



**Higham and Rushden**

*Registered Charity Number 1164952*

# Hyperlinks in MS Office

Screenshots are taken from Office 2013. Later versions may look slightly different.

## What are hyperlinks?

Often simply referred to as a **link**, a **hyperlink** is an icon, graphic, or text in a document that links to another file or object. These are most commonly found on the internet, which uses hyperlinks to link trillions of pages and files to one another: without them you would need to know the URL for every page on the Internet. It is also possible to create a link to a different portion of the same web page: the Groups page of our own U3A website has a series of links to let visitors move up or down the page without having to scroll.

<a href="#">A to B</a>	<a href="#">C to E</a>	<a href="#">F to G</a>	<a href="#">H to O</a>	<a href="#">P to R</a>	<a href="#">S to Z</a>
------------------------	------------------------	------------------------	------------------------	------------------------	------------------------

Hyperlinks on the web are normally shown in blue underlined text, [like this](#). Depending on who has created the web page, however, the font and colour may be different and may also change both when you hover over a link and once you have clicked on it. Often, though not always, hovering over a hyperlink will open a dialogue box advising where it leads.

It is also possible to add hyperlinks in documents created using Microsoft Office applications such as Word, Excel, PowerPoint and Publisher, and it is these that we will be looking at in this presentation.

So where might we want to use a hyperlink in an Office document?

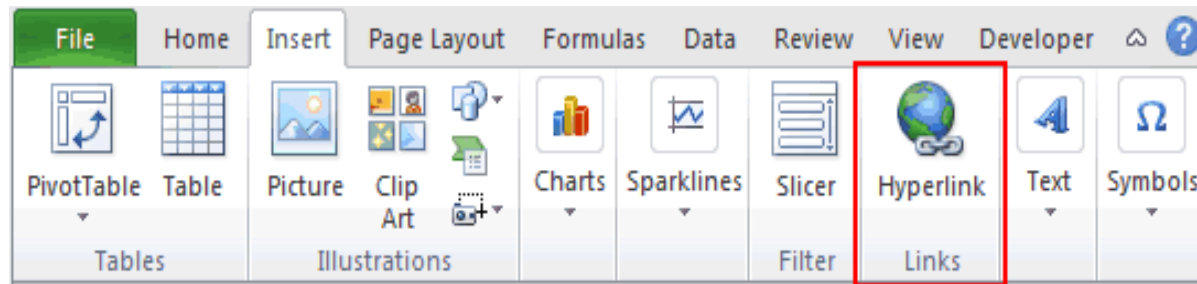
- Most commonly, in any office program, to link to a web page, e-mail address or external document.
- In Excel, in a workbook with many worksheets, to link to sheets whose tabs are not visible when the workbook is opened.
- In PowerPoint or Publisher to link to any external content such as a pdf document containing additional information.
- One of the most common uses, however, particularly in large Word documents, is to hyperlink entries in a table of contents to the relevant chapters in the same document. It is **very much** easier to click on a hyperlink to get to Chapter 23 than it is to scroll down through 70 or 700 more pages.
- For large documents of more than 30 pages, it is good practice to include “Back” hyperlinks to enable the reader to return quickly to the table of contents.

(Internal and external hyperlinks created in a Word document are normally preserved when the document is saved as a pdf. On rare occasions, however, they are not, and to remedy this the pdf document will need to be re-created. During the “Save as pdf” process, after selecting the "Minimize size (Publishing Online)" check box, click on the "Options" button and then in the resulting dialogue box, uncheck the "ISO 19005-1 compliant (PDF/A)" check box.)

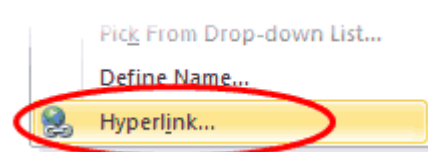
Let's have a look at how to create a hyperlink. We will use Excel, first of all.

We need to open the hyperlink dialogue box by highlighting the text we want to use as the trigger for the hyperlink, by using one of these options:

- Selecting the Hyperlink option from the 'Insert' tab of the Excel ribbon:



- Right-clicking the text and selecting “Hyperlink”:



- Using the keyboard shortcut Ctrl + K.

