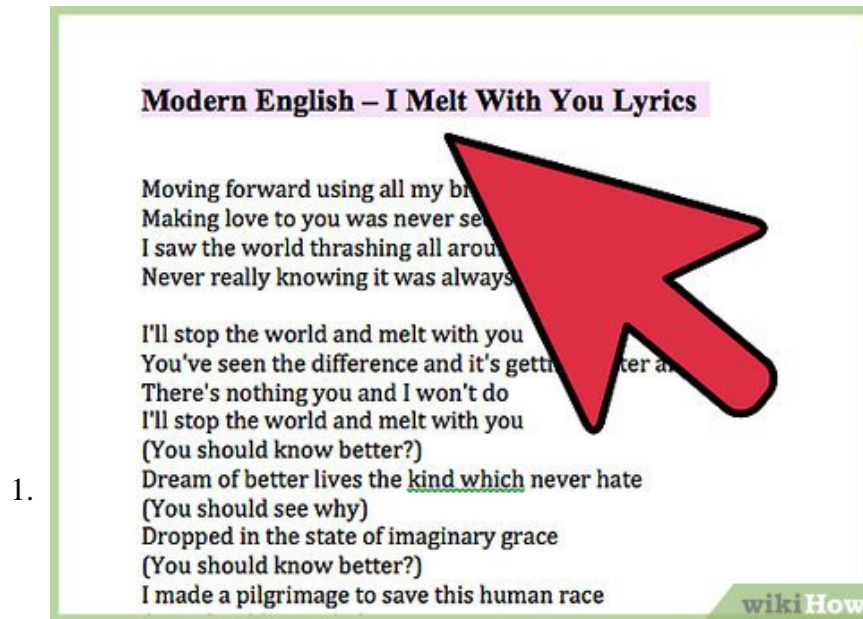


How to Insert a Hyperlink in Microsoft Word

You can insert links in your Word document to pictures, music files, video files folders and even web pages. Your links can be pictures, text or any other object in your document. You can also create links to a blank email message or to...

Method 1 of 3:

Linking to Websites or Other Documents

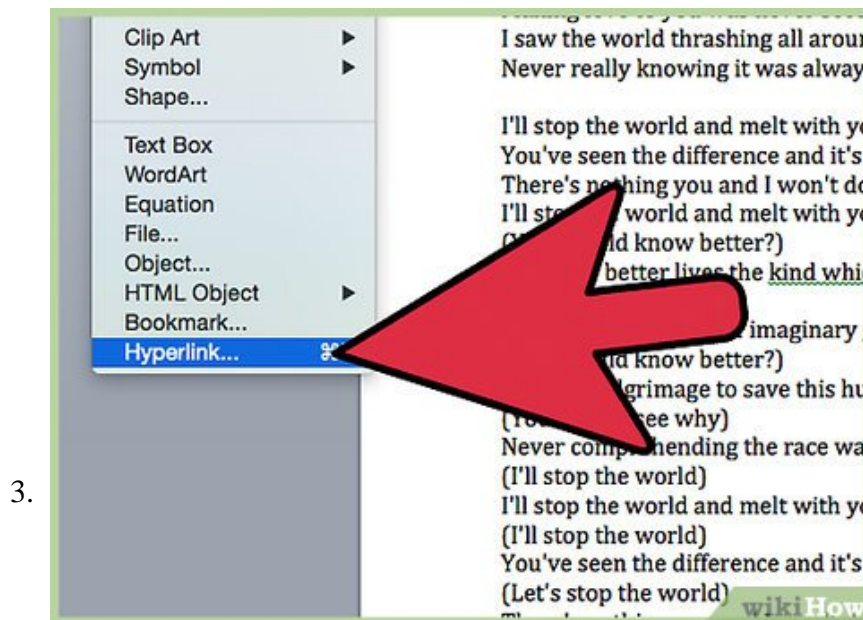


Select the text or image that you want to turn into a link. You can turn any text or image in your document into a link. Highlight the text or click the image that you want to convert into a hyperlink.

