

4.16: Hyperlinks

Learning Objectives

- Add a hyperlink.

A hyperlink is a piece of text that when clicked takes the user to a webpage. Hyperlinks can also link to email addresses; when clicked, these hyperlinks will open an email program (likely Microsoft Outlook) to send an email to that address. Hyperlinks are formatted with a different color (blue, by default) and an underline.

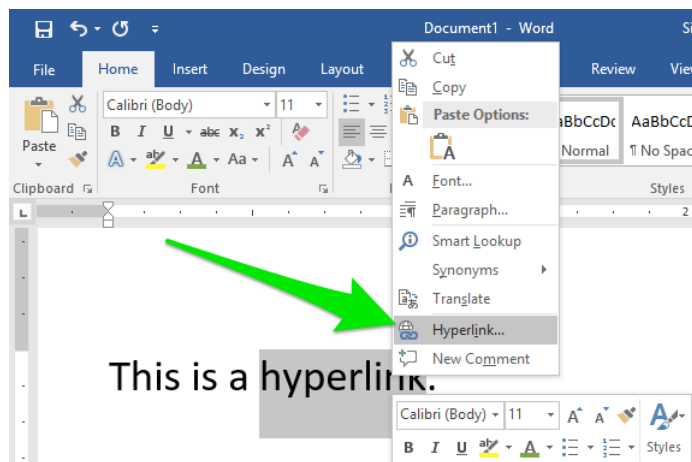
Inserting a Hyperlink

To add a hyperlink to a Word document, select the text to be changed into a hyperlink.

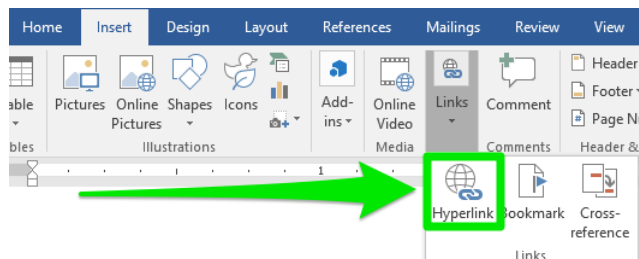
This is a **hyperlink**.

There are three options to add a hyperlink:

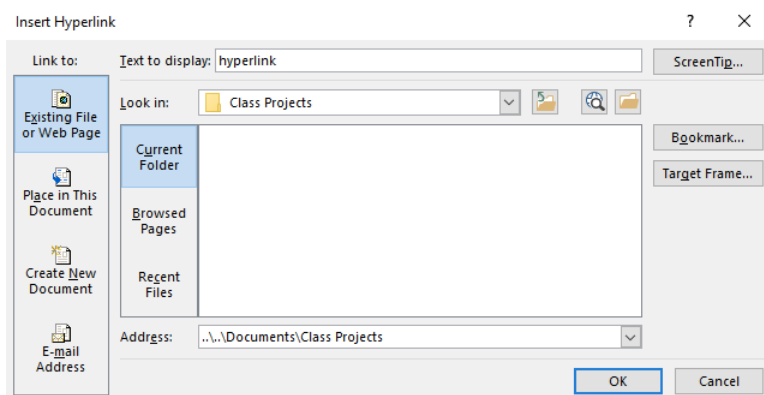
1. Use the shortcut Ctrl+K.
2. Right-click the selected text and select Hyperlink...



3. Insert>Links>Hyperlink.



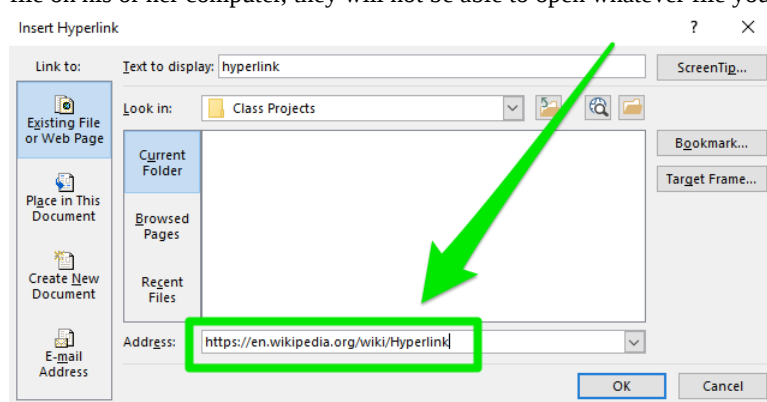
Any of these options will open up the Hyperlink dialog box.



