

## How to Create Hyperlinks

A hyperlink is a clickable-connection to another place in your document or to a document, file, or web page outside the originating source. You can use hyperlinks to help your readers find information more quickly.

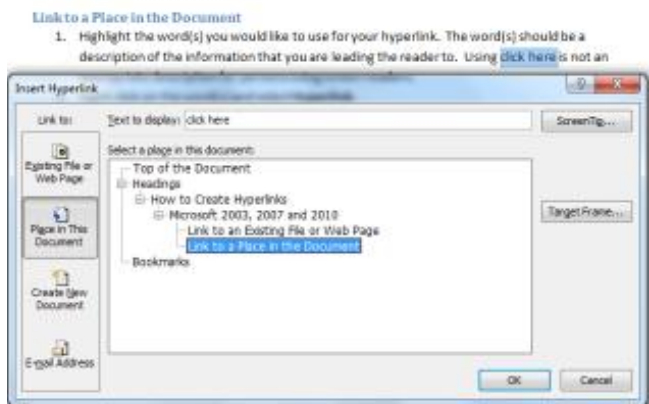
### Microsoft 2003, 2007 and 2010

#### Link to an Existing File or Web Page

1. Highlight the word(s) you would like to use for your hyperlink.  
The word(s) should be a description of the information that you are leading the reader to. Using [click here](#) is not an appropriate description for persons using screen readers.
2. Right-click on the word(s) and select **Hyperlink**.
3. On the left side bar, make sure that **Existing File or Web Page** is selected. Use the **Finder** to locate a file, or type in the address of a known web page in the **Address Bar**. Click **OK**. The highlight text should now be bright blue and underlined.
4. Test the link by holding **Control** and click the text.

#### Link to a Place in the Document

1. Highlight the word(s) you would like to use for your hyperlink. The word(s) should be a description of the information that you are leading the reader to. Using [click here](#) is not an appropriate description for persons using screen readers.
2. Right-click on the word(s) and select **Hyperlink**.
3. On the left side bar, select **Place in this Document**.



4. You will then see a list of your headings and bookmarks in the document, as well as Top of Document. Select the text that you would like to link to and click **OK**. If you do not see the place you would like to link to, go back to your original document and make sure you have created a heading. [How to Create Headings](#)

