
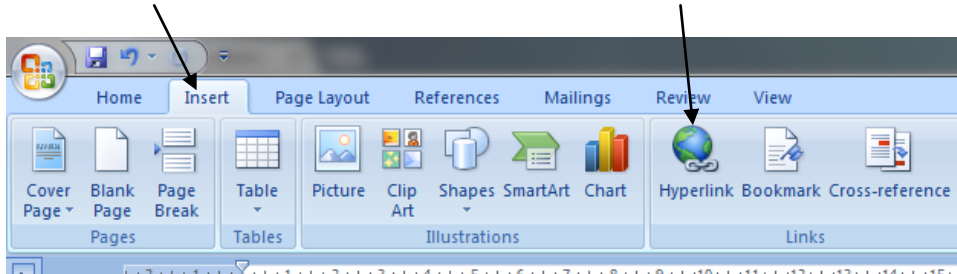


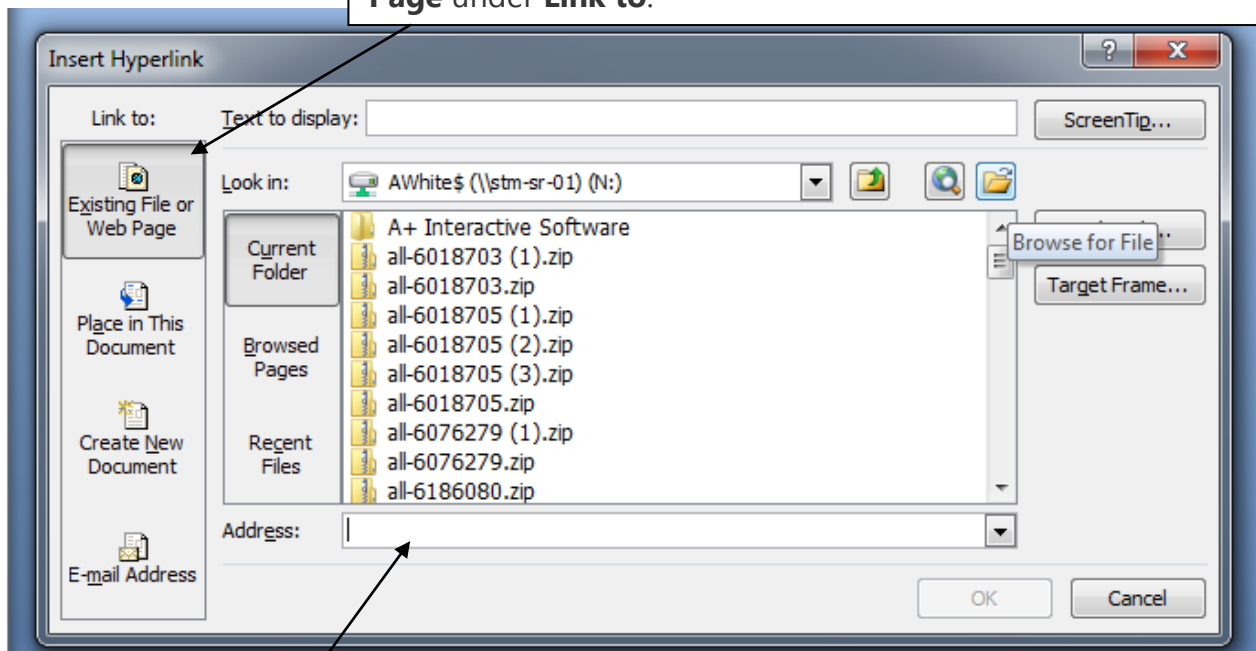
Create a customized hyperlink to a document, file, or Web page

1. Select the text or picture that you want to display as the hyperlink.
2. On the **Insert** tab, in the **Links** group, click **Hyperlink** .



You can also right-click the text or picture and then click **Hyperlink** on the shortcut menu.

