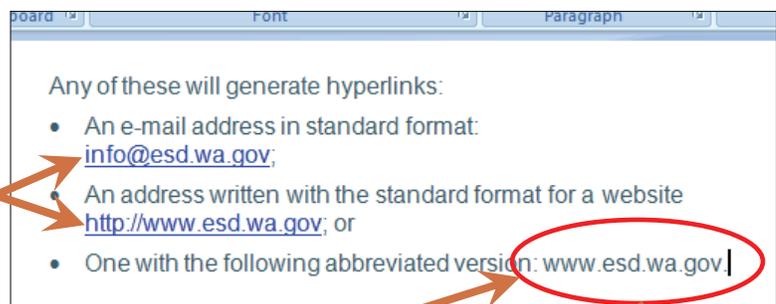# Hyperlinks, Part 1: Creating & Editing

Hyperlinks are **'HTML'** (**H**yper**t**ext **M**arkup **L**anguage) features which can be inserted into documents created in various office applications, like MS Word. They work in conjunction with a computer's 'browser application' — like Internet Explorer — to allow you to:
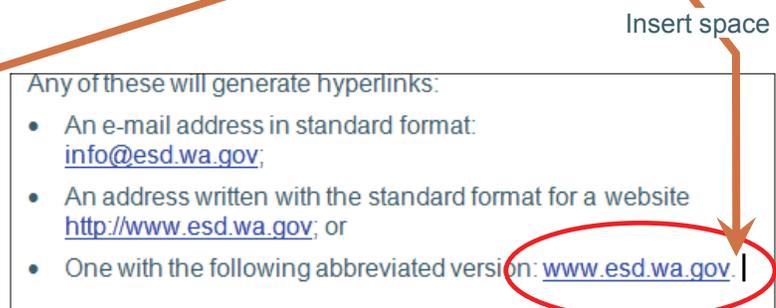
- Go directly to a given website;
- Immediately launch an e-mail to a given address; or
- Jump to a different location within a document or webpage.

This guide will show how to automatically or manually create HTML links, or hyperlinks, within Word 2007.
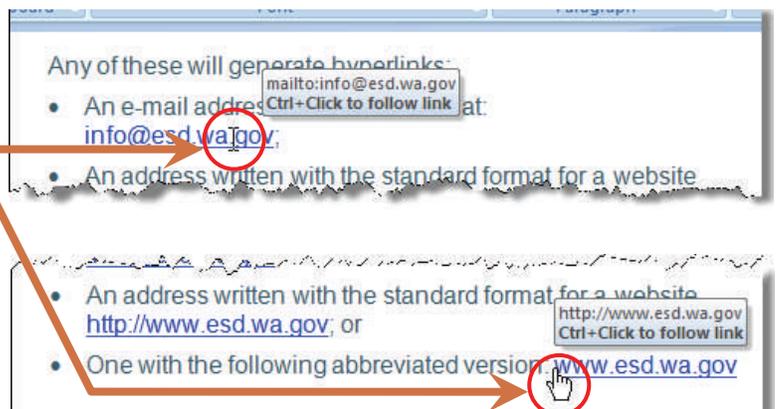
1.) By default, Word automatically creates a hyperlink when I key text matching the standard format for either e-mail addresses or websites, and applies a specific typographic style to so indicate (**color** & underscore).
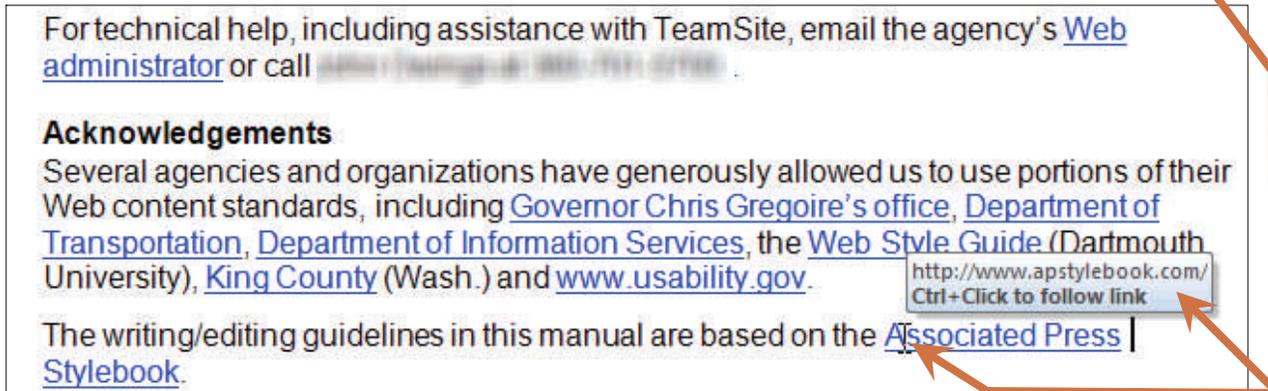
> Any of these will generate hyperlinks:
> - An e-mail address in standard format: info@esd.wa.gov;
> - An address written with the standard format for a website http://www.esd.wa.gov; or
> - One with the following abbreviated version: www.esd.wa.gov.