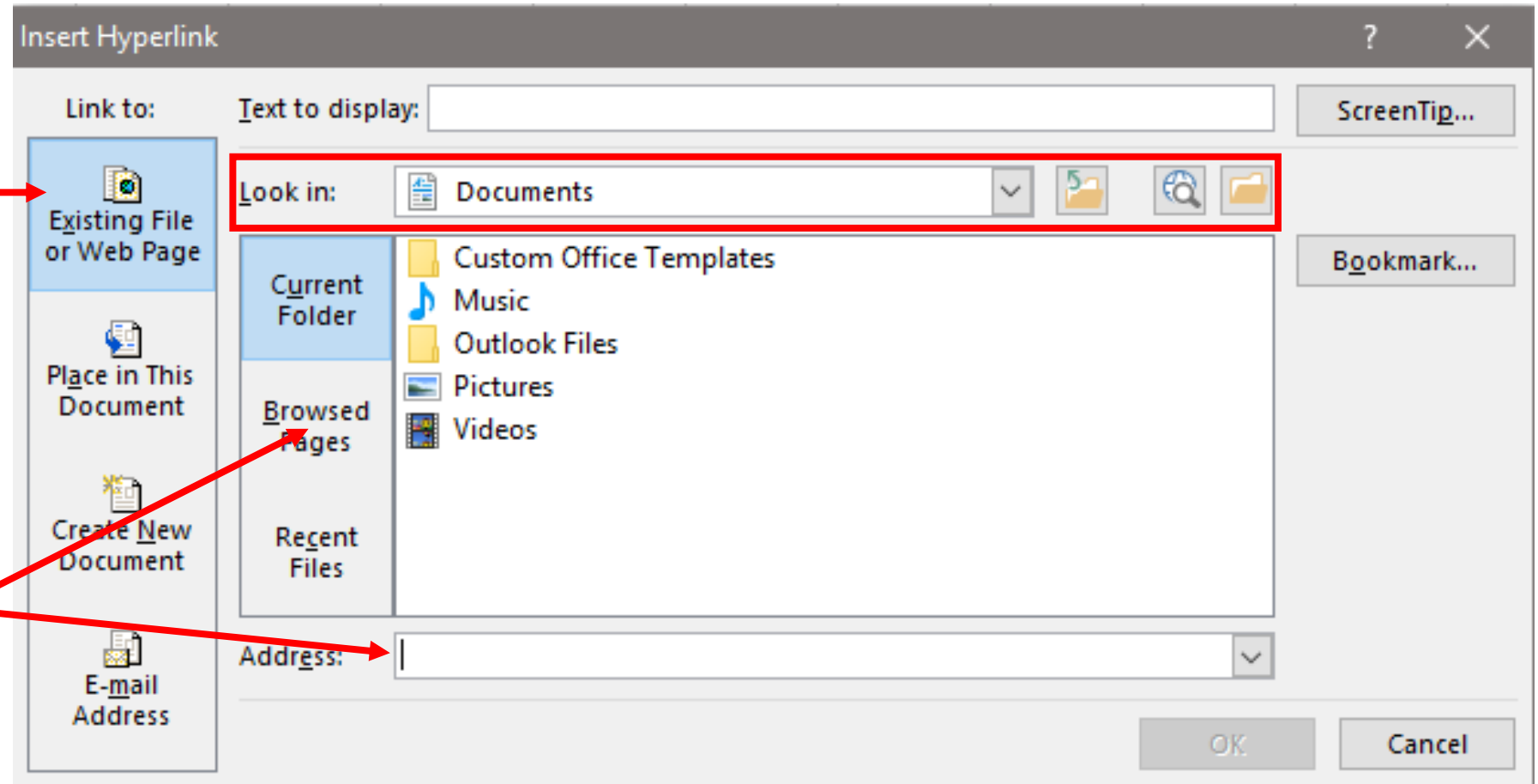
Any of these three options will open up the Insert Hyperlink dialog box, shown on the next slide.

The *Insert Hyperlink* dialogue box looks like this:

The default is to link to a file or web address.

An existing file can be located using the normal navigation highlighted in red.

Web pages can be selected by clicking on “Browsed Pages” or by typing the full address (URL) in the “Address” field.



The next slide shows how to insert an e-mail address.

Insert Hyperlink

Link to: Text to display: << Selection in Document >> ScreenTip...