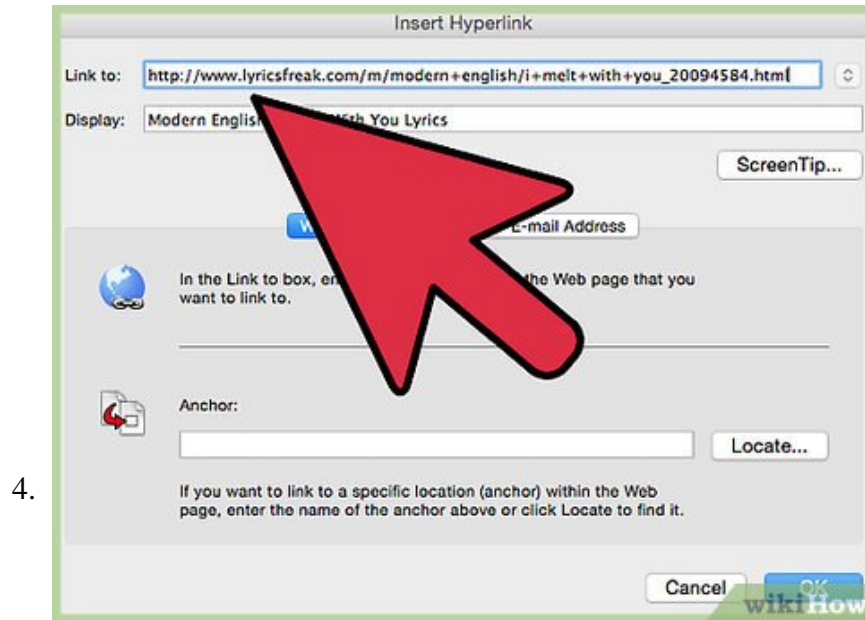
1. To insert an image into your document, click the Insert tab and select "Pictures." You'll be able to browse your computer for an image file to add. You can also insert clipart to use as a link.



Click the Insert tab. This will open the tab that allows you to insert various objects in your document. If you're using Word 2003 or earlier, click the Insert menu instead.

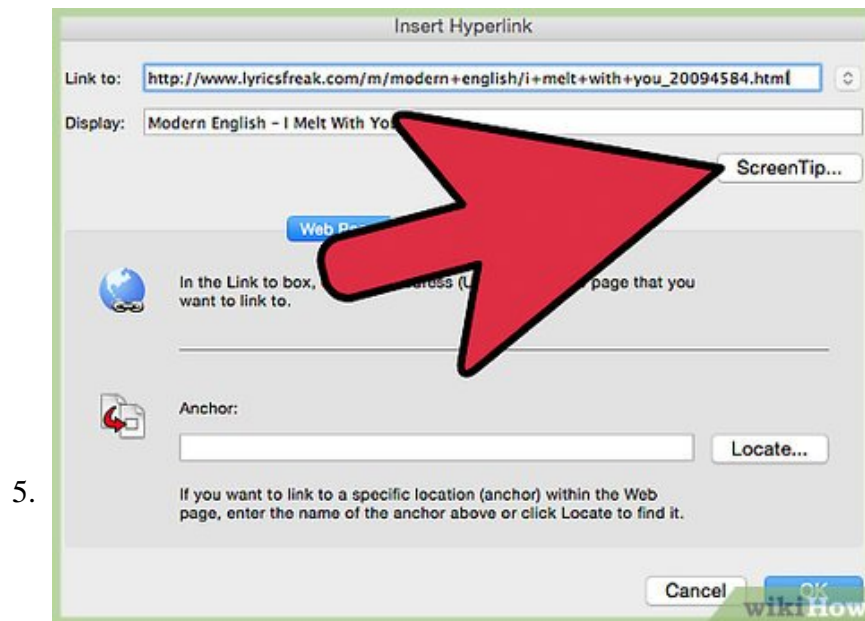


Click the "Hyperlink" button. The button has an image of a globe with a link, and can be found in the "Links" section.



Type or paste the website address into the "Address" field. Opening the drop-down menu will display a list of recently-visited sites.

1. If you want to link to a file instead, browse your computer for the file that you want to link to.
2. You can also have the link send the reader to a new document. Select the "Create a new document" option in the left menu, and then choose where the document will be created.



Set a ScreenTip (optional). You can change the text that appears when the user rests the cursor over the link by clicking the "ScreenTip" button. By default it will display the website address or file path.

http://www.lyricsfreak.com/m/modern+english/i+melt+with+you_20094584.html

Modern English – I Melt With You Lyrics

Moving forward using a
 Making love to you was n
 I saw the world thrashing
 Never really knowing it was and lace

I'll stop the world and melt wh
 You've seen the difference and ting the time
 There's nothing you and I won't
 I'll stop the world and melt with you
 (You should know better?)

