

# Inserting Hyperlinks in Office 2010 Products

When adding a hyperlink to a documents or project of some sort, it is messy to simply place the entire URL into the document. Instead, you can link other text to outside or internal sources. This document explains how to neatly add hyperlinks in the following Office products:

- [Microsoft Word](#)
- [PowerPoint](#)
- [Outlook](#)

## Word 2010

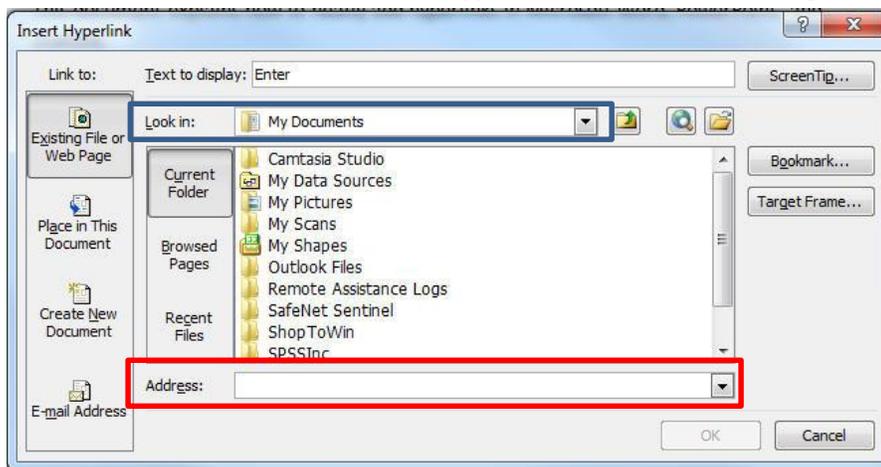
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You can add hyperlinks to link to a webpage or outside document, or you can add internal hyperlinks that link to a section later in your document.

### External Hyperlinks

Follow these steps to add a link to a webpage or another document that will look something like [this](#).

1. Select the text or image you wish to link.
2. Go to the **Insert** tab and click the **Hyperlink** icon. The following window will appear.



3. Enter the URL of the website you wish to link to in the **Address** box, or browse to the desired document using the **Look in** menu.

**Note:** The text you had highlighted to link is displayed at the top of the window in the

**Text to display** box. You may change it if you wish.

4. Click **OK**. You will notice that the selected text turned into an active hyperlink.

## Internal Hyperlinks

There may be times, if you have a very long document, where you want to link to elsewhere in your document. Follow these steps to add an internal link, like [this](#).

1. First you must bookmark the section you wish to link to. Scroll down to find the desired section and place your cursor before the text or image you wish to link to.
2. Go to the **Insert** tab and click **Bookmark**.
3. In the **Bookmark Name** text box, type the name you wish to give your book mark to distinguish it from the rest. Each bookmark you create will have to have a unique name.
4. Click **Add**.
5. Now, select the text you wish to link to this bookmark.
6. Go to the **Insert** tab and click **Hyperlink**.
7. Click **Bookmark** on the right.
8. Select the desired bookmark name from the list and click **OK**.
9. Click **OK**. You will notice that the selected text turned into an active hyperlink.

## PowerPoint 2010

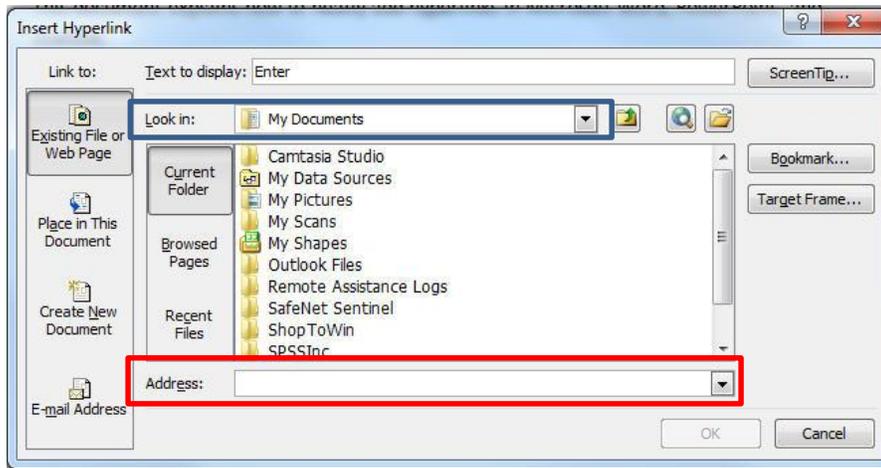
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You can add hyperlinks to link to a webpage or outside document, or you can add internal hyperlinks that link to a section later in your slideshow.

### External Hyperlinks

Follow these steps to add a link to a webpage or another document.

1. Select the text or image you wish to link.
2. Go to the **Insert** tab and click the **Hyperlink** icon. The following window will appear.



