

How to create a hyperlink

Example using Microsoft Word 2007

****Note:** The use of commercial software in this document does not imply a recommendation or endorsement by the District of Maine.

1. The first step to creating a functional hyperlink is to right click in the desired location for your hyperlink (Figure 1.1). Select the “Hyperlink” option.

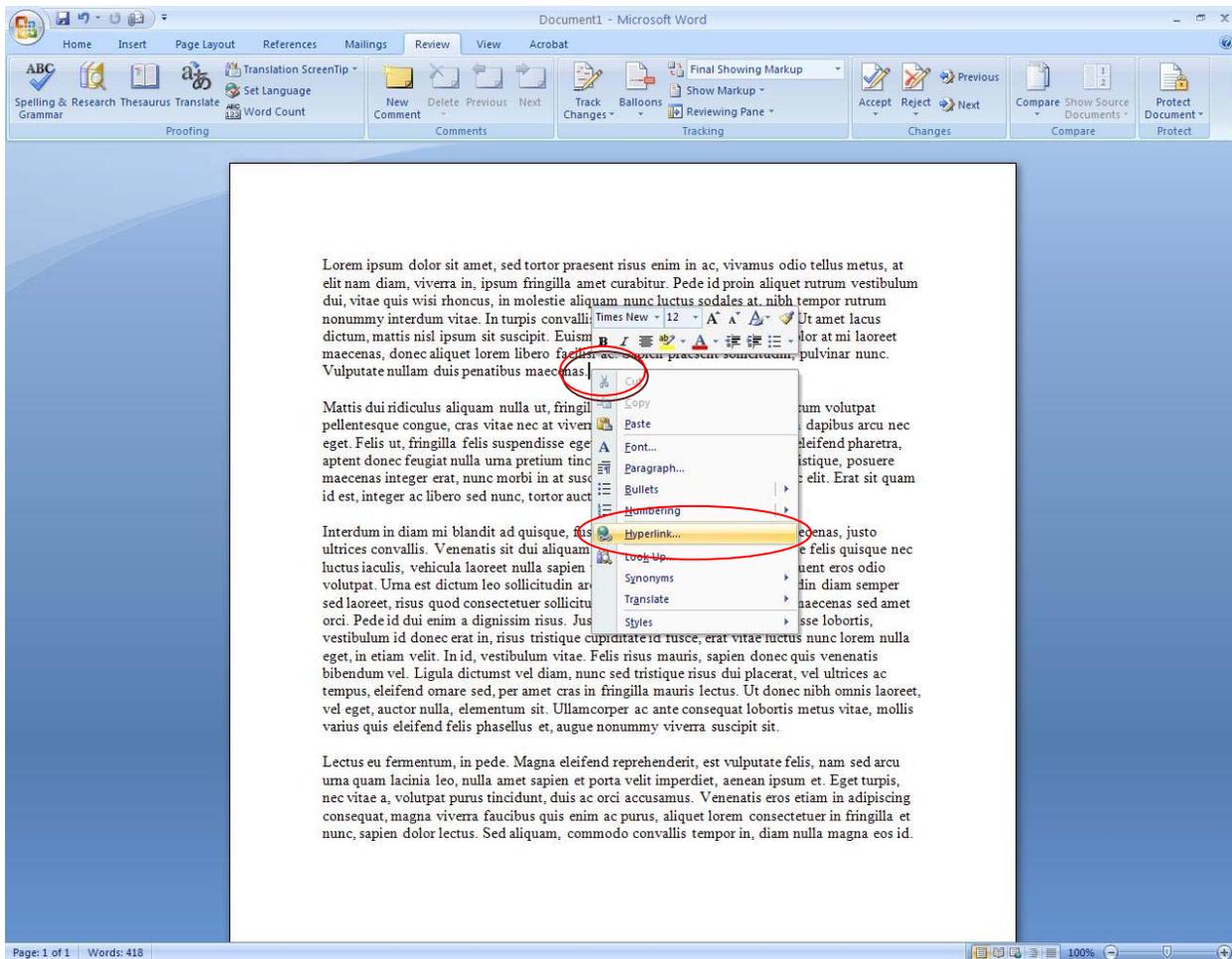


Figure 1.1

2. A dialog box will open (Figure 1.2).

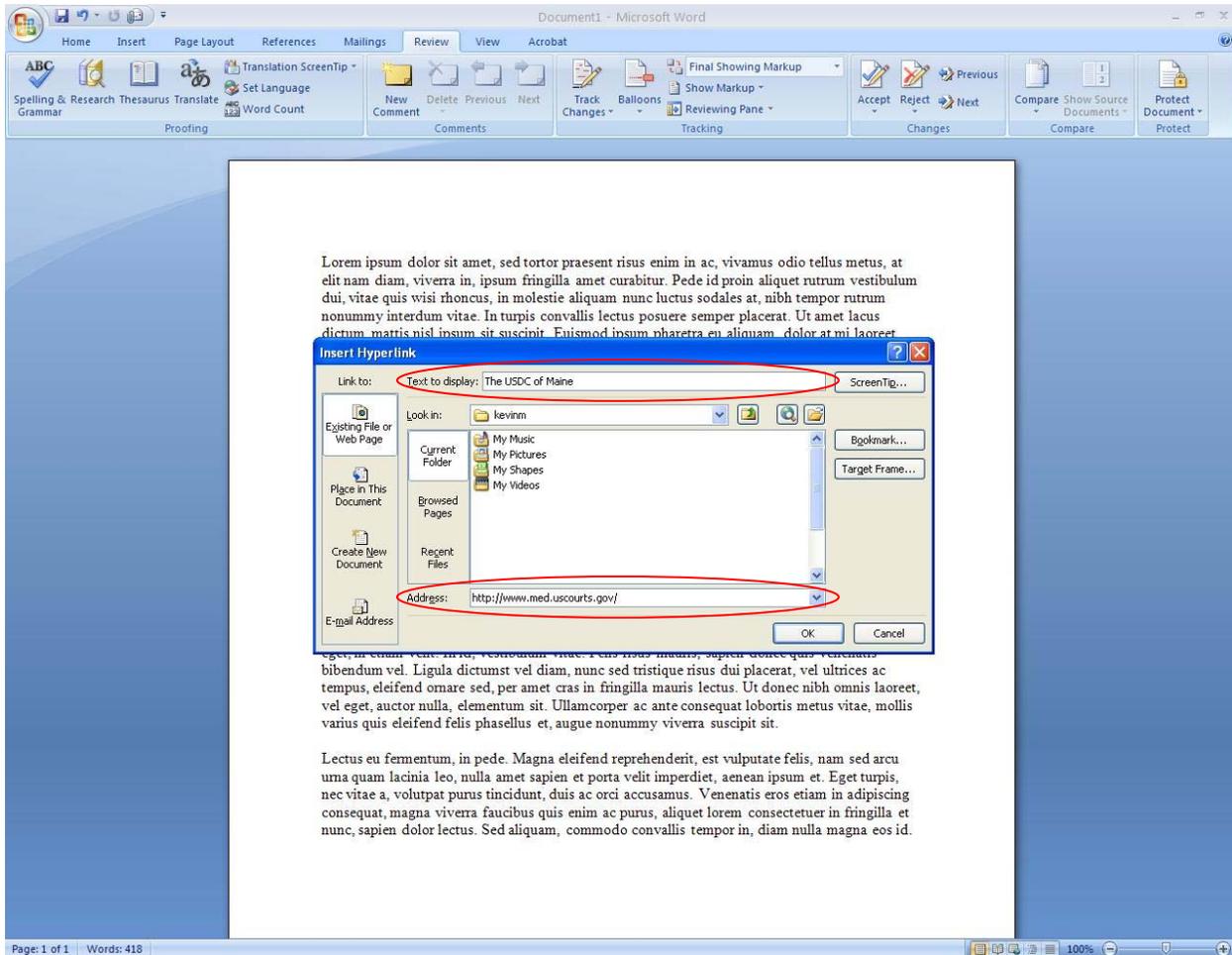


Figure 1.2

In the “Text to display” box, enter the text that will be displayed as the hyperlink in the document. In the “Address” box, enter the URL that the hyperlink will link to.

