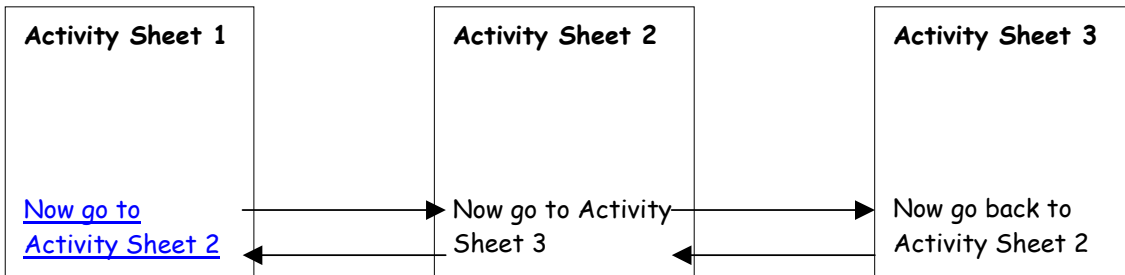


A First Introduction to 'Making Hyperlinks with MS Word'

Making hyperlinks can be a useful way of linking two, or more related documents.

Here is an example:-

Let's say you have written a set of three Activity sheets in MSWord, which have all been saved. You are wanting pupils to complete the first Activity Sheet, and then go on to the second one without having to waste time hunting for the file.



At the end of Activity sheet 1 you can add text that says 'Now go to Activity Sheet 2'

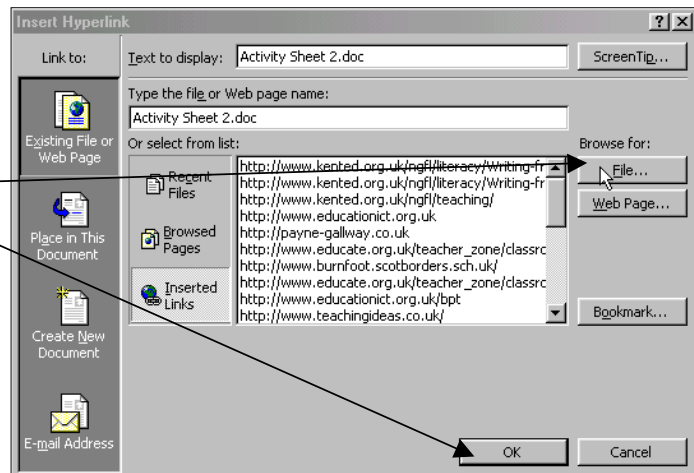
You make these words into a hyperlink by :-

- 1 Highlighting the words.
- 2 Click on the Hyperlink tool on the toolbar.



- 3 Browse to find the 'Activity Sheet 2' file and Click on OK

- 4 Your text will now appear coloured blue, and underlined.
- 5 This will now link to your Activity Sheet 2.



Another link can be made in the same way from this Activity Sheet 2 to the next one, Activity Sheet 3. Remember to save your files again after adding the hyperlinks.

You may also decide to make a link backwards from Activity Sheets 3 and 2 back to Activity Sheet 1. You use the same method every time and make sure that you link to the correct file. It is always worth testing carefully.

You can also make a graphic into a hyperlink.

Graphics could be obtained from :-




- Clipart,
- Pictures from the web,
- Pictures inserted from a paint package
- Pictures from a digital camera.

In the same way as before :-

- 1 Click on your graphic to highlight it.
- 2 Go to the Hyperlink tool on the Tool bar.
- 3 Browse to the file that you want the picture to link to.
- 4 Click on OK



Click on the Animals to go to the correct information sheet.

	Mammals
	Birds
	Amphibians
	Reptiles

Save your document. The graphic will now display a small 'hand' when you put your pointer over it.

NOTE

Another way of getting to the hyperlink tool, whether you are hyper linking from text, or a graphic, is to **RIGHT CLICK** on the highlighted text or graphic. The following window appears and you can select the hyperlink tool from here.