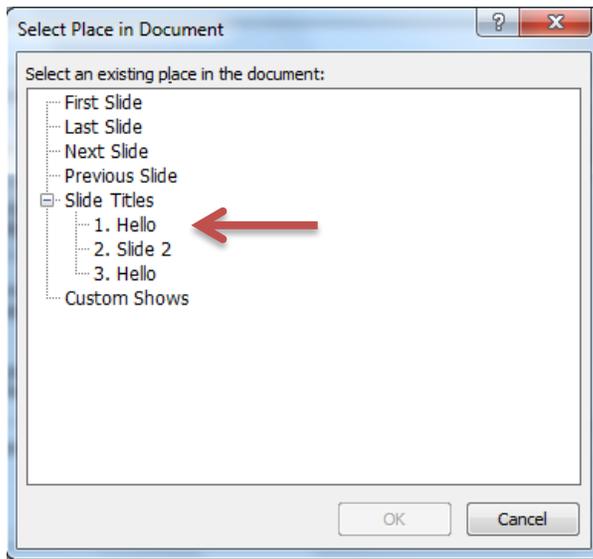
3. Enter the URL of the website you wish to link to in the **Address** box, or browse to the desired document.  
**Note:** The text you had highlighted to link is displayed at the top of the window in the **Text to display** box. You may change it if you wish.
4. Click **OK**. You will notice that the selected text turned into an active hyperlink.

## Internal Hyperlinks

There may be a time when you wish to link to a slide elsewhere in your slideshow. Follow these steps to add an internal link. This may be helpful if you wish to add a Table of Contents at the beginning of your slideshow.

1. Select the text or image you wish to link.
2. Go to the **Insert** tab and click the **Hyperlink** option.
3. Click **Bookmark** on the right-hand side. The **Select Place in the Document** window will appear.

4. Under **Slide Titles** in this window, select the slide you wish to link to and click **OK**.



5. Click **OK**. You will notice that the text is now an active hyperlink.  
**Note:** Remember that since you are presenting this slideshow, you will probably want to also place a link on the landing page in order to transition smoothly back.

## Outlook 2010

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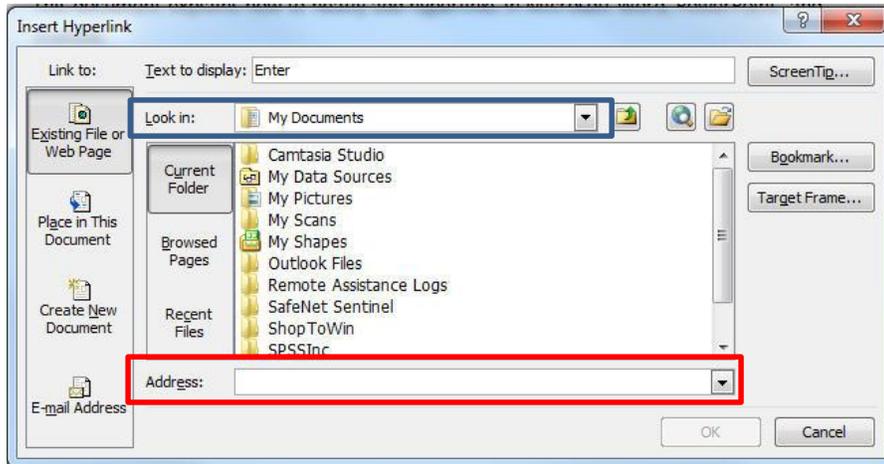
When sending an email, you can add hyperlinks to link to a webpage or outside document, or you can add internal hyperlinks that link to a section elsewhere in your email.

### External Hyperlinks

Follow these steps to add a link to a webpage or a document that will look something like [this](#).

1. Select the text or image you wish to link.

2. Go to the **Insert** tab and click the **Hyperlink** icon. The following window will appear.



3. Enter the URL of the website you wish to link to in the **Address** box, or browse to the desired document.  
**Note:** The text you had highlighted to link is displayed at the top of the window in the **Text to display** box. You may change it if you wish.
4. Click **OK**. You will notice that the selected text turned into an active hyperlink.

## Internal Hyperlinks

There may be times, if you have a very long email, where you want to link text to a later section of your email. Follow these steps to add an internal link.

1. First you must bookmark the section you wish to link to. Scroll down to find the desired section and place your cursor before the text or image you wish to link to.
2. Go to the **Insert** tab and click **Bookmark**.
3. In the **Bookmark Name** text box, type the name you wish to give your book mark to distinguish it from the rest. Each bookmark you create will have to have a unique name.
4. Click **Add**.
5. Now, select the text you wish to link to this bookmark.
6. Go to the **Insert** tab and click **Hyperlink**.

7. Click **Bookmark** on the right.
8. Select the desired bookmark name from the list and click **OK**.
9. Click **OK**. You will notice that the selected text turned into an active hyperlink.