3. Once you are satisfied with your entries, click the “OK” button and your URL will be entered into the document as a hyperlink. (Figure 1.3.)

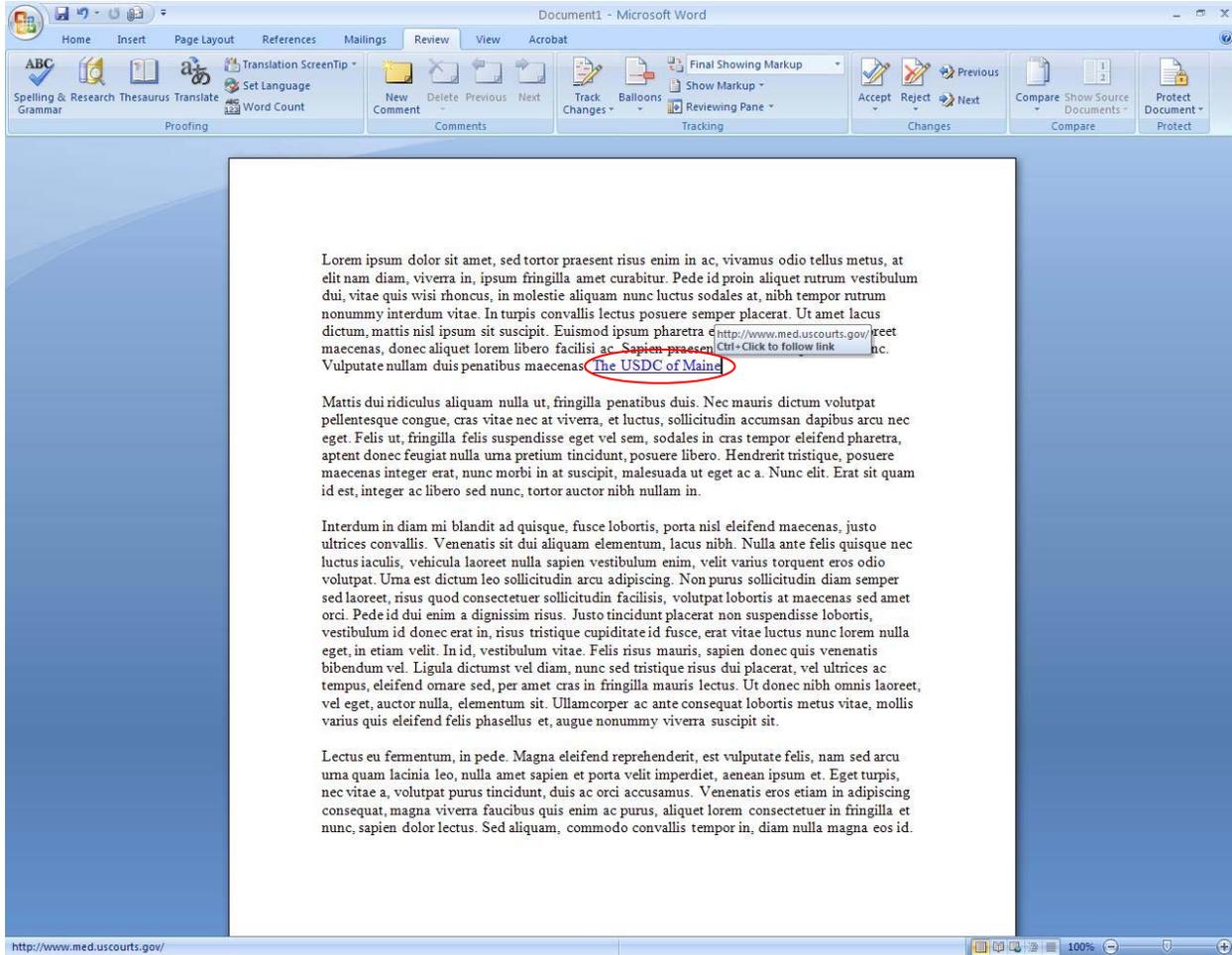


Figure 1.3

4. When you are ready to convert your document to PDF, simply click either “File” or the Microsoft Office button at the top left and click “Save As.” Then, select your PDF converter (Figure 1.4).