6. Dream of better lives the kind which never hate
 (You should see why)
 Dropped in the state of imaginary grace
 (You should know better?)
 I made a pilgrimage to save this human race

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Test your link. After creating your link, you can test it by holding **Ctrl**/**/?** **Cmd** and clicking it. The linked page or document should load in a new window.

Method 2 of 3:

Linking to a Blank Email Message

Modern English – I Melt With You Lyrics

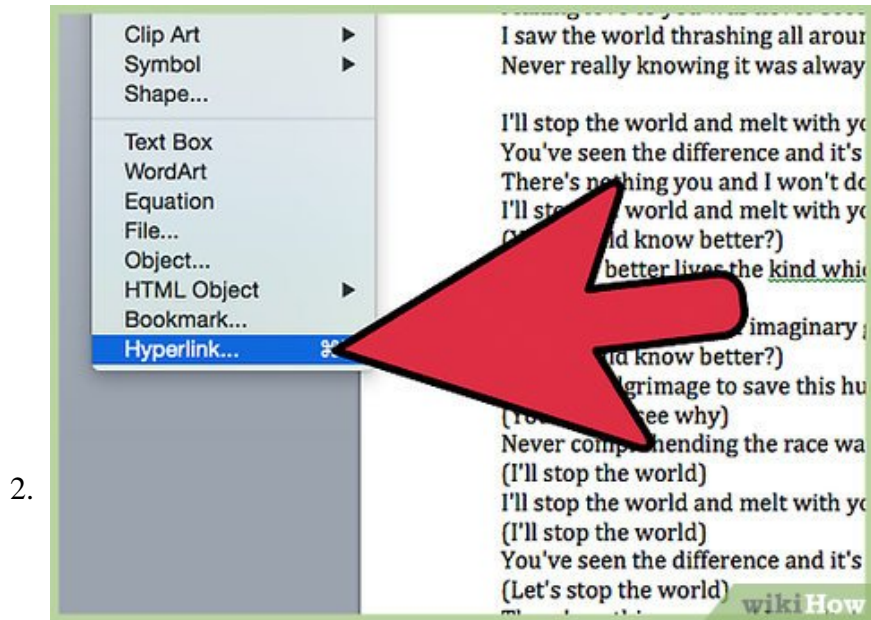
Moving forward using all my br
 Making love to you was never se
 I saw the world thrashing all arou
 Never really knowing it was always

I'll stop the world and melt with you
 You've seen the difference and it's gettin ter a
 There's nothing you and I won't do
 I'll stop the world and melt with you
 (You should know better?)

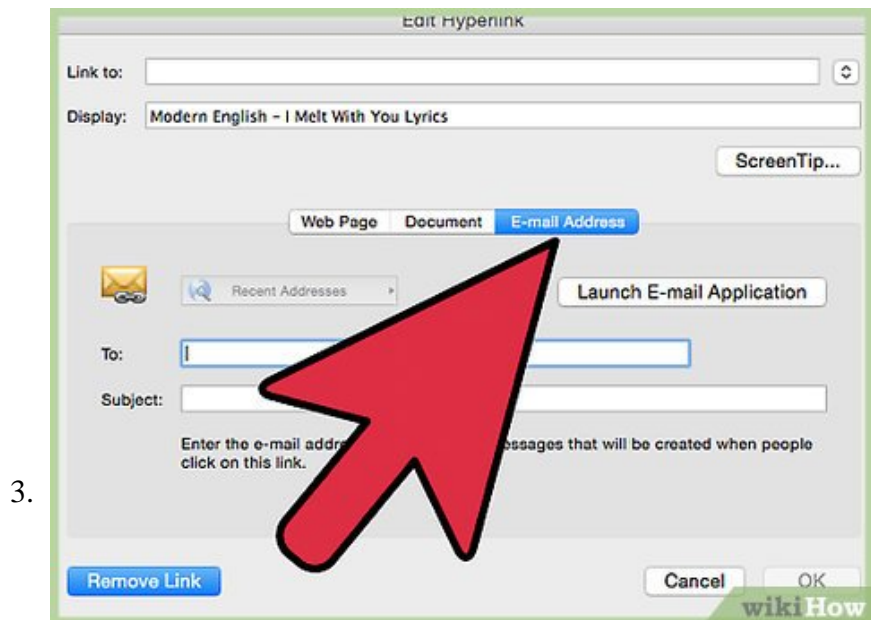
1. Dream of better lives the kind which never hate
 (You should see why)
 Dropped in the state of imaginary grace
 (You should know better?)
 I made a pilgrimage to save this human race

wikiHow

Highlight the text or click the image that you want to turn into an email link. You can use any text or image that is in your document.

