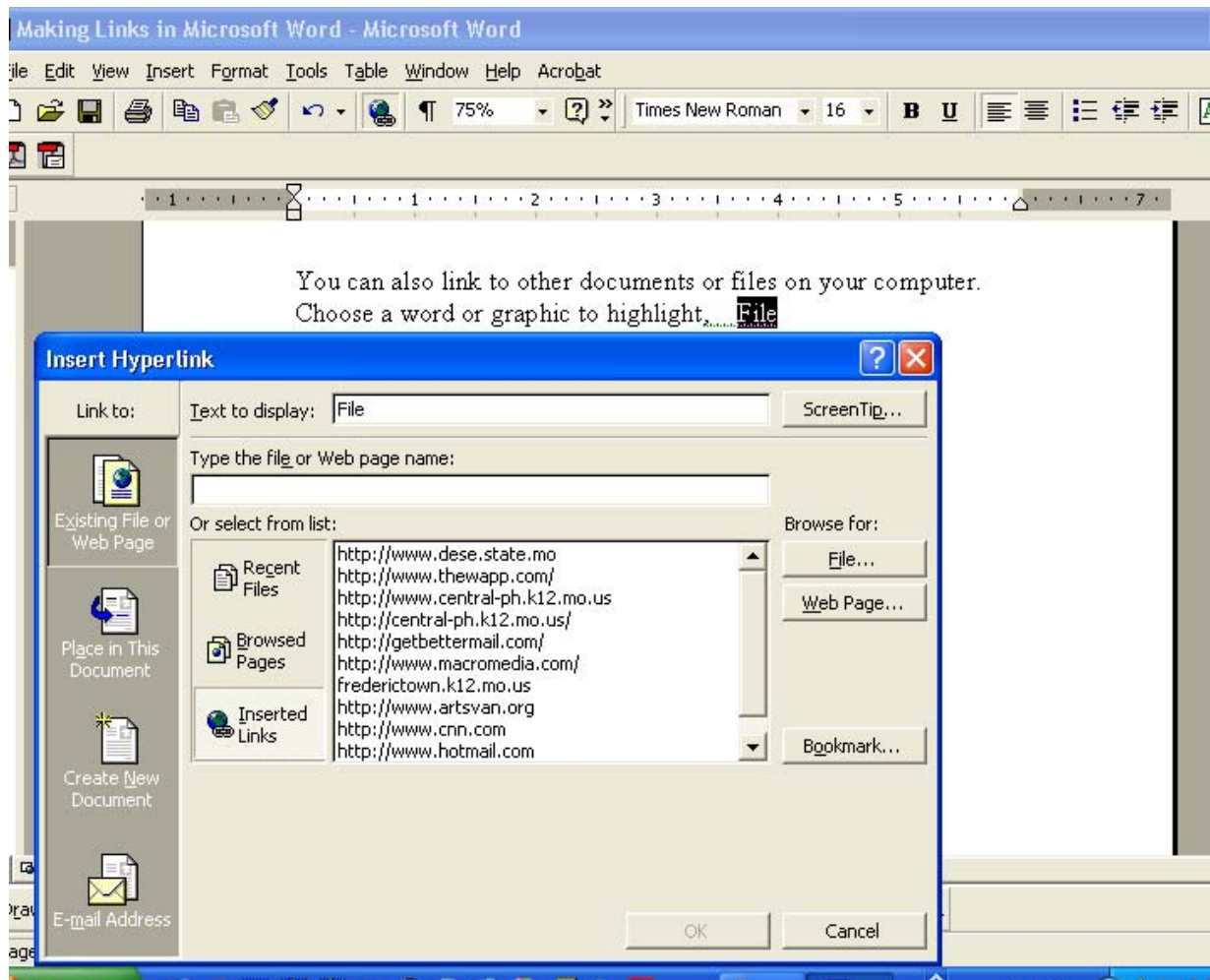


Type in internet address in box that says “Type the file or Web page name:” Always begin address with http://
If you have you used the site before you can just choose from a list in box. Then click OK. Same instructions for clipart or image.
Highlight it first then insert hyperlink.