Insert space

2.) Note that there's no apparent hyperlink shown in the third bullet above.
That's because Word doesn't think that I've 'finished the job' until I press either a **Space** or **Enter** key after typing a hyperlink formula, as here.

> Any of these will generate hyperlinks:
> - An e-mail address in standard format: info@esd.wa.gov;
> - An address written with the standard format for a website http://www.esd.wa.gov; or
> - One with the following abbreviated version: www.esd.wa.gov.

3.) When I roll my cursor — shown here as either a text insertion point or 'pointing hand' — over a hyperlink in Word, a dialog box appears above it, showing the full text of the link, and instructions on how to activate it.

> Any of these will generate hyperlinks:
> - An e-mail addres... mailto:info@esd.wa.gov at: Ctrl+Click to follow link info@esd.wa.go...;
> - An address written with the standard format for a website

> - An address written with the standard format for a website http://www.esd.wa.gov; or http://www.esd.wa.gov Ctrl+Click to follow link
> - One with the following abbreviated version: www.esd.wa.gov

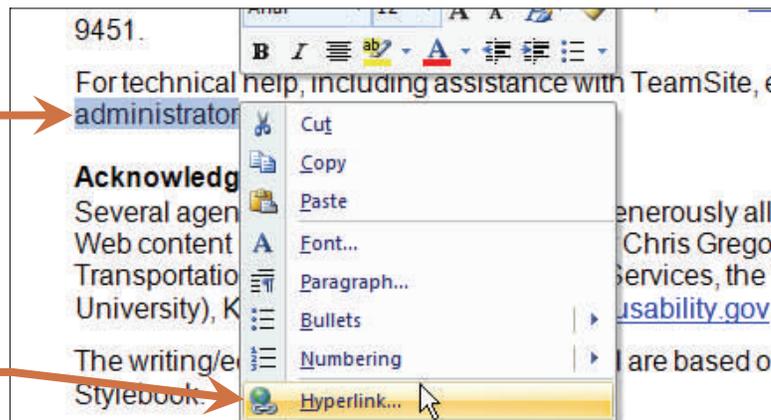**4.)** In **2.** above, we saw that even the abbreviated version of a website URL — lacking the initial "**http://**" — works as a link. Many times, though, we would like common words, phrases or names to act as hyperlinks, without having to obviously match some formula. In the excerpt below from ESD's *Writing Standard and Style Guide*, I see a hyperlink for an e-mail address, followed by seven links to various online websites and resources, all apparently rendered by text, not hypertext coding formats...though I can see the code "peeking through" where my cursor has floated over the last link shown.

For technical help, including assistance with TeamSite, email the agency's Web administrator or call ████████████████████.

Acknowledgements
Several agencies and organizations have generously allowed us to use portions of their Web content standards, including Governor Chris Gregoire's office, Department of Transportation, Department of Information Services, the Web Style Guide (Dartmouth University), King County (Wash.) and www.usability.gov.

http://www.apstylebook.com/
Ctrl+Click to follow link

The writing/editing guidelines in this manual are based on the Associated Press | Stylebook.

5.) To create the above extract from scratch, I might start with the version below, where the only hyperlink is one which points to an actual webpage *address* — not named loca-tion — and which would have been automatically created when this text was initially typed.

For technical help, including assistance with TeamSite, e-mail the agency's Web administrator or call ████████████████████

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6.) I select the words "Web Ad-ministrator" by left-clicking and dragging my cursor over them. Then I place my cursor over the highlighted selection, and right-click, resulting in the menus shown at right. I'll drop down to the **Hyperlink** icon and click on it.

9451.

For technical help, including assistance with TeamSite, e
administrator

- ✂ Cut
- 📋 Copy
- 📋 Paste

Acknowledg
Several agen   enerously all
Web content A Font...   Chris Grego
Transportatio ☰ Paragraph...   Services, the
University), K ☰ Bullets   usability.gov

The writing/e ☰ Numbering   ▶ are based o
Stylebook.   🌐 Hyperlink...