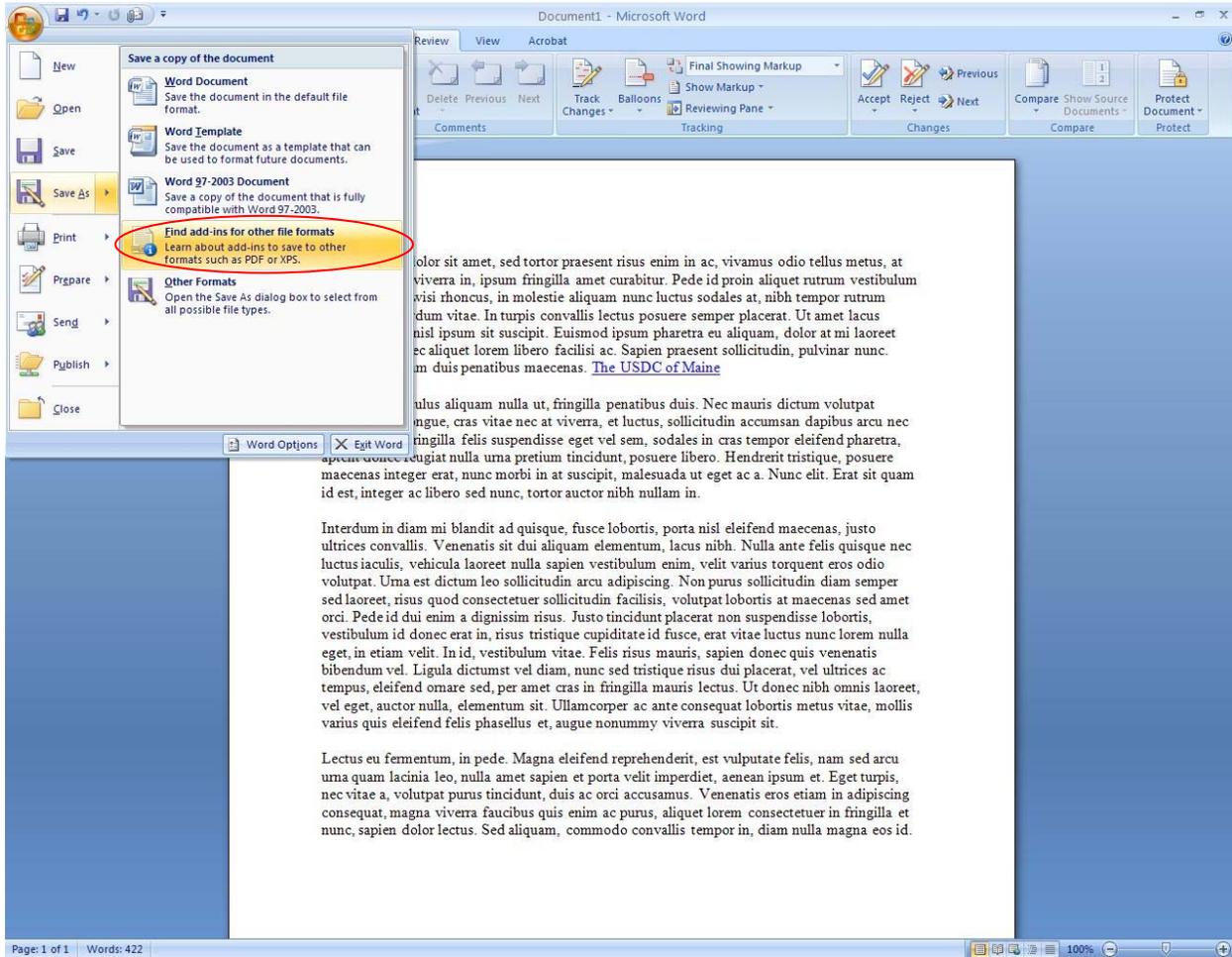


Figure 1.4

5. When the document is converted, you will have a