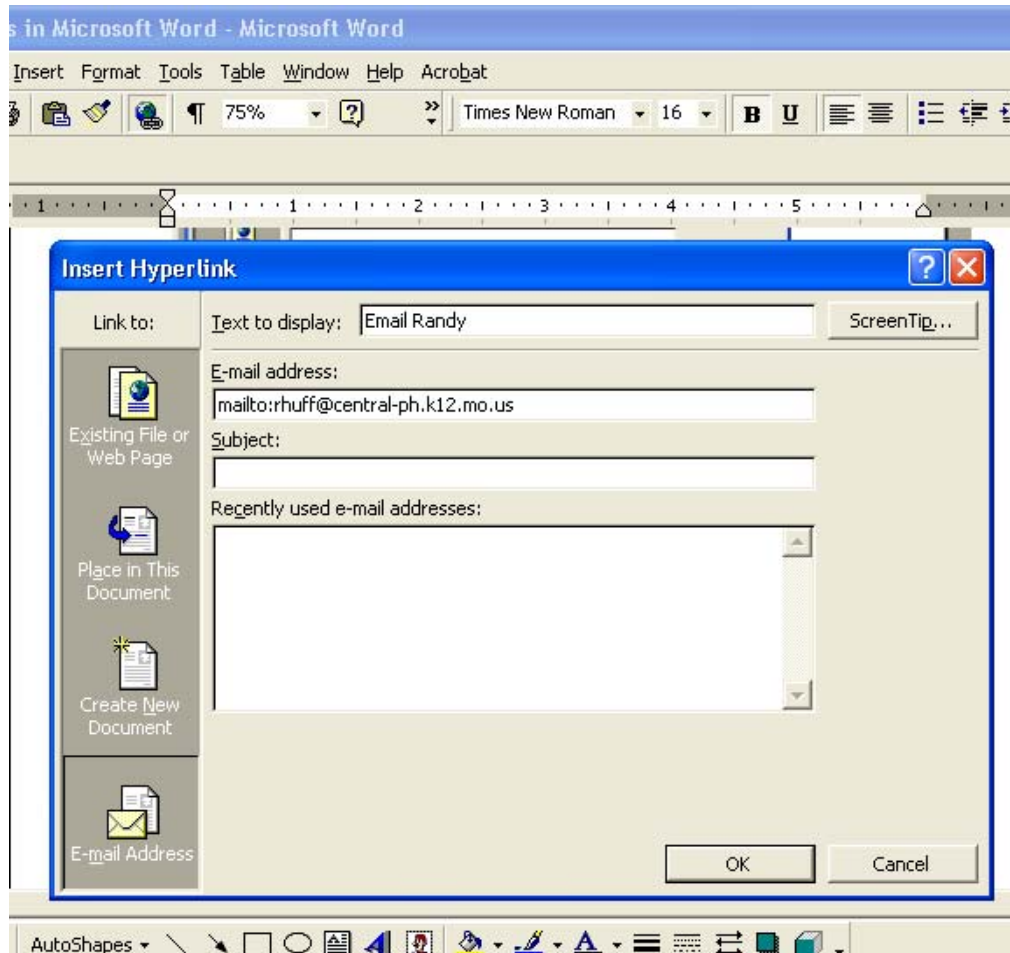
You will know it is a link because when you mouse over a hand will appear and display address.

You can also link to other documents or files on your computer. Choose a word or graphic to highlight, **File**



Click on Browse for: File and then choose the file from your computer that you want the link to open.

You also can link to an email address. Email Randy



Highlight text then click on Insert hyperlink tool and from screen above click on E-mail Address in lower left corner of dialog box. Type in email address and click OK.