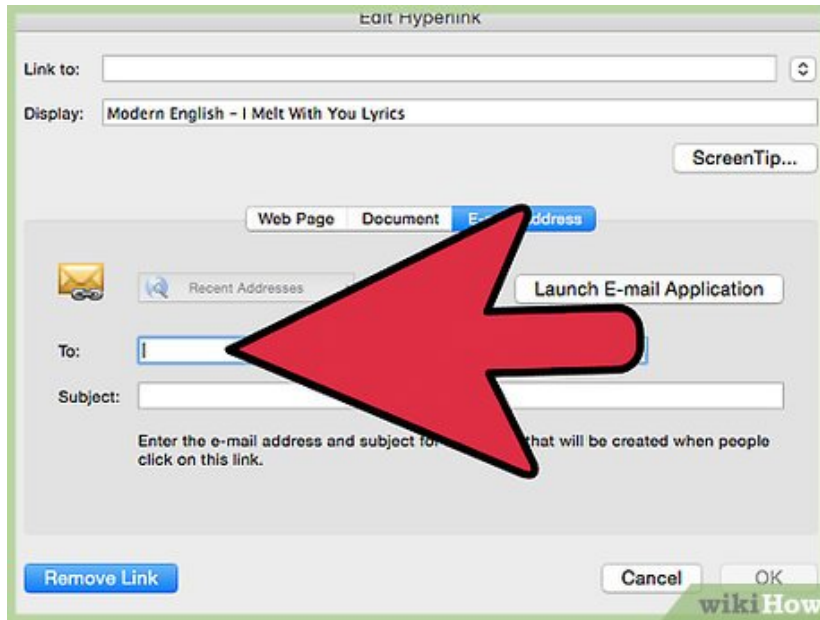


Click the Insert tab and select "Hyperlink." If you're using Word 2003, use the Insert menu instead.



Select the "Email Address" option in the left menu. This will allow you to configure the blank message.

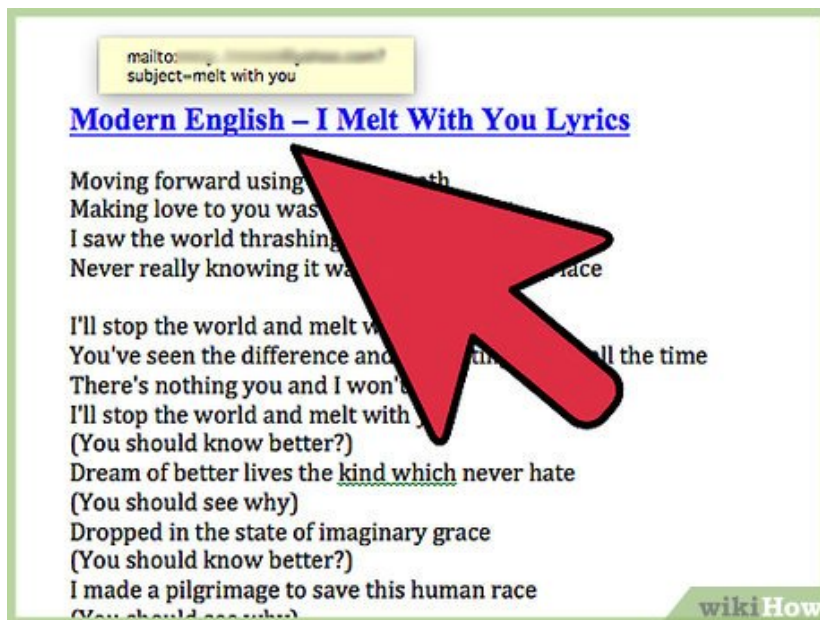
4.



Enter the address and subject. This will be the address that the reader will be sending the email to. What you enter into the "Subject" field will be automatically filled in for the reader, but they will be able to change it if they want.

