

Create links (Link) in MS Word

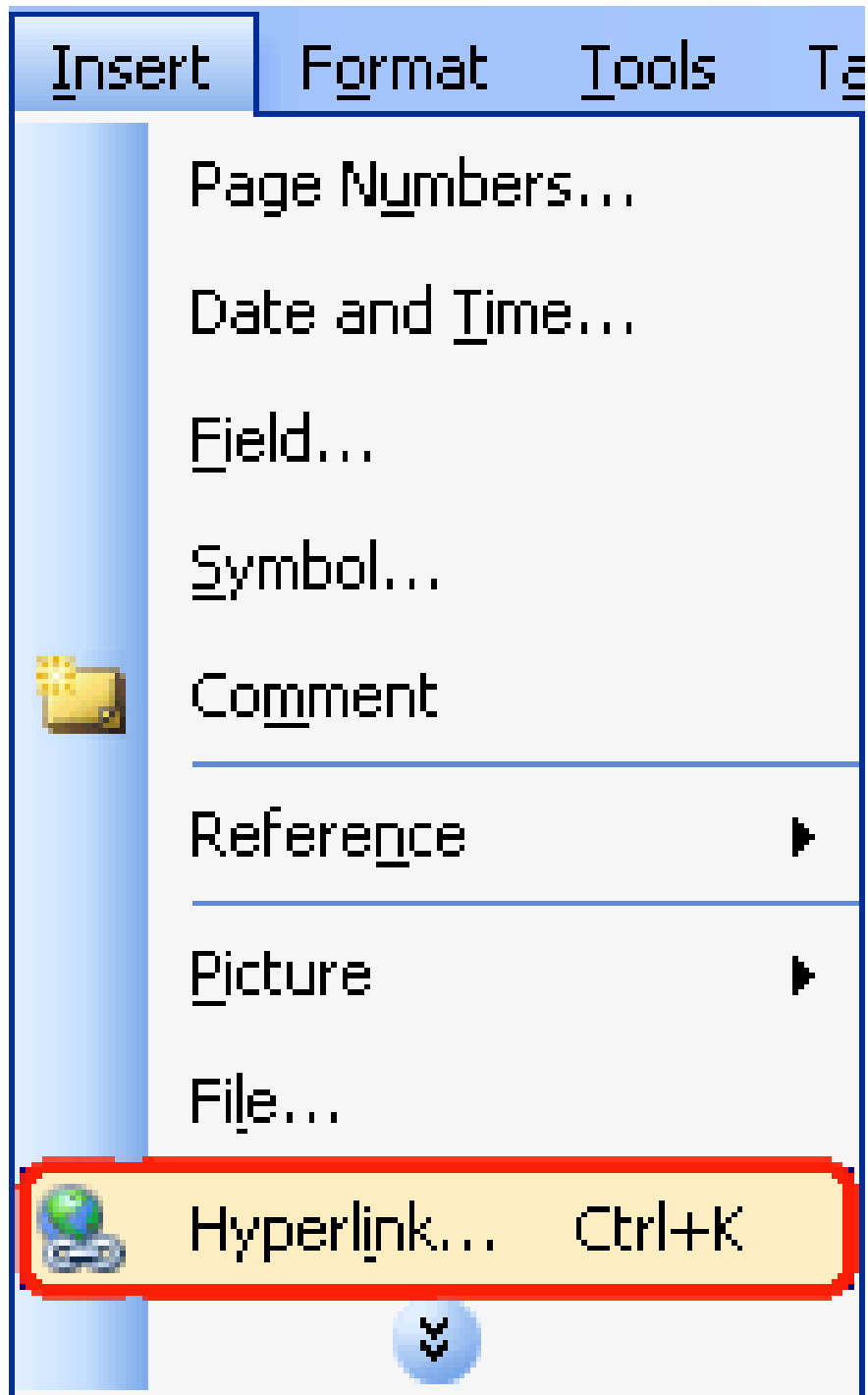
MS Word: Today's lesson QuanTriMang.com will guide you how to mark text lines (Bookmark) and instructions for creating links to an existing file, web page, email or link in the same file, ...

MS Word: Today's lesson QuanTriMang.com will guide you how to mark text lines (Bookmark) and instructions for creating links to an existing file, web page, email or link in the same file, .

