

Complete guide Word 2016 (Part 9): Use Hyperlink

In Word, add hyperlinks to the text to provide access to the website and mail address directly from your document. There are several ways to insert hyperlinks in text depending on how you choose to display links such as Word's automatic link format or hide text links.

See the video below to learn more about **Hyperlink** on Word.

Learn about hyperlinks in Word

Hyperlinks has 2 basic types: web address (URL) and text display. For example, the address may be <https://quantrimang.com/> and displayed in the form of Network Administrator text. When creating hyperlinks on Word, you can select both.

Word often identifies email and web addresses as soon as they are typed and it automatically formats them under the link after pressing **Enter** or **Spacebar** . In the picture below, you can see a linked web address.



Hold down the **Ctrl** button and click on the hyperlink to track the link in Word.

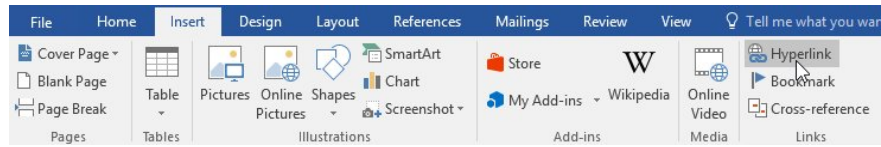


Format text with hyperlinks

1. Highlight the text you want to format like hyperlink.



2. Select the **Insert tab** , and then click the **Hyperlink** command.

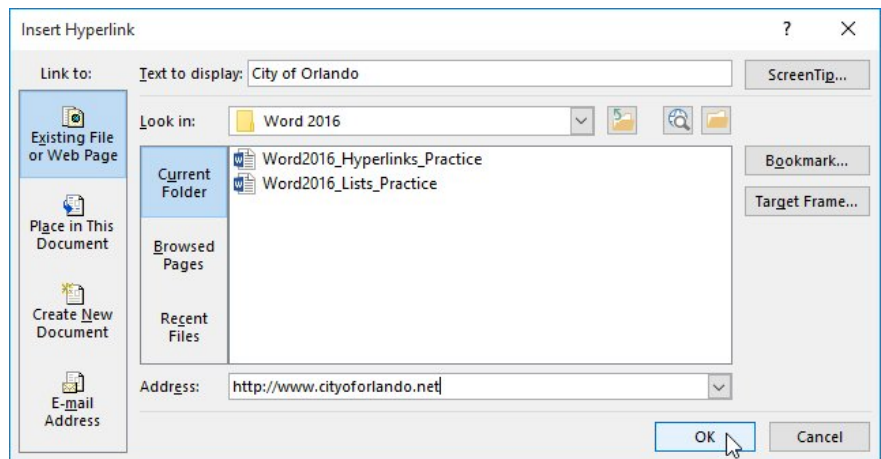


Furthermore, you can open the **Insert Hyperlink** box by right-clicking on the blacked text and selecting **Hyperlink** from the new menu.

3. Insert Hyperlink appears.

4. The selected text will appear in the top field of **Text to display** . You can edit the text if necessary.

5. In the **Address** domain, type the link address you want to link, and click **OK** .



6. Completed inserting hyperlink into the text.



Important Contact Info

[City of Orlando](#)