Existing File or Web Page

Place in This Document

Create New Document

E-mail Address

E-mail address:

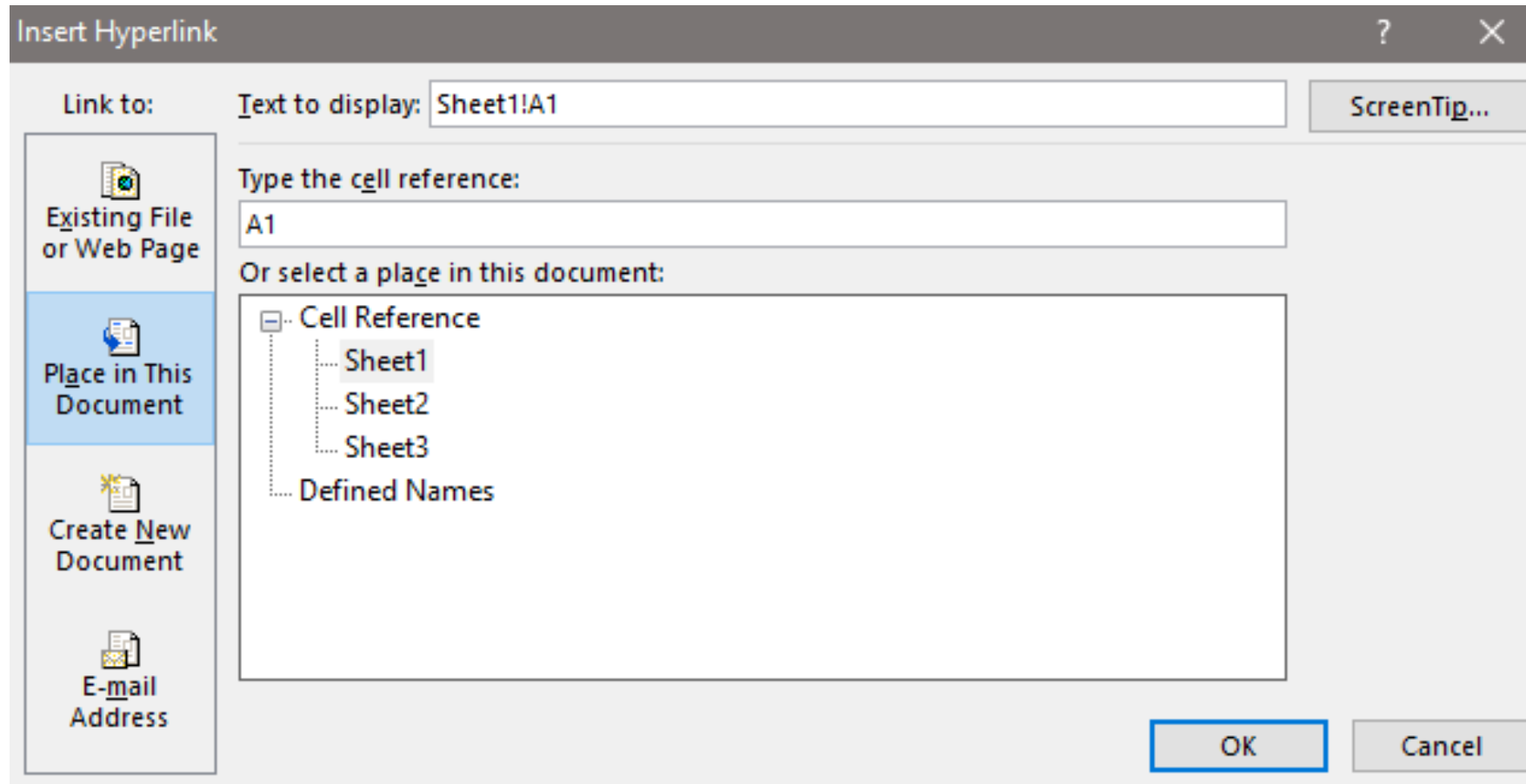
Subject:

Recently used e-mail addresses:

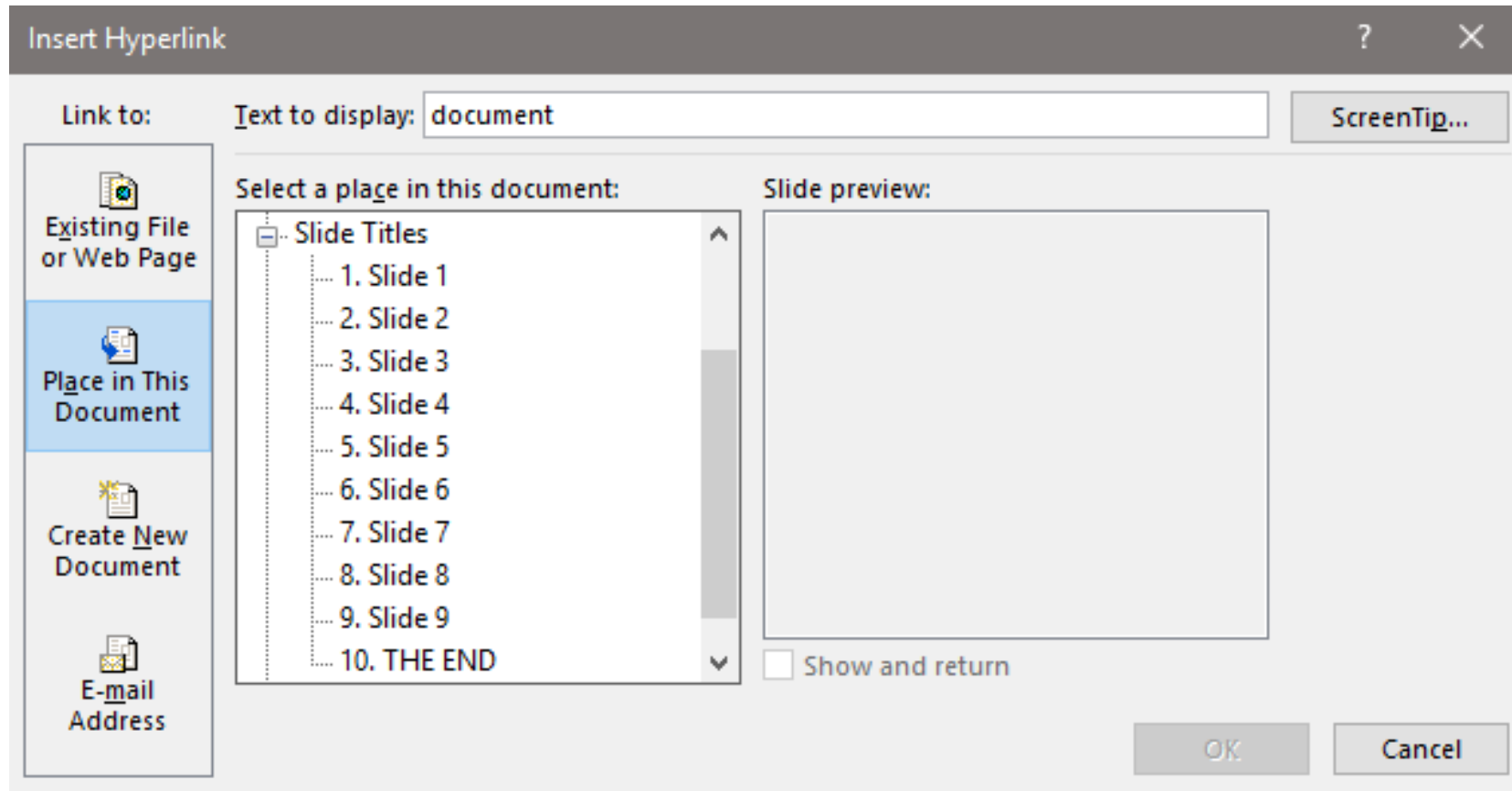
OK Cancel

After clicking on “E-mail address” in the left-hand column you will see that you will need to type in the e-mail address in the appropriate field or select it from the list of recently used addresses. These may be addresses used recently in the current Office application (Excel in this case) rather than in your e-mail program.

We said earlier that this presentation would look at hyperlinking to other places in the same document, so let us now do so.



The dialogue box above is for Excel, and you will see that you can select from all the available sheets, and also choose a cell reference on the destination sheet.