1. Create links (Link) in MS Word
 1. Create links to another file or website
 2. Create a link to a new file that will be created
 3. Create link to Email address
 4. Create links to any location in the same file
2. Create a new heading in Office 2003
3. Mark (Bookmark) for the paragraph

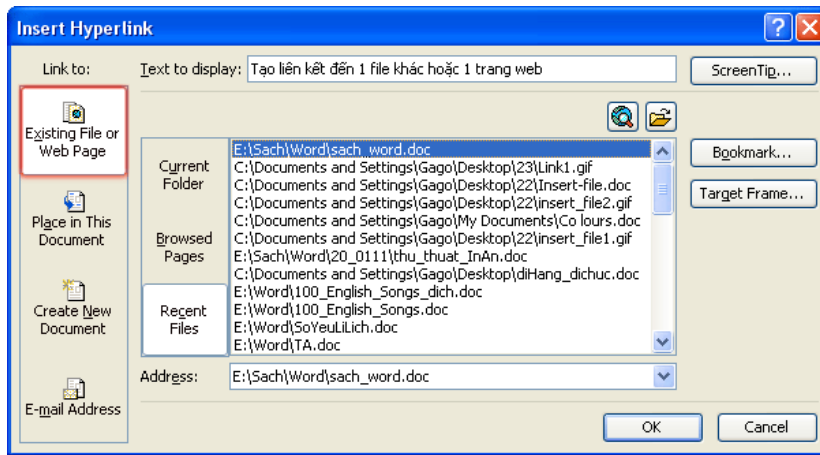
Create links (Link) in MS Word

1. Please select (black out) the text to create the link.
2. **Go to** Insert / Hyperlink . (Ctrl + K. Or right-click, choose Hyperlink .)

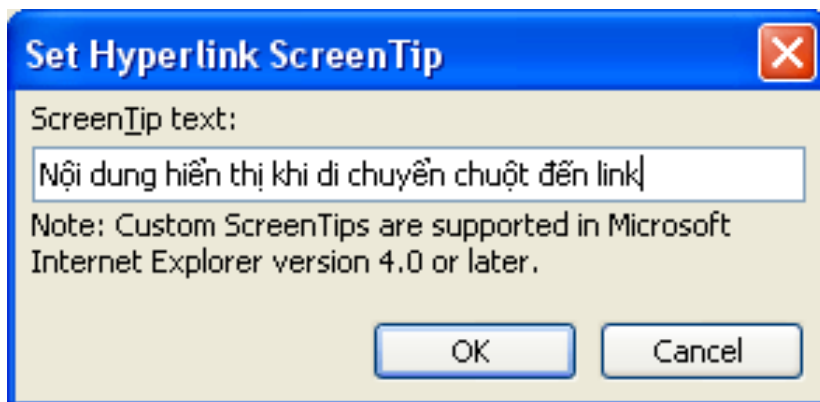


* Create links to another file or web page.

3. In the Hyperlink dialog box, select Existing File or web page



- Text to display: The content shows the link
- Current Folder: Current directory
- Browsed Pages: Websites that have browsed near the most current time
- Recent files: New files are opened near the current time.
- Address: Address name and file selected to link to.
- ScreenTip button : Entering content when moving the mouse over the link will display that content (Like inserting comments):