1. If you use Outlook, you'll see recently used email addresses in the field at the bottom of the window.

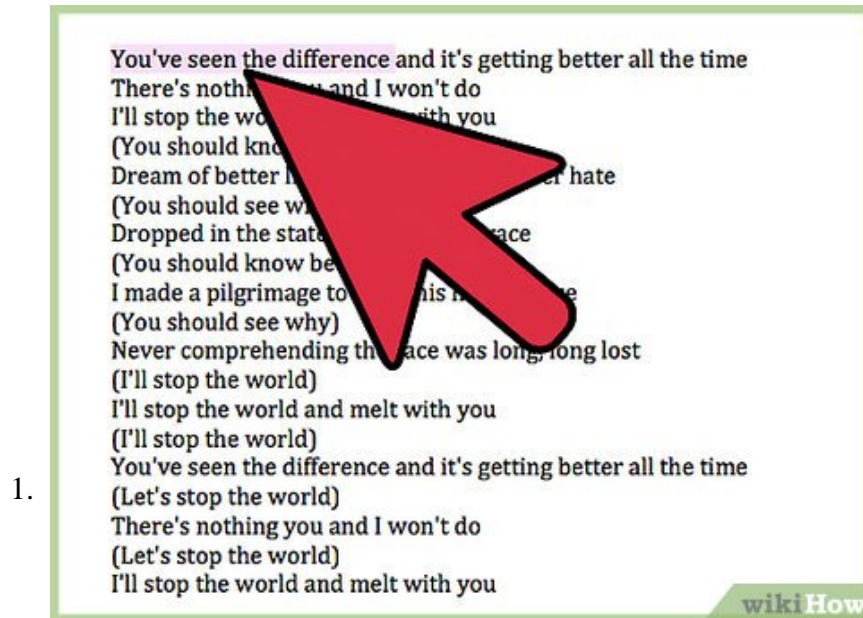
5.



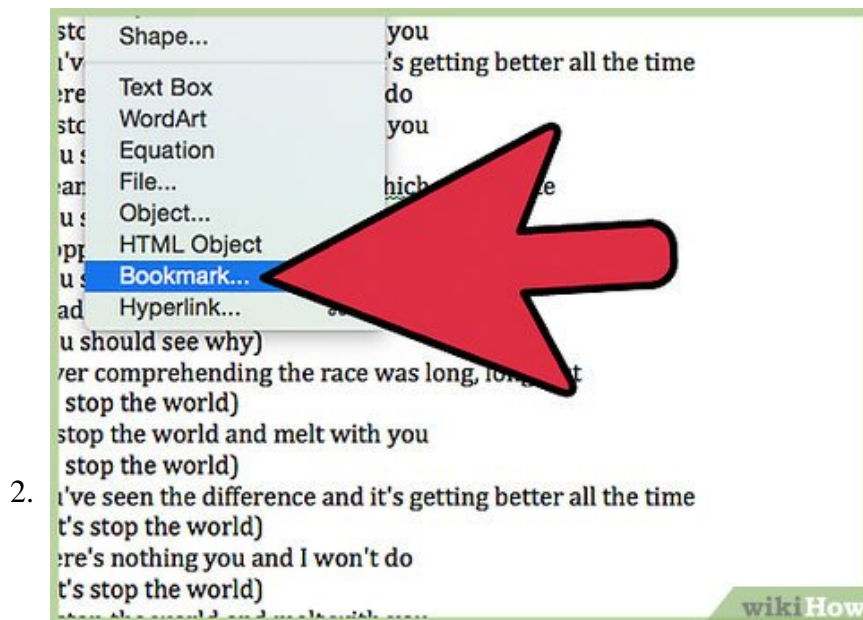
Test the link. Once you've created the link, you can test it by holding `Ctrl`/`Cmd` and clicking it. Your email client should open with a new blank message addressed to the email address you set.

Method 3 of 3:

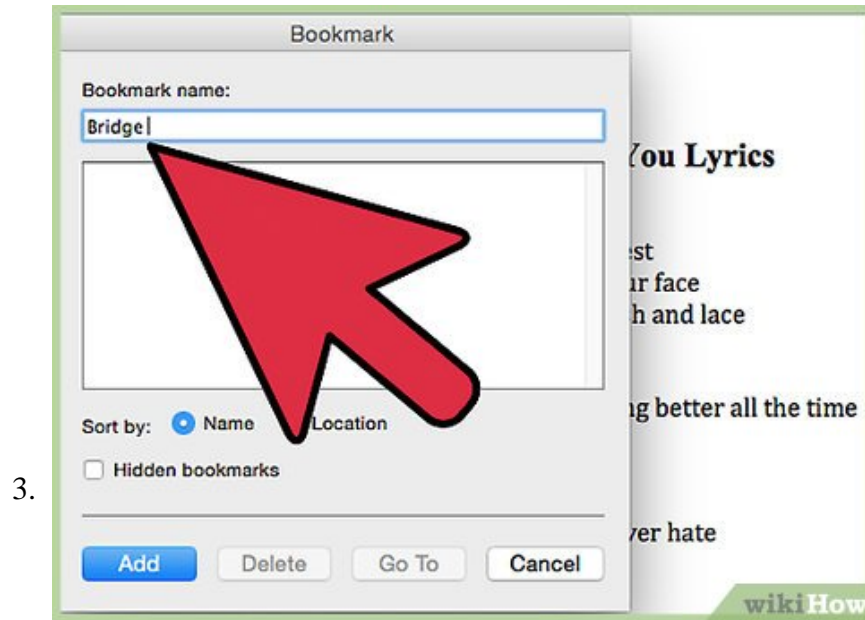
Linking to a Location in the Same Document