The Text to display textbox at the top contains the text that will be formatted as a hyperlink. It can be changed from this window.

The Address textbox at the bottom is where the hyperlink will send users. Type a webpage URL or email address in the Address textbox.

Note that in the screenshot above, the Address textbox contains a file path. You can type in a file path to link to files stored on your computer or in a shared database. Be aware that a hyperlink is only a path to a file, not the file itself—if a user does not have the file on his or her computer, they will not be able to open whatever file you have linked.



When the hyperlink is inserted, the text will change to the hyperlink style. By default, this is blue and underlined, but this is customizable in the Color Theme options. (Design>Colors>Customize Colors...)

This is a [hyperlink](https://en.wikipedia.org/wiki/Hyperlink).

Visiting a Hyperlink

Hover over the hyperlink to see a preview of where the link will take you. Be careful when following hyperlinks to unfamiliar websites.



This is a [hyperlink](https://en.wikipedia.org/wiki/Hyperlink).

Hold down the Ctrl key while clicking on the hyperlink to open the webpage or email (on a Mac, you don't have to hold any key—just click). If the link was to a webpage, Microsoft Edge (or Internet Explorer) will open and load the hyperlinked page. If the link was to an email address, Microsoft Outlook will open and create a new message with that email address in the To field.



Practice Question

<https://assessments.lumenlearning.co...essments/18608>

After the hyperlink has been clicked, the color will change to indicate you have already been to that link. By default, the color changes to purple.

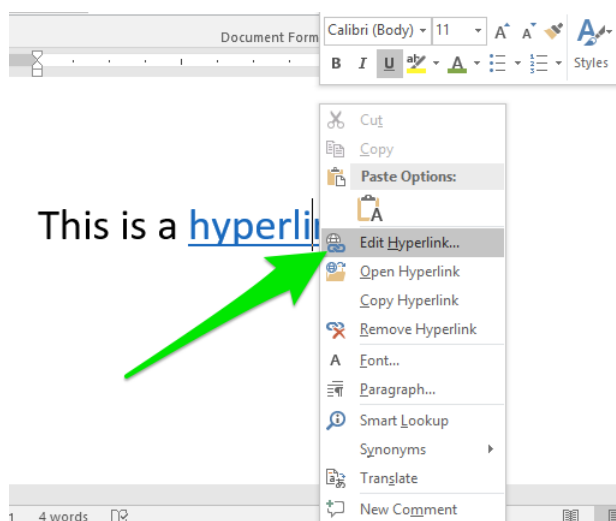
This is a [hyperlink](#).

Tip

If you prefer a different browser such as Firefox or Chrome, set that program as your default browser and Word will open hyperlinks in that browser instead.

Editing Hyperlinks

To edit a hyperlink, right-click the hyperlink and select Edit Hyperlink.



The hyperlink options on the dialog menu are as follows:

- **Edit Hyperlink...** Takes you to the same dialog box for inserting a hyperlink, allowing you to change what the hyperlink links to.
- **Open Hyperlink.** Performs the same function as Ctrl+click. Opens the hyperlink in Microsoft Edge or Internet Explorer (or default browser).
- **Copy Hyperlink.** Copies the hyperlink (not the text that changes color).
- **Remove Hyperlink.** Removes the hyperlink, restoring the text to plain text.

Contributors and Attributions

Lumen Learning authored content

- Hyperlinks. **Authored by:** Lumen Learning. **License:** [CC BY: Attribution](#)

4.16: Hyperlinks is shared under a [CC BY](#) license and was authored, remixed, and/or curated by LibreTexts.