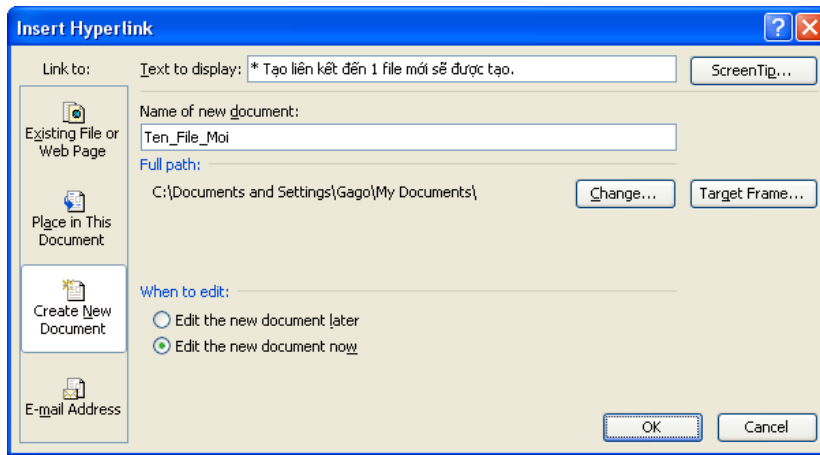


- Bookmark button: Give a certain address that has bookmarked

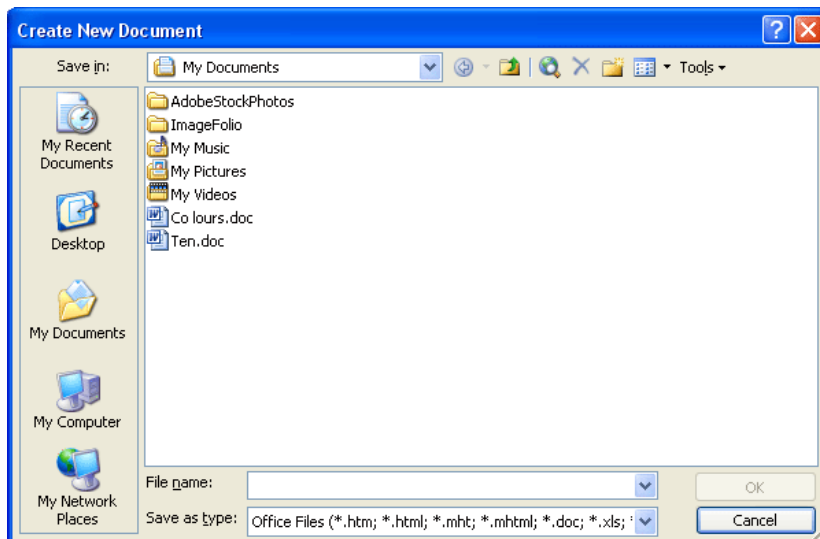
4. Select the OK button to complete the link setup.

* **Create a link to a new file that will be created.**

3. In the Hyperlink dialog box, select Create New Document

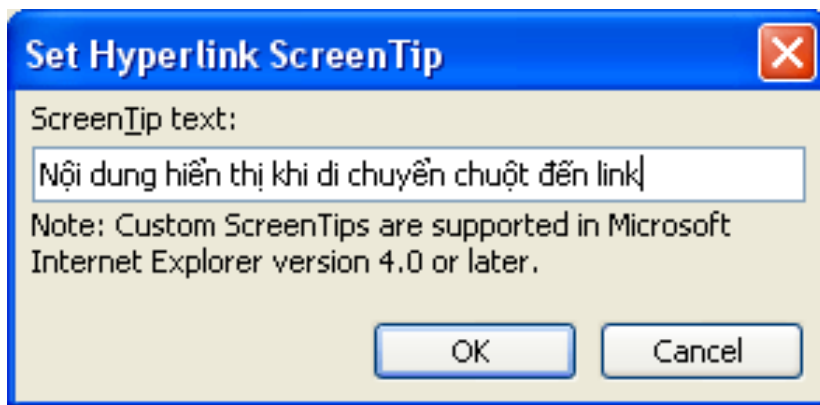


- Text to display: The content shows the link
- Name of new document: Name the new file.
- Change button . Change existing link file



You should not select this Change button because the contents of the selected file will be lost after pressing the OK button and MS Word will automatically create the file that matches the selected name along with the empty file content.

- ScreenTip button .: Entering content when moving the mouse over the link will display that content (Like inserting comments):