Place your cursor in the spot in the document you want to link to. You can use the Bookmark tool to create links to specific spots in your document. This is great for tables of contents, glossaries, and citations. You can highlight a portion of text, select an image, or just place your cursor in the spot you want.

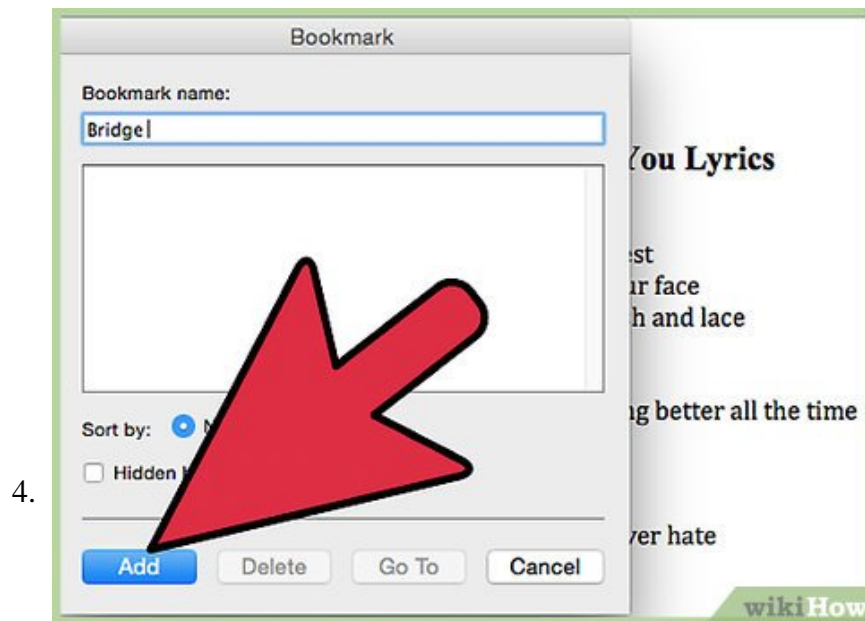


Click the Insert tab and select "Bookmark." You'll find this in the "Links" section.

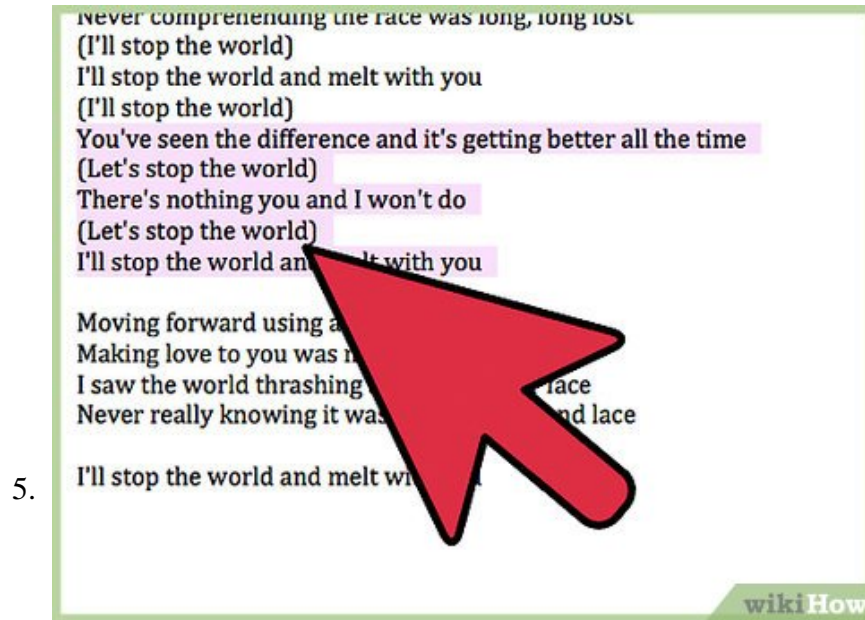


Give the bookmark a name. Make sure the name is descriptive enough that you'll be able to recognize it. This is especially important if you are using a lot of bookmarks or more than one person is editing the document.