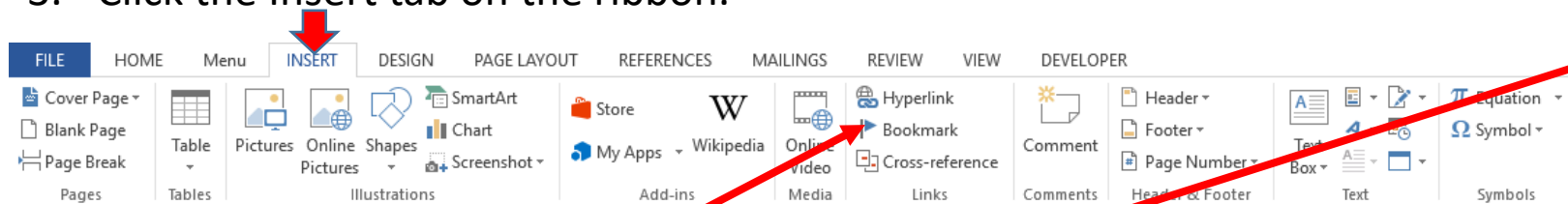
The dialogue box in PowerPoint looks like this. You will see that you can easily link to any other slide in the presentation.



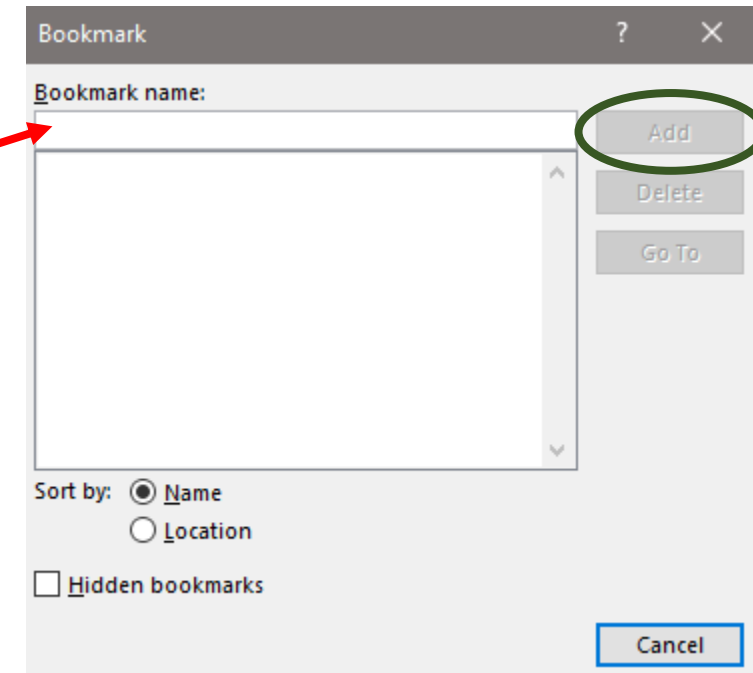
We said earlier that one of the most common uses was to link from a table of contents to the relevant chapters or sections of text in Word. There is an extra step in the process in Word, however: before you can create the hyperlinks you need to create what Word refers to as *Bookmarks*.

To do this, follow these steps:

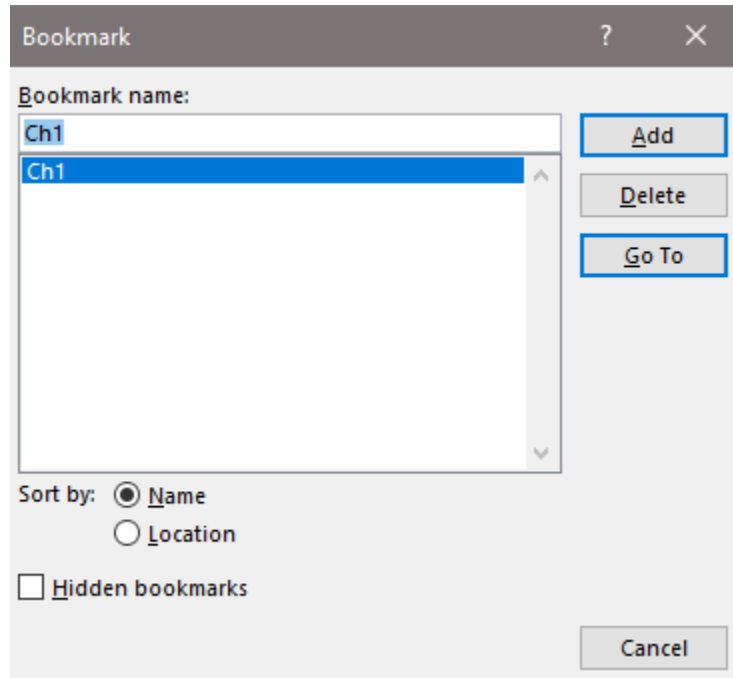
1. Save the document on which you are working.
2. Select the text or the image that you want to use as the destination for the hyperlink, such as the chapter or section heading.
3. Click the Insert tab on the ribbon.



