

GC LSDA Project

Using Hyperlinks in Word

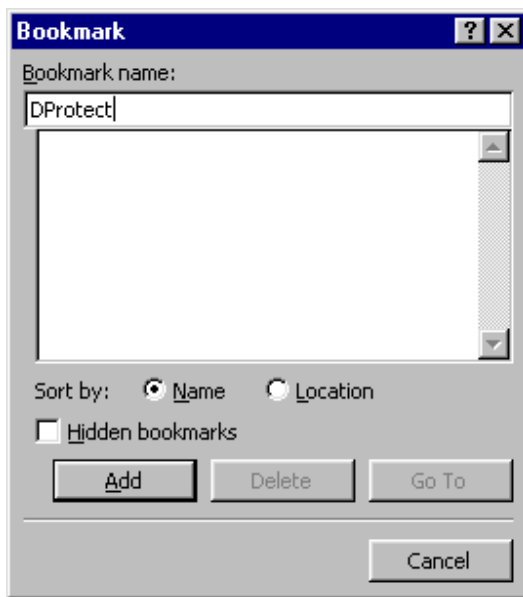
Hyperlinks can be inserted into Word documents for several purposes:

- To link to another part of the same document
- To link to another file
- To link to a webpage

Linking to another part of the same document

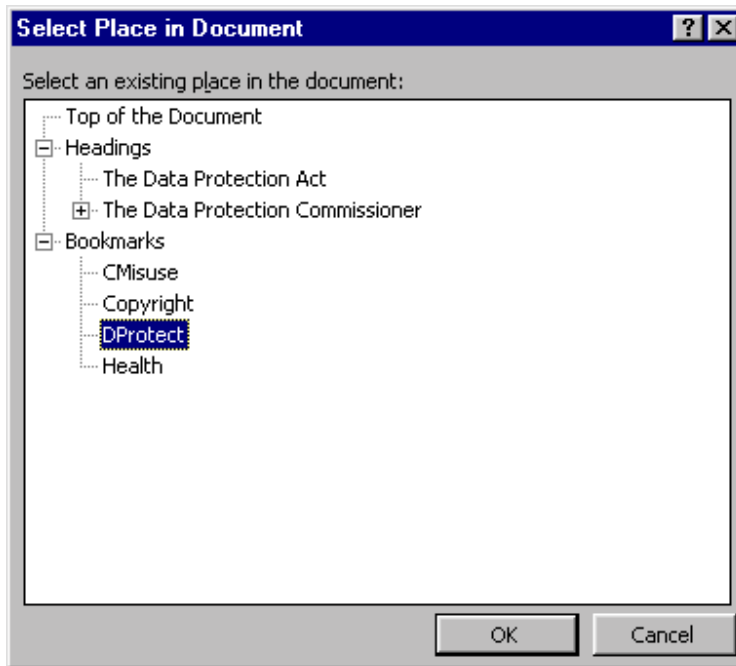
To link within a document Word uses hyperlinks and bookmarks. You first of all create the bookmarks (i.e. placeholders within the document) and then the hyperlinks link to those bookmarks.

1. Go to the first place in the document that you want to link to.
2. Select **Insert** on the main menu bar and then **Bookmark**
3. Give the bookmark a name and click **Add** (see illustration below)



4. Repeat the same process with bookmarks for all places in the document to be linked to.
5. Return to the start of the document to insert the hyperlinks
6. Highlight the specific line of text that will become a link (it will be underlined in blue)
7. Choose **Insert** from the main menu bar and then **Hyperlink**
8. Choose **Bookmark** from the next dialogue box
9. A list of previously defined bookmarks appears (see illustration overleaf)

10. Choose the relevant bookmark and click **OK**



11. Repeat this process for all bookmarks

12. A similar process can be used to take a user back to the start of a document using the pre-given bookmark “Top of the Document”.

Linking to another File

Bookmarks are not used to link to another file or webpage. Instead, just use Hyperlinks.

1. Go to the place in the document where the hyperlink is to be inserted
2. Add the text (if not already there) that will form the linking text
3. Highlight this text
4. Choose **Insert** from the main menu bar and then **Hyperlink**
5. Choose **File** from the “Browse For” options (see illustration overleaf)
6. Find the relevant file and click **OK**

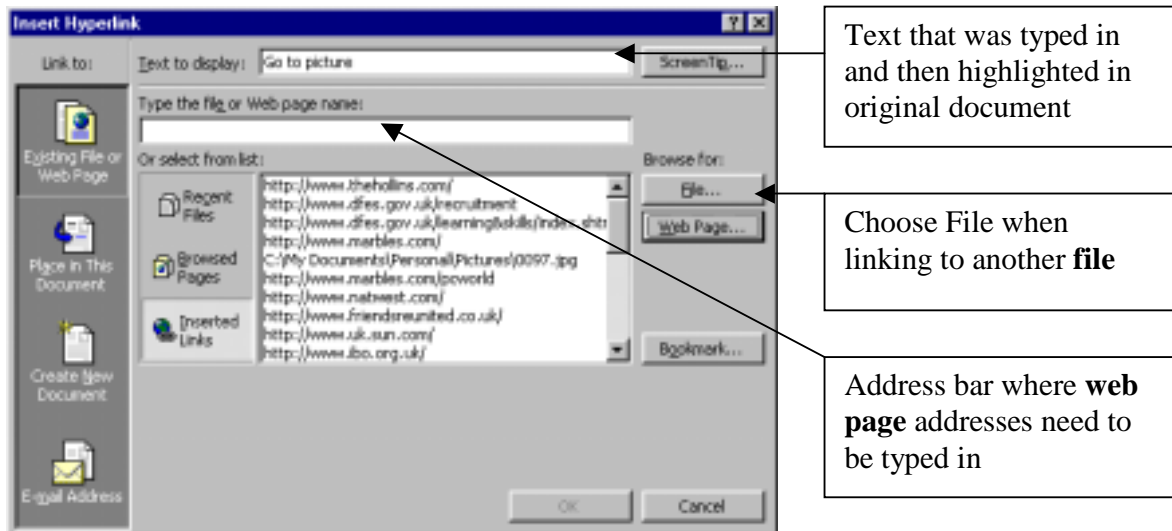
Note: if linking to a file, the second file needs to be accessible from the original document – if the file that is being linked to is on a teachers personal network drive then students will not be able to link to it from the hyperlink.

Linking to a webpage

A similar procedure using just hyperlinks is used to link to a webpage, just use Hyperlinks.

1. Go to the place in the document where the hyperlink is to be inserted
2. Add the text (if not already there) that will form the linking text

3. Highlight this text
4. Choose **Insert** from the main menu bar and then **Hyperlink**
5. Type the web address into the address bar (see illustration overleaf)
6. Click **OK**



How to use Hyperlinks for E-learning

This method could be used to help learning in a number of ways:

- To save time searching through long documents
- To provide a definition for a technical term (the definitions could be contained at the end of the document)
- To steer students in a more focussed way when undertaking Internet research (i.e. avoiding vague Internet searching)