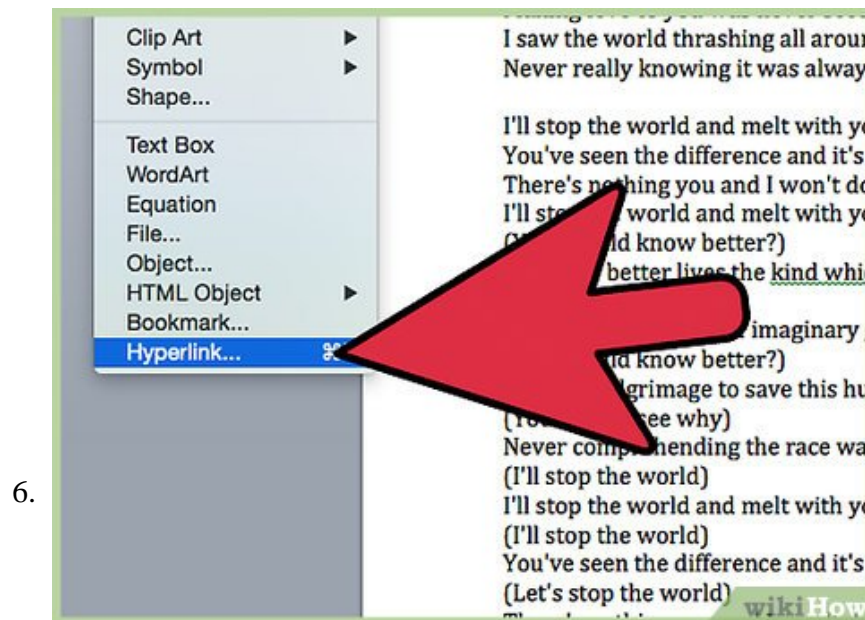
1. Bookmark names have to start with a letter but they can contain numbers. You can't use spaces, but you can use underscores instead (e.g. "Chapter_1").



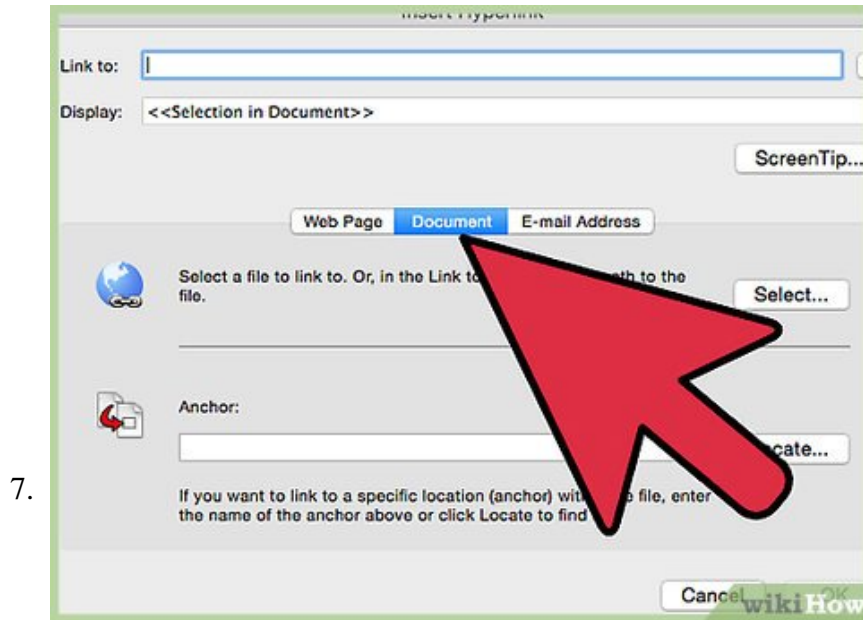
Click "Add" to insert the bookmark. Bookmarks will be surrounded by brackets. These aren't displayed by default in newer versions of Word. To display bookmarks, click the File tab, select "Options," then click "Advanced." Scroll down to the "Show document content" section and check the "Show bookmarks" box.