4. In the Links group, click Bookmark.
5. The Bookmark dialogue box, shown on the right, will open.
6. In the Bookmark name box, type a unique name for the bookmark, and then click Add (the button circled in green, greyed out in this screenshot).

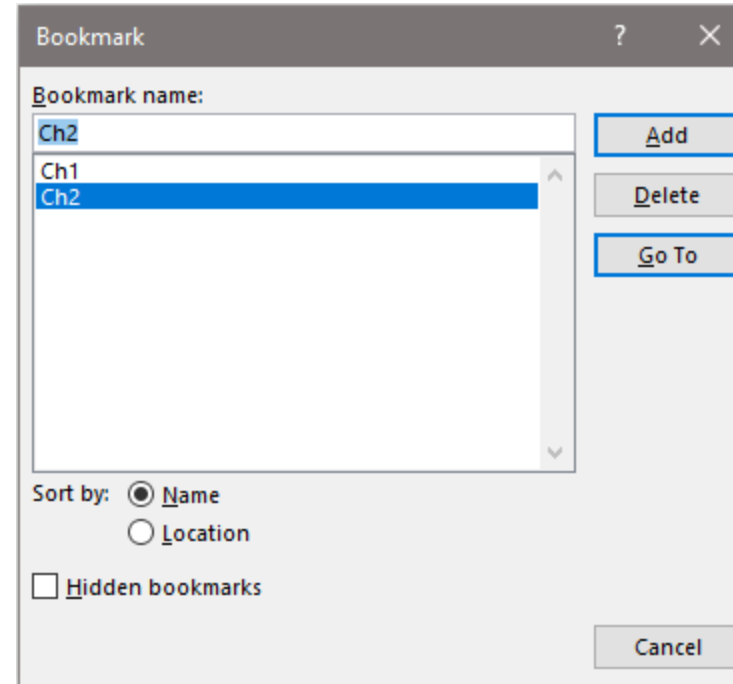


If you want to experiment with this it is worth creating a large multi-page document. Open a blank document in Word and type `=rand(20,25)` without the quotes. Then press enter to get a document on which to experiment.



The 'Bookmark' dialog box has a title bar with a question mark and a close button. It contains a text field labeled 'Bookmark name:' with 'Ch1' entered. Below the text field is a list box containing 'Ch1'. To the right of the list box are three buttons: 'Add', 'Delete', and 'Go To'. At the bottom left, there is a 'Sort by:' section with two radio buttons: 'Name' (selected) and 'Location'. Below this is a checkbox labeled 'Hidden bookmarks'. A 'Cancel' button is at the bottom right.

You will need to repeat this process for each bookmark. Note that the latest bookmark name will always appear in the “Bookmark name:” field. You must change this before proceeding, by overtyping this with the next bookmark name, before clicking “Add”.



The 'Bookmark' dialog box is shown again. The 'Bookmark name:' text field now contains 'Ch2'. The list box below it contains two items: 'Ch1' and 'Ch2', with 'Ch2' selected. The 'Add', 'Delete', and 'Go To' buttons are still present. The 'Sort by:' section at the bottom left remains the same, with 'Name' selected. The 'Hidden bookmarks' checkbox and the 'Cancel' button are also visible.

Once you have created your bookmarks and given them meaningful names, it is time to go back to the top of the document and start inserting the hyperlinks.

