

Cry for Help

Computer Tips & Tricks for
the novice to the advanced.

Microsoft Word

It's time to add some more life and power to your documents. No doubt you have noticed the words in [blue](#) and underlined in documents. These are called "Hyperlinks" and when you click on them, they perform an action (Note: Nothing happens when you touch the page on these points it only works when you use a mouse on your computer).

There are four main types of hyperlinks; email addresses, web addresses, jump to a page in the current document, and open other documents.

The first two are very easy to create, simply type in the email or web address, then as you press the space bar at the end of the address, Word recognises what it is and creates the hyperlink for you automatically. eg

jon@jnhsoftware.com.au which will create a new mail message for you, pre-addressed to this person.

Or www.jnhsoftware.com.au which will start your browser and open that web page.

The other two types of hyperlink are almost as easy. Simply highlight the word or phrase that you want to be the link, then select the "Insert" menu and then "Hyperlink". This is where you select optionally another document and the place in that (or this) document. This is particularly good in the contents section of a long document, to facilitate jumping to a particular page.

Give it a try – Good Luck!



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