Police Dept.:
321.555.1728

Animal Control:
321.555.8915

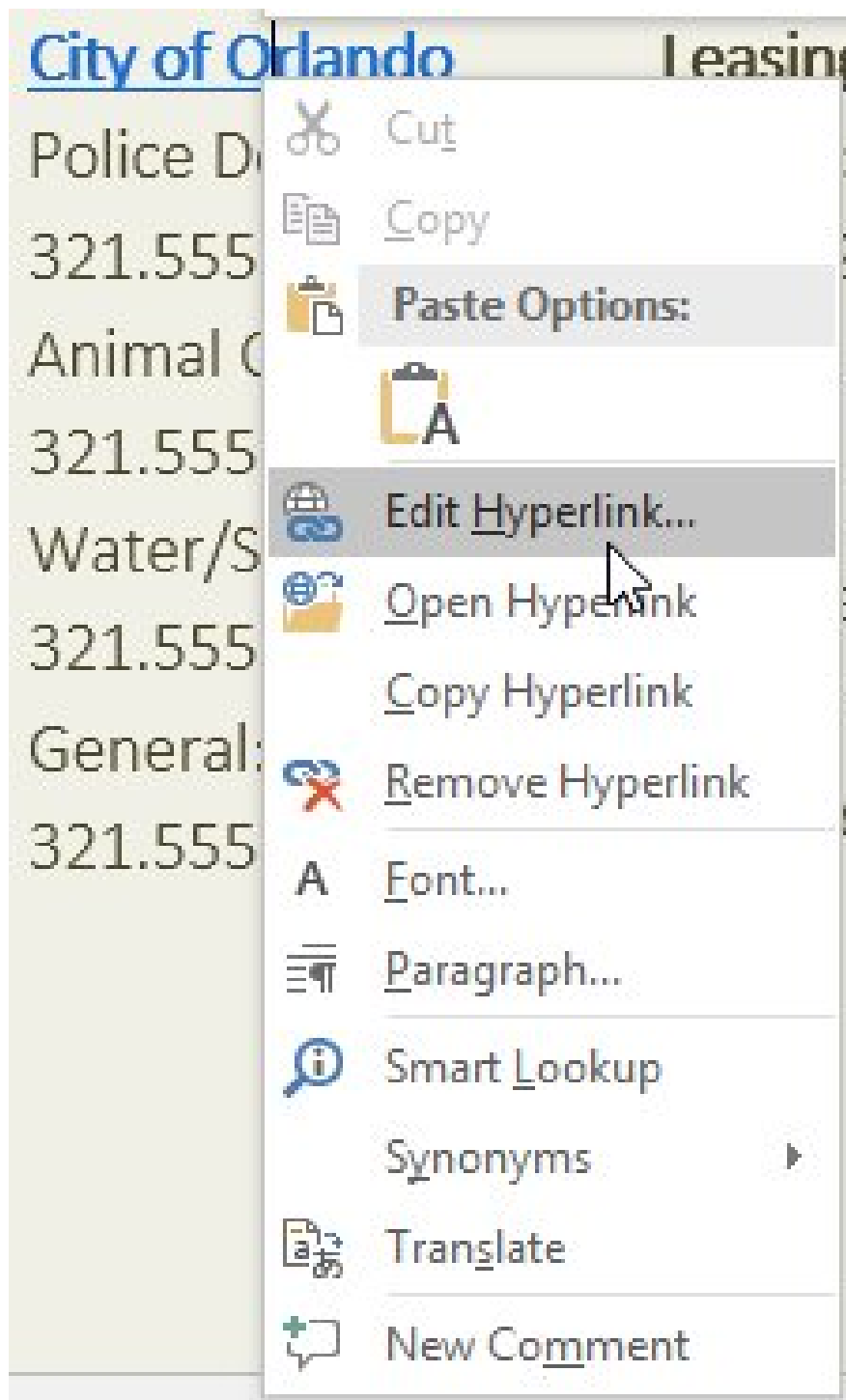
Water/Sewage:
321.555.6142

General:
321.555.7266

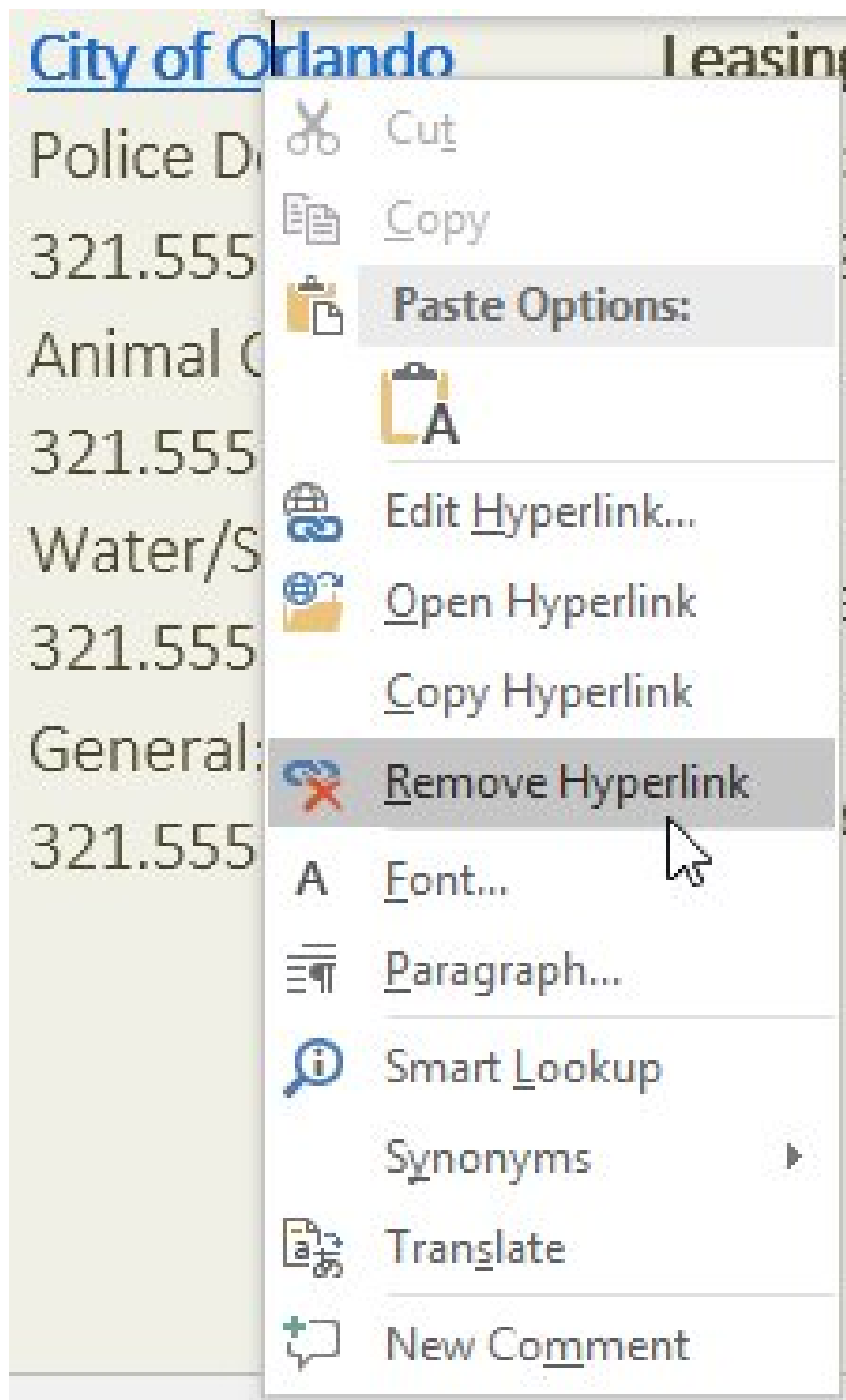
Note : After creating a hyperlink, you should check it again. If linking to a web page, your browser will automatically open and display the page. However, when the browser is inactive, check the spelling errors in the address.

Edit and move hyperlinks

When inserting a hyperlink, you can right-click on the link to modify it.



To move, right-click on the **hyperlink** and select **Remove Hyperlink** from the drop-down menu.



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