Let's assume the top of your document looks something like this:

**Contents**

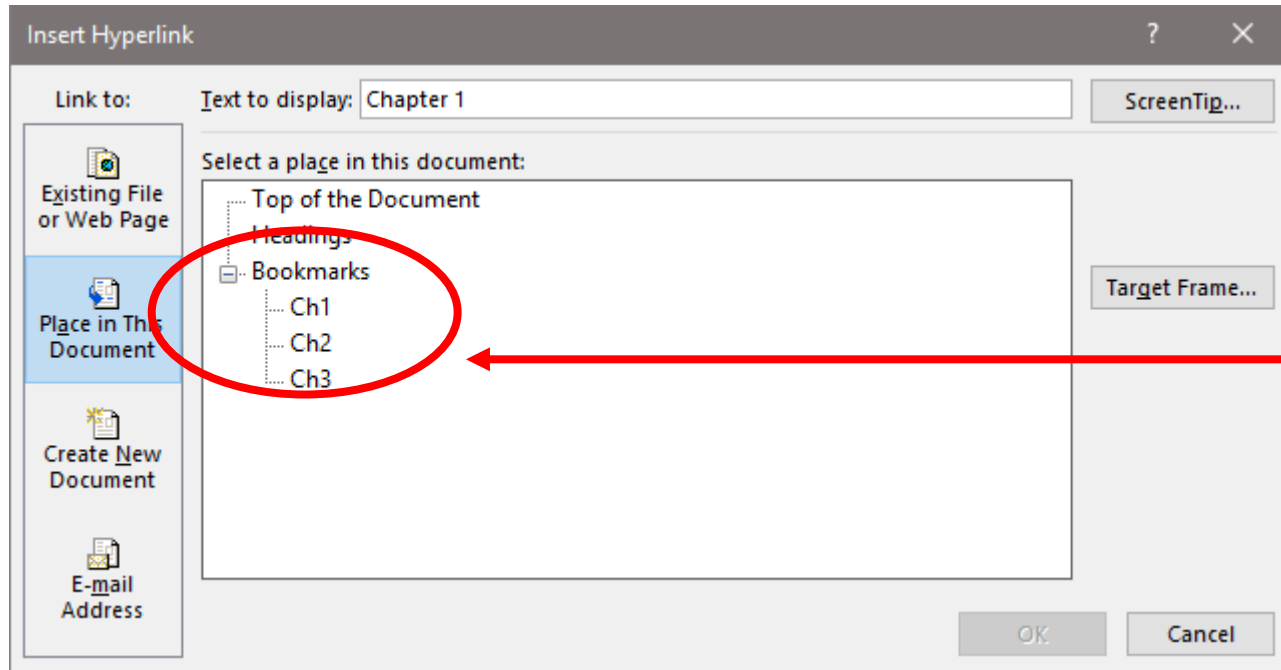
1. Chapter 1
2. Chapter 2
3. Chapter 3
  - a. Part a
  - b. Part b
  - c. Part c
4. Chapter 4
5. Chapter 5

If we highlight the text “Chapter 1” we can then add a hyperlink using one of the methods we learned about earlier:

- Right-click and select *Hyperlink*
- Select the *Hyperlink* option from the 'Insert' tab of the ribbon
- Use the keyboard shortcut Ctrl + K

Any of these actions will open the Insert Hyperlink dialogue box shown on the next slide.

Needless to say, rather than the default “Existing File or Web Page” we need to click on “Place in This Document” and the dialogue box should now look like this:



We can now select the target of the hyperlink by choosing the appropriate bookmark from the list in the central field of the dialogue box.

