

Word 2016 - Hyperlinks

Introduction

Adding **hyperlinks** to text can provide access to **websites** and **email addresses** directly from your document. There are a few ways to insert a hyperlink into your document. Depending on how you want the link to appear, you can use Word's **automatic link formatting** or **convert text** into a link.

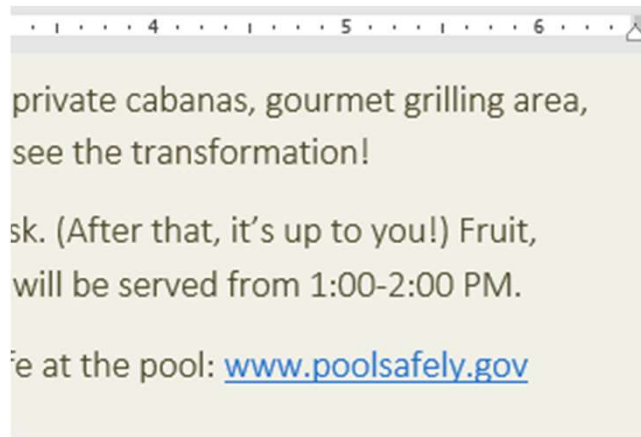
Optional: Download our [practice document](#).

Watch the video below to learn more about hyperlinks in Word.

Understanding hyperlinks in Word

Hyperlinks have **two basic parts**: the address (URL) of the webpage and the **display text**. For example, the address could be <http://www.popsoci.com>, and the display text could be **Popular Science Magazine**. When you create a hyperlink in Word, you'll be able to choose both the address and the display text.

Word often recognizes email and web addresses as you type and will automatically format them as hyperlinks after you press **Enter** or the **spacebar**. In the image below, you can see a hyperlinked web address.



To follow a hyperlink in Word, hold the **Ctrl** key and click the **hyperlink**.

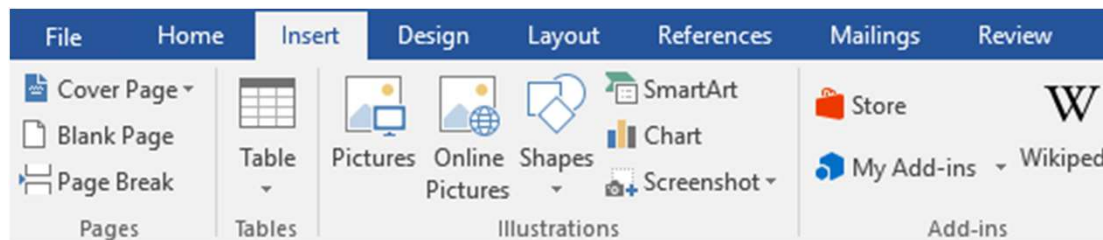


To format text with a hyperlink:

1. Select the text you want to format as a hyperlink.

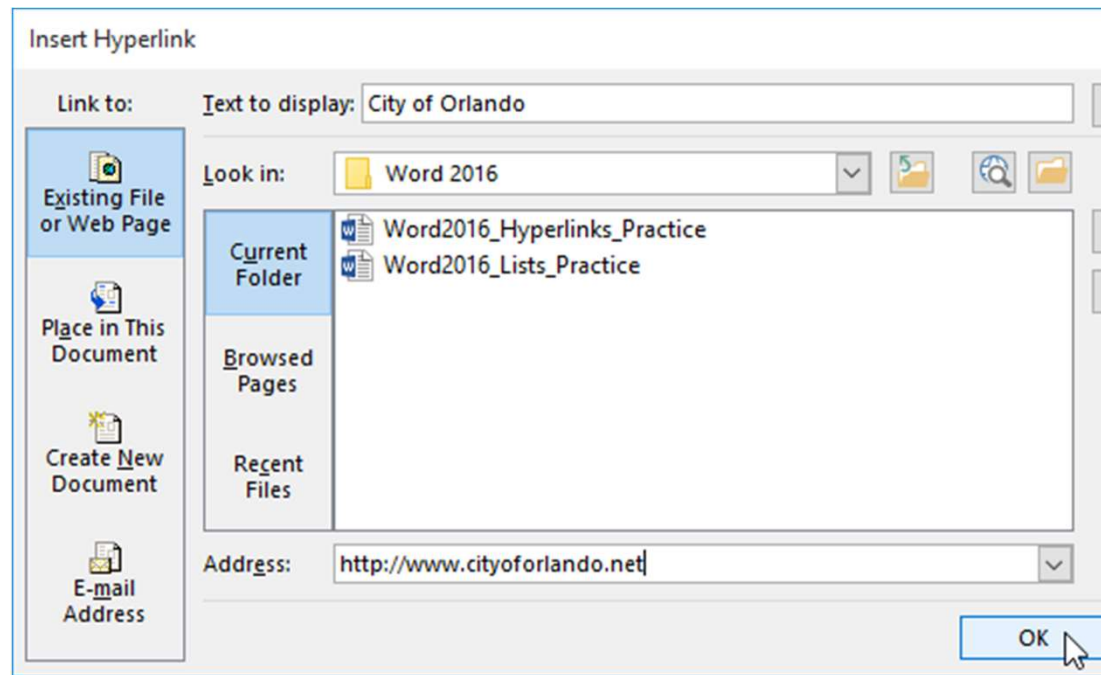


2. Select the **Insert** tab, then click the **Hyperlink** command.



Alternatively, you can open the Insert Hyperlink dialog box by right-clicking the selected text and selecting **Hyperlink...** from the menu that appears.

3. The **Insert Hyperlink** dialog box will appear.
4. The selected text will appear in the **Text to display:** field at the top. You can change this text if you want.
5. In the **Address:** field, type the address you want to link to, then click **OK**.



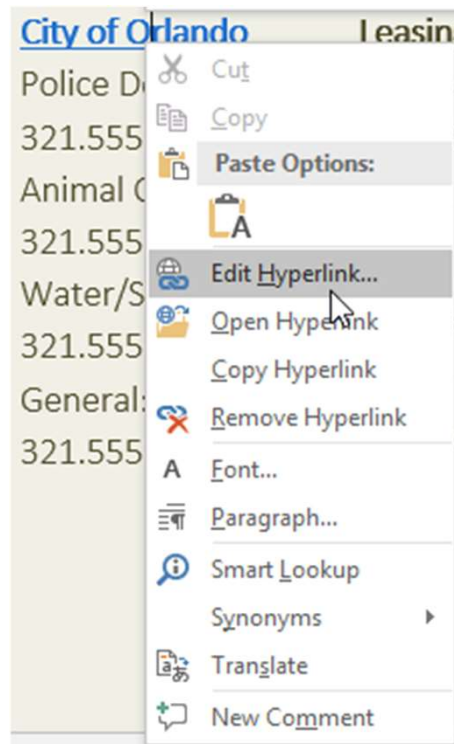
6. The text will then be formatted as a hyperlink.



After you create a hyperlink, you should **test** it. If you've linked to a website, your web browser should automatically open and display the site. If it doesn't work, check the hyperlink address for misspellings.

Editing and removing hyperlinks

Once you've inserted a hyperlink, you can right-click the hyperlink to **edit**, **open**, **copy**, or **remove** it.



To remove a hyperlink, right-click the hyperlink and select **Remove Hyperlink** from the menu that appears.