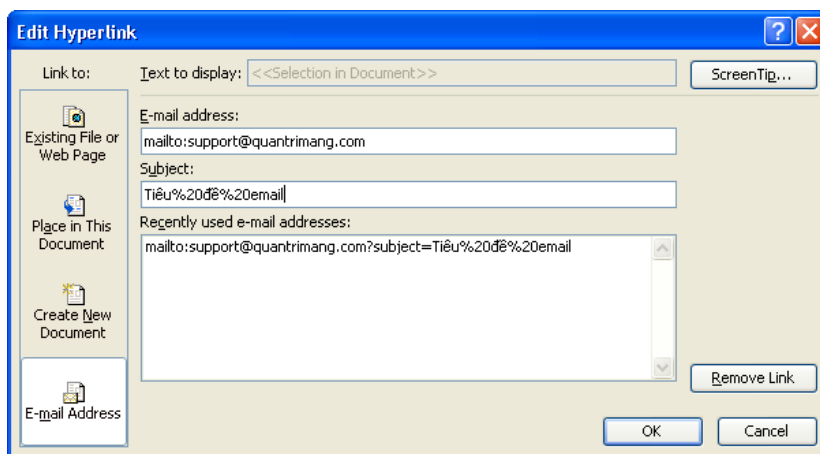


- Bookmark button: Give a certain address that has bookmarked

4. Select the OK button to complete the link setup.

*** Create links to Email addresses.**

3. In the Hyperlink dialog box, select E-mail Address



- E-mail Address: Email address to link to

- Subject: Title title

- Recently used e-mail address: Displays emails that have been used near this time.

The Subject and E-mail Address contents will display when you move the mouse over the link.

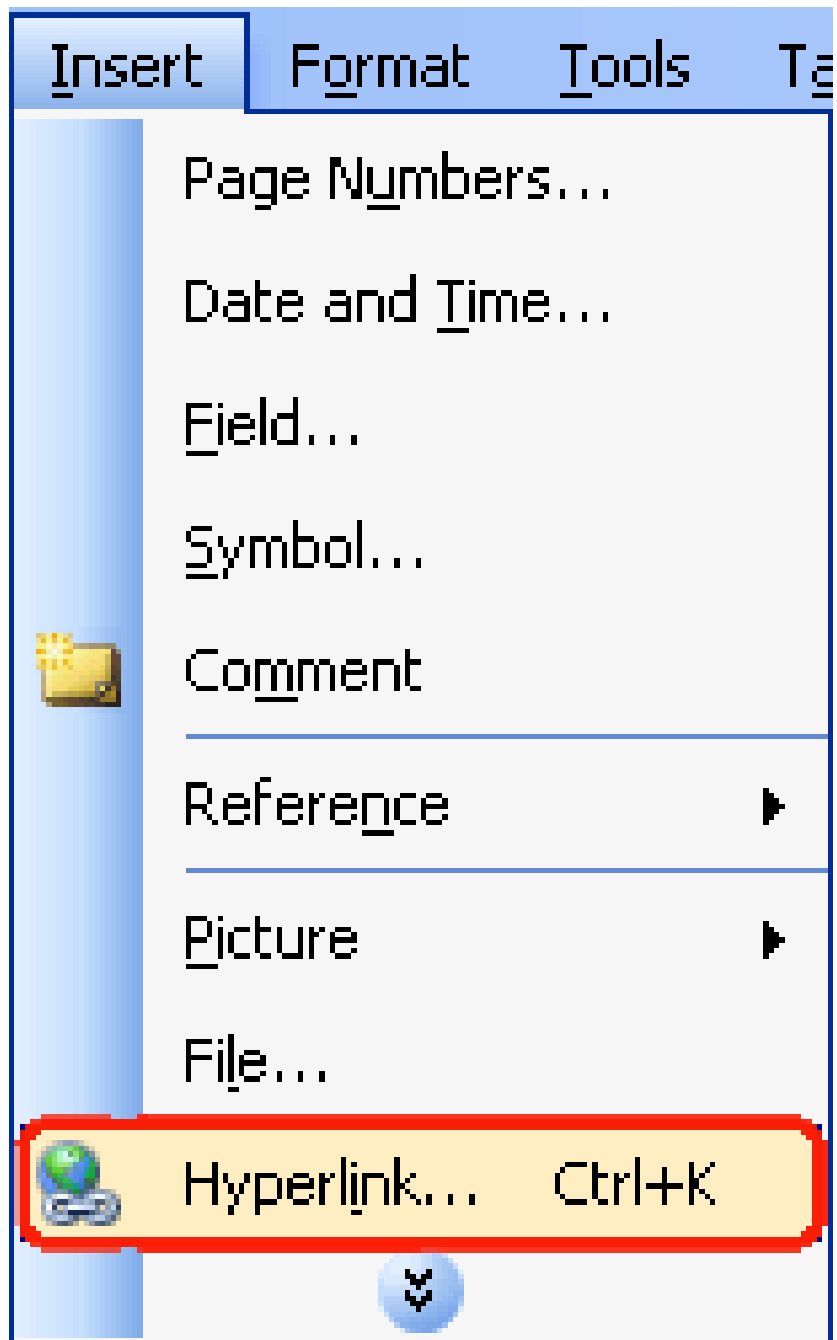
4. Select the OK button to complete.