working hyperlink in your PDF document (Figure 1.5).

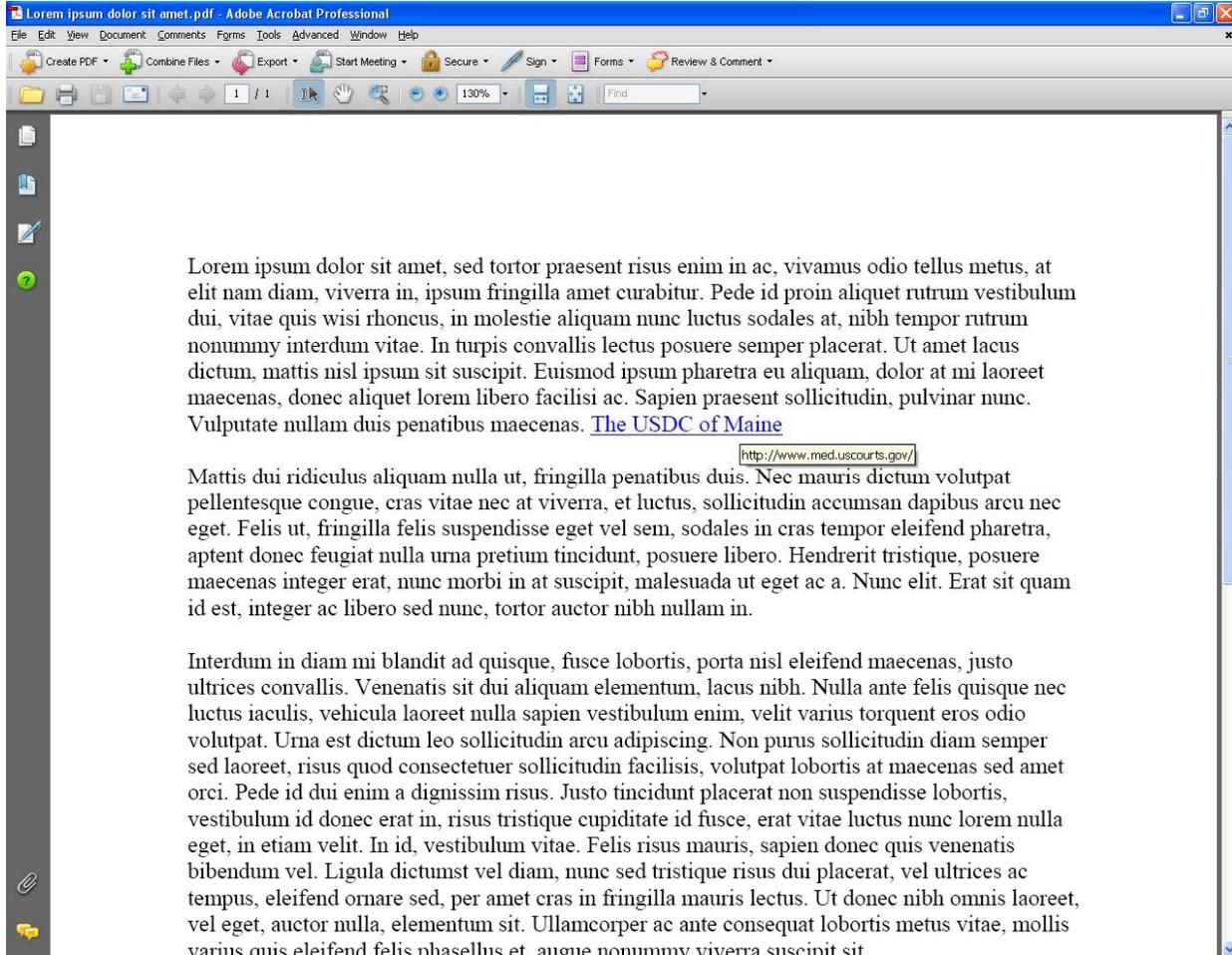


Figure 1.5