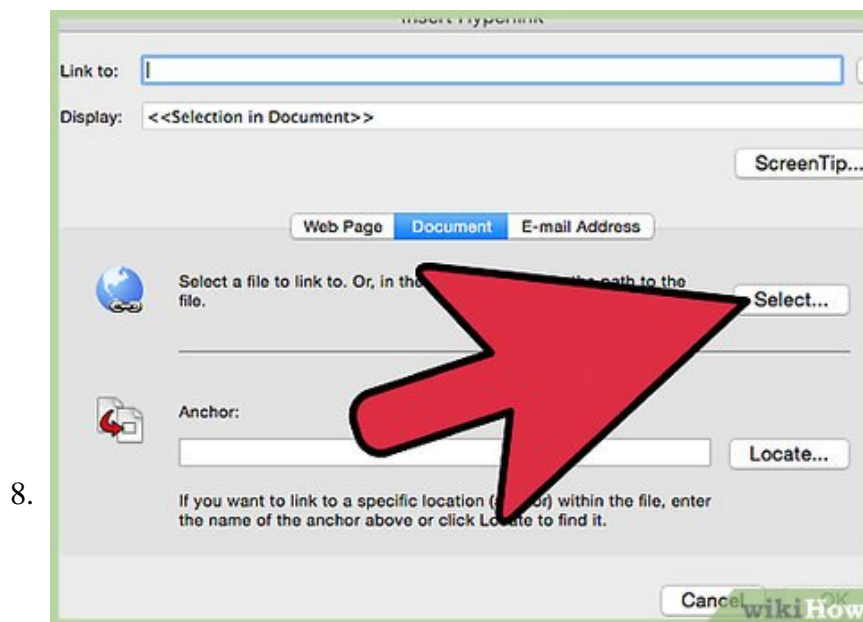
Select the text or image you want to create the link from. Highlight the text or click the image that you want to turn into the hyperlink to your bookmark.



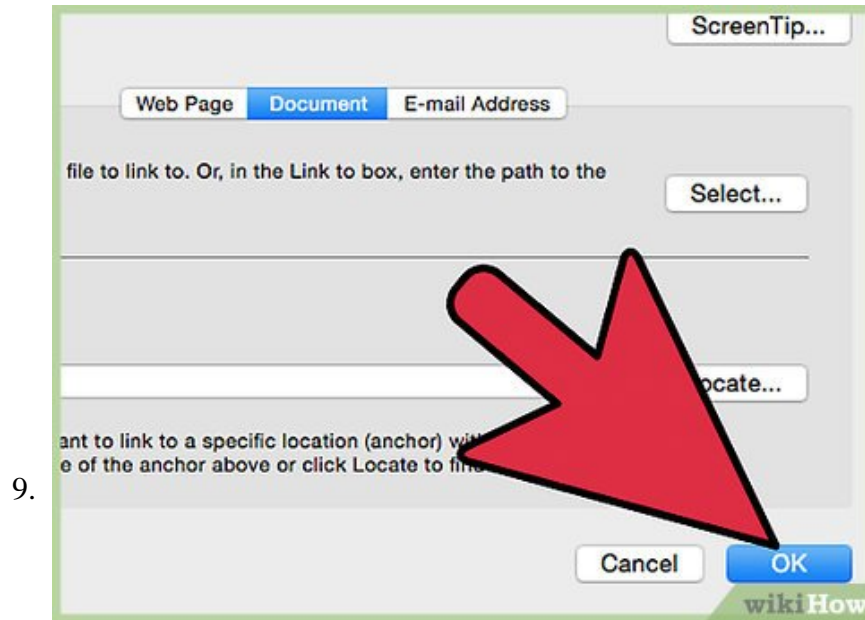
Click the "Hyperlink" button in the Insert tab. This will open the "Insert Hyperlink" window.



Select the "Place in This Document" option in the left menu. You'll see a navigation tree with your heading styles and bookmarks.



Select the bookmark you want to link to. Expand the "Bookmarks" tree if it isn't already and select the bookmark you want to link to. You can also select from heading styles you've applied throughout the document.



Click "OK" to insert the link. You can test it after inserting it by holding `Ctrl`/`Cmd` and clicking it. Your document should scroll to the bookmark's location.

You finished reading the article "**How to Insert a Hyperlink in Microsoft Word**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.