*** Create links to any location in the same file.**

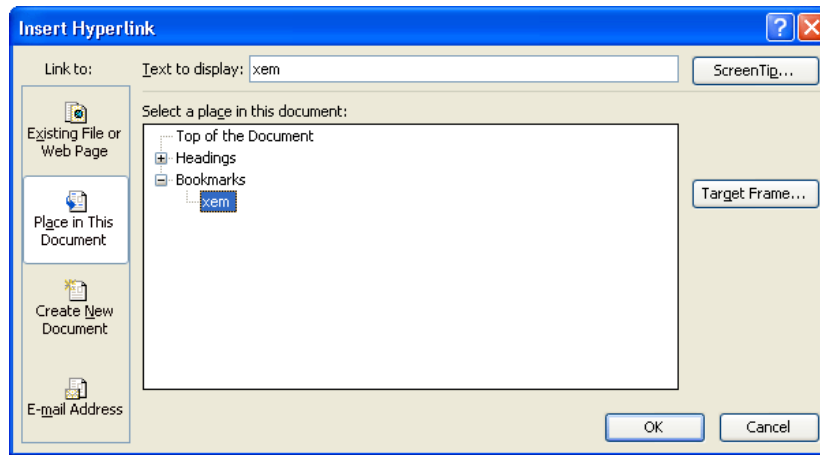
1. First of all, you need to mark (put **Bookmark** or **Heading** or **Style**) for the text to be linked to.

2. Please select (black out) the text to create the link.

3. **Go to** Insert / Hyperlink . (Ctrl + K. Or right-click, choose Hyperlink .)



4. In the Hyperlink dialog box, select Place in This Document



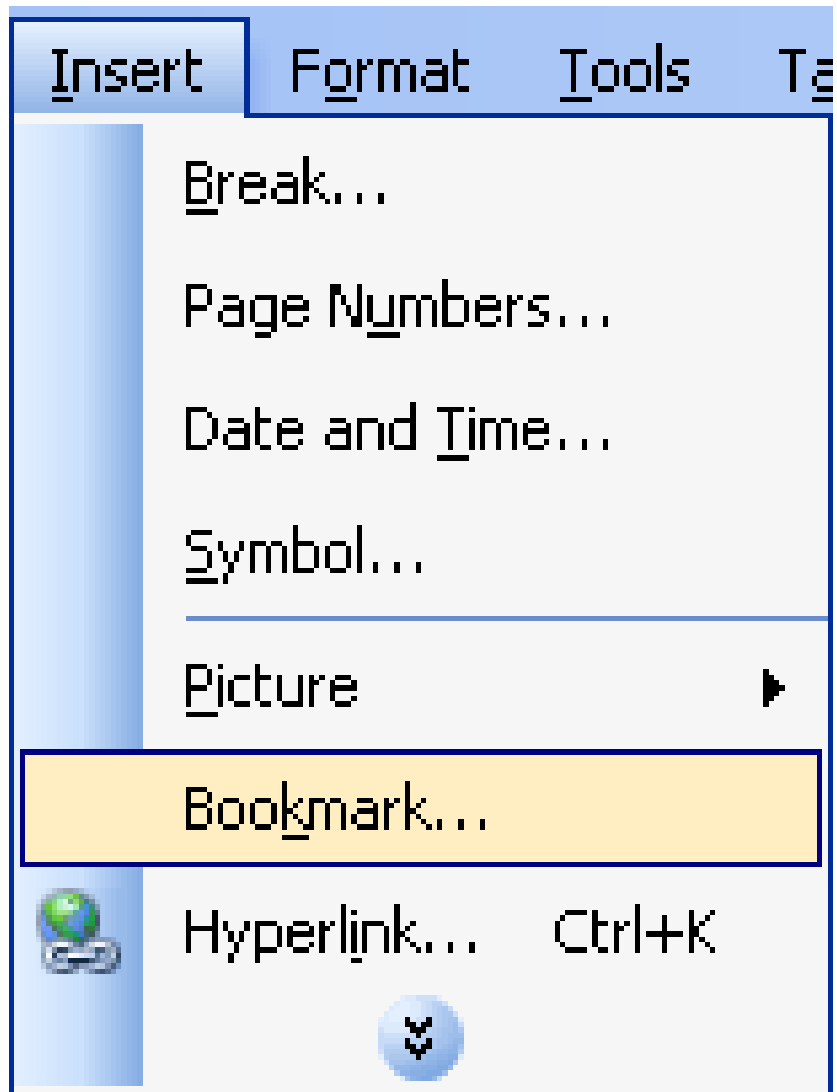
Select a place in this document: Select the highlighted document area:

