

Adding Hyperlinks

A hyperlink is a connection from your document to to a web page on the Internet or to another file. When the user clicks on a hyperlink in your document, a browser (*Netscape* or *Internet Explorer*) will open the linked website / file automatically.

You can turn text into “clickable” hyperlinks; you can also make a graphic into a “clickable” link!

[This is a text link](#)

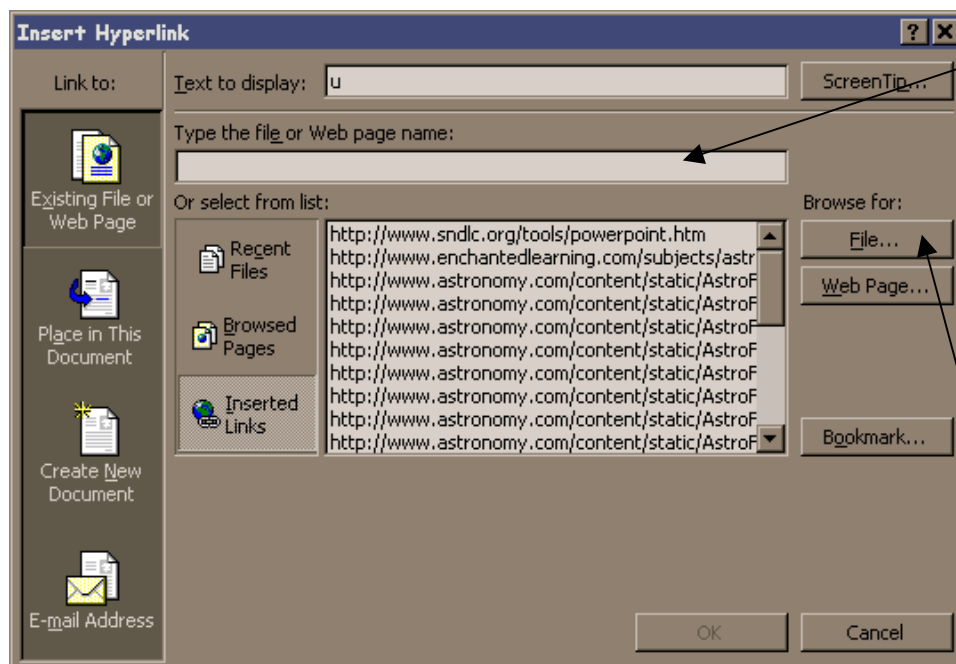
A graphic can also function as a hyperlink →



Just follow these steps to create a hyperlink:

1. Type the text you want to appear on the page as a link =or= add the graphic that will be a link.
2. Highlight the text or graphic
3. Click *Insert* → *Hyperlink*
4. The Insert Hyperlink dialog box appears :

Try giving your students an electronic handout instead of a photocopied worksheet! An An e-handout can contain hyperlinks to selected web sites. All the student has to do is click on the hyperlink to get there! Students can type their answers directly onto the worksheet. The teacher has the choice of correcting the handout in either an electronic format, or as a paper copy.



Type the name of the desired file or the URL of the desired web page here.

Hints:

Use “Copy / Paste” for long web addresses to reduce the chance of typos!

If you can't remember the exact name or location of the file you want to link to, click here

5. Click OK to create your link!