7) The **Insert Hyperlink** dialog box opens, with my selected text showing at top, under "**Text to display:**"

The left-most column in the box, under "**Link to:**" offers four categories of targets to link to:

Each selection in that column will, in turn, generate a different center section to the box, configured in a way to best enable one to navigate to — or create — the destinations to which hyperlinks take whoever clicks on them.
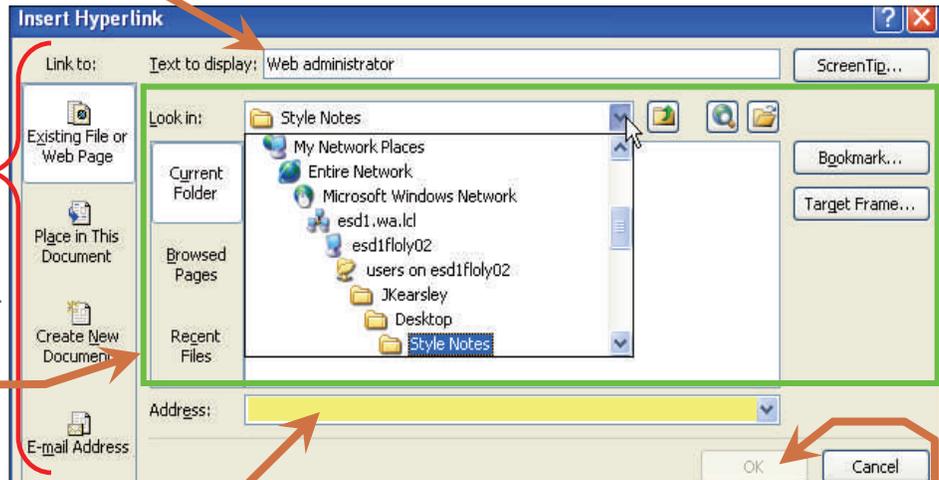

And *that* destination, in properly coded format, is what goes into the last section of the **Insert Hyperlink** box, the **Address**. All the search functionality in the middle of the box is designed to just help craft this 'behind the scenes' coding which makes hyperlinks work.

In fact, if the **Address** entry *doesn't* match a correct possible format, then this **OK** button will remain grayed out, and hyperlink coding cannot be entered into the document!

8.) I've researched, found, and entered the correct coding in the Address box above, and clicked on OK. My document now has a working hyperlink installed, as can be seen by hovering my cursor over it:
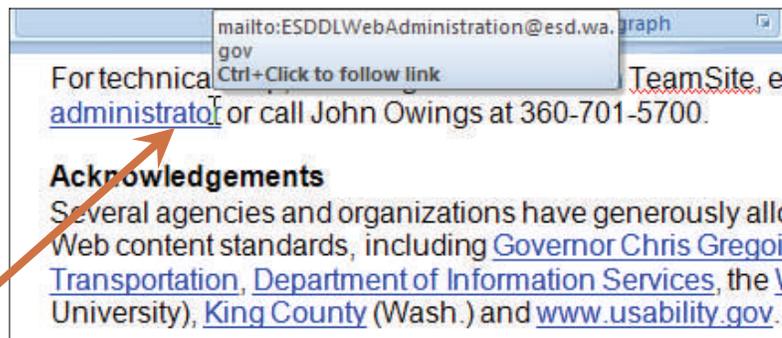
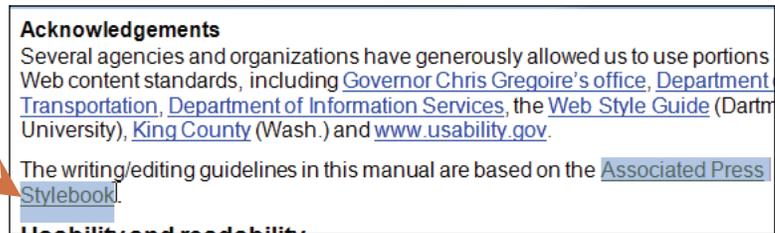**9.)** By default, Word change the color of hyperlinks after users click on them.
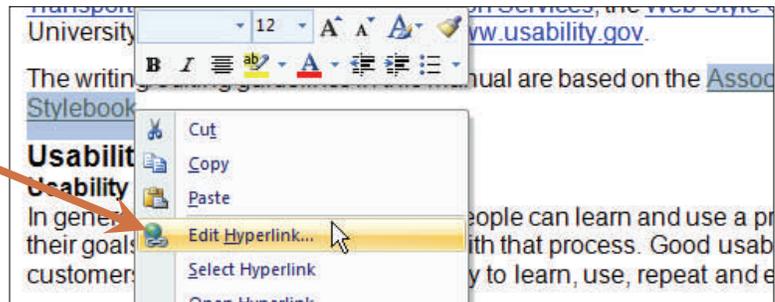This makes it easy to keep track of which links have been explored.
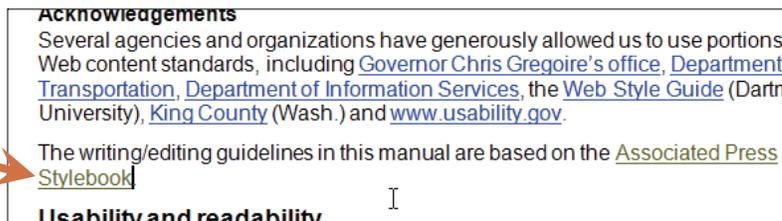
However, if I created the document and the link in the first place, and changed the color in this manner inadvertently, I'll need to restore it to the tell-tale blue color before I send it on. Fortunately, there is a very easy way I can restore the link to the "unused" version.