- Top of the Document: Set the link to the first position of the file.
- Headings: Set a link to a certain heading already in the file
- Bookmarks: Set a link to a highlighted text line
- You can click on the + sign to display details of items in Headings, Bookmarks, .

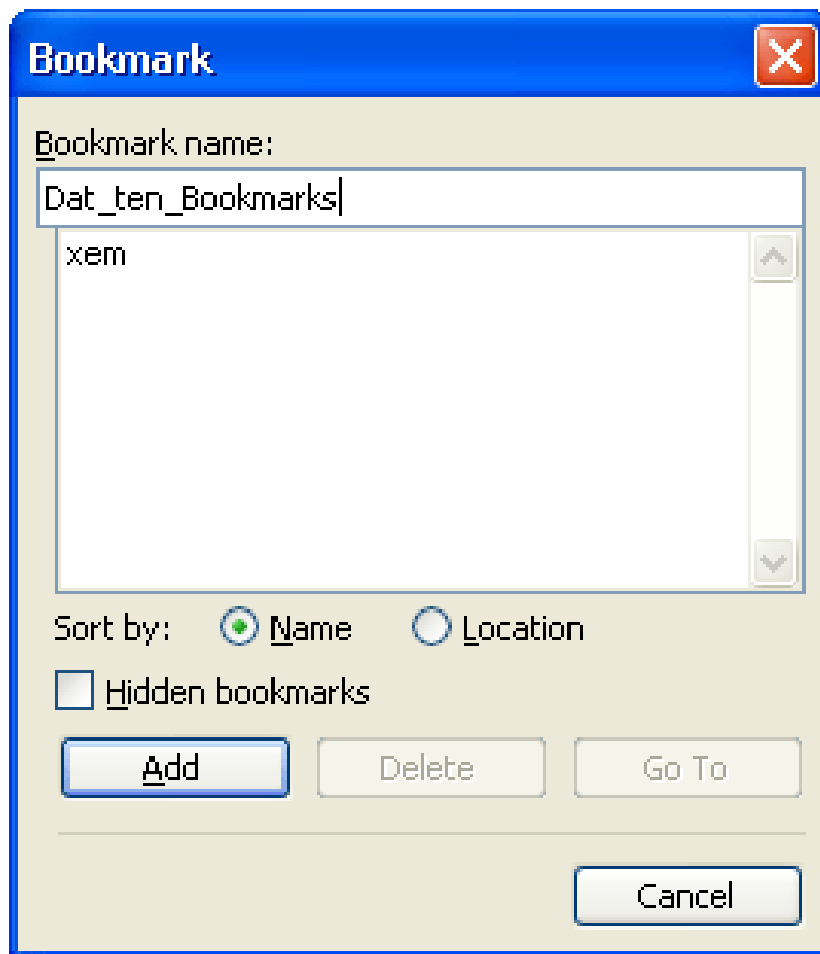
After creating, you can use your mouse to click (or Ctrl + left mouse) on the text you just set to switch to the new link area.

Mark (Bookmark) for the paragraph

1. Place your cursor or highlight the line you want to link to.
2. Go to Insert / Bookmark .



3. The Bookmark dialog box appears



- Enter the name marked in the box Bookmark name (This name must start with the letter and no special characters)

4. Select the Add button to finish placing Bookmark

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