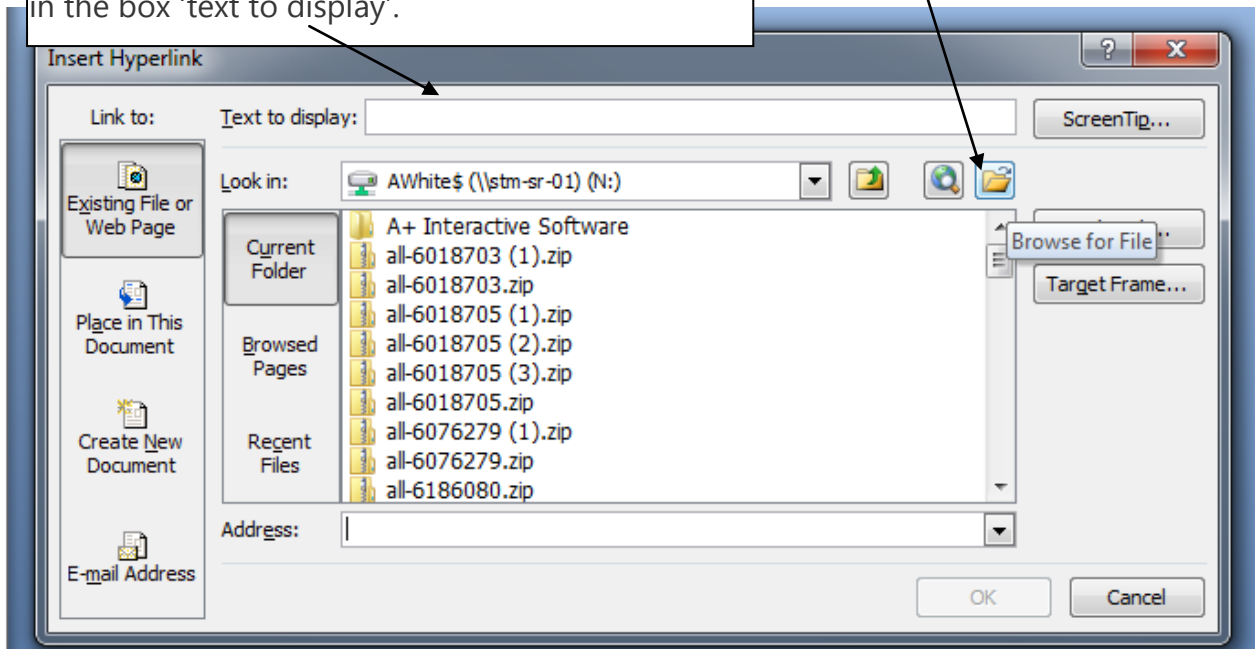
To link to an existing file or Web page, click **Existing File or Web Page** under **Link to**.



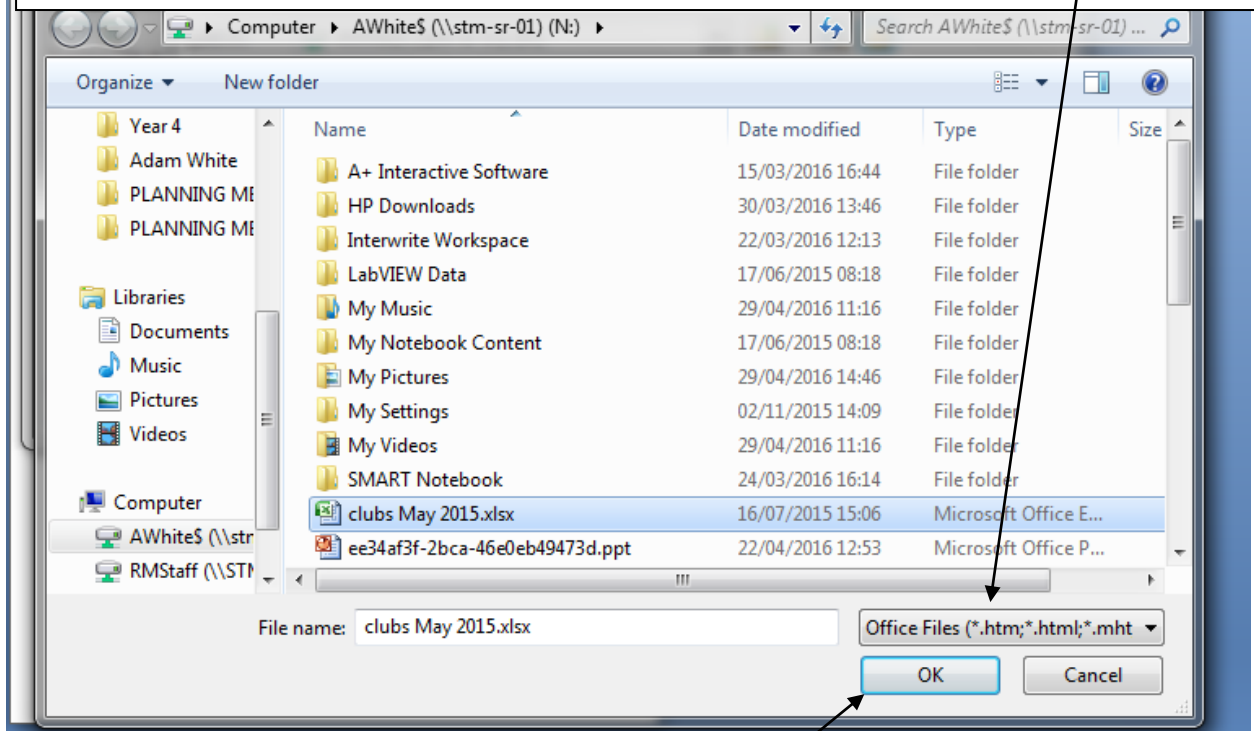
Then type the address that you want to link to in the **Address** box.

To Link to a file on your computer it is easiest to click on here. This will bring up an explorer window which is easier to navigate.

At this stage if you want to change the text that will be displayed as a hyperlink you can by typing in the box 'text to display'.



From here you can select any file (be warned if you wish to hyperlink a file that isn't part of the Microsoft Office package you will need to change this drop down box to 'All Files')



Once you have selected the file you wish to hyperlink then click 'ok'. This will take you back to the first screen where you have to select 'ok' again. Your text will now be [blue and underlined](#). To check the hyperlink works press and hold down the Ctrl button (bottom left button on the keyboard) and click on the blue underlined writing.