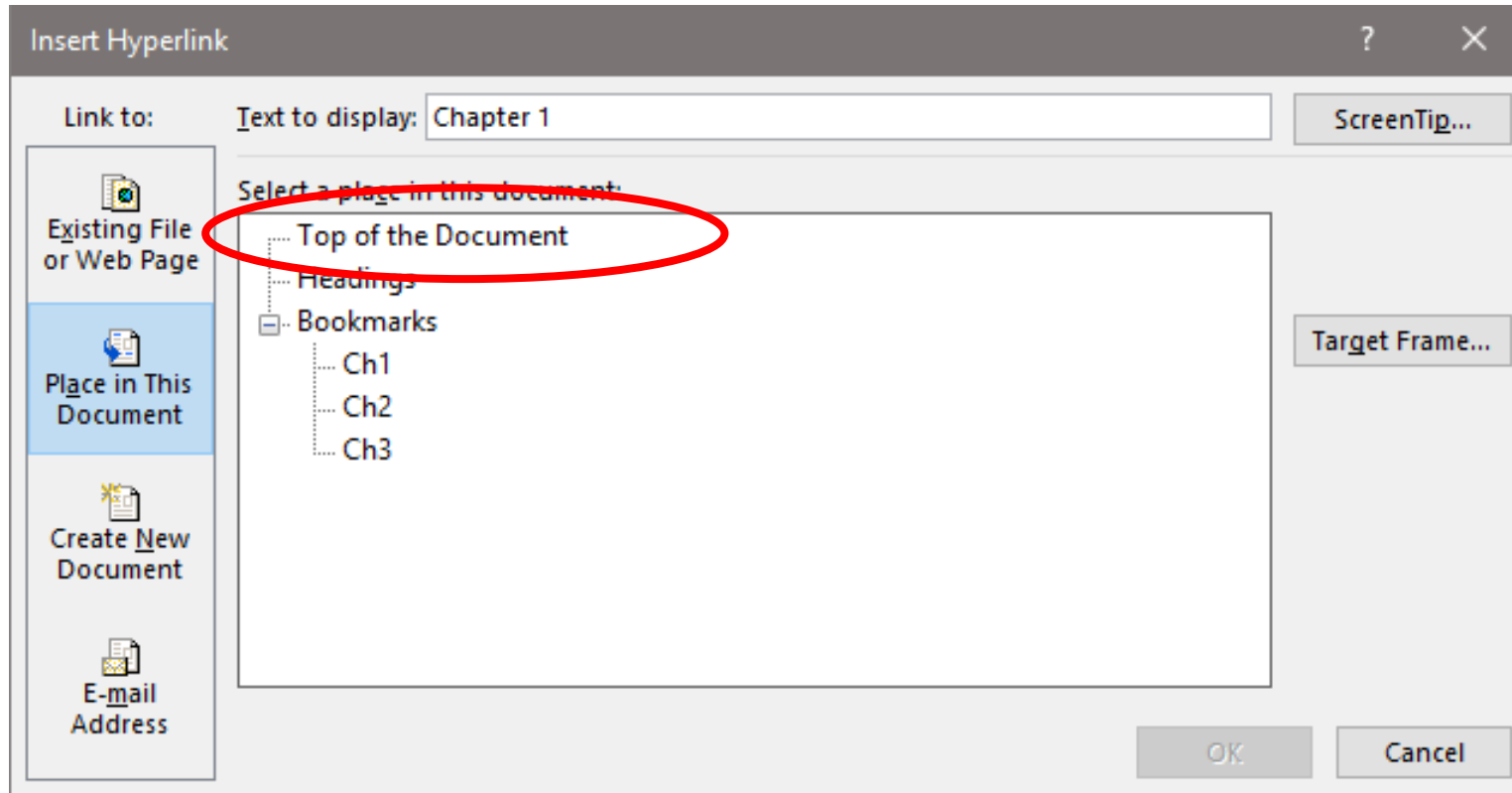
The dialogue box will then close and the top of your document will have a hyperlink to Chapter 1 as shown here on the right:

<u>Contents</u>	
1.	<a href="#">Chapter 1</a>
2.	Chapter 2
3.	Chapter 3
	a. Part a
	b. Part b
	c. Part c
4.	Chapter 4
5.	Chapter 5

Simply repeat for all the other headings in the table of contents, or other links you wish to insert.

We mentioned right at the beginning that it is good practice in very large documents to include hyperlinks to allow the reader to jump back to the beginning of the document.

The *Insert Hyperlink* dialogue box in Word makes this very simple by including by default “Top of the Document” above any Bookmarks you have created.



All you need to do is insert a graphic or text (such as “back to table of contents”) at appropriate places throughout your document, hyperlinking each to “Top of the Document”.

In fact, once you have chosen the trigger text or graphic and hyperlinked back to the top, you can simply copy that hyperlink and paste it wherever else you want in the document.

If you create a very large document you may also wish to consider creating hyperlinks at the end of each section to take the reader back to the top of the section as well as to the beginning of the document.

# THE END

(but see also the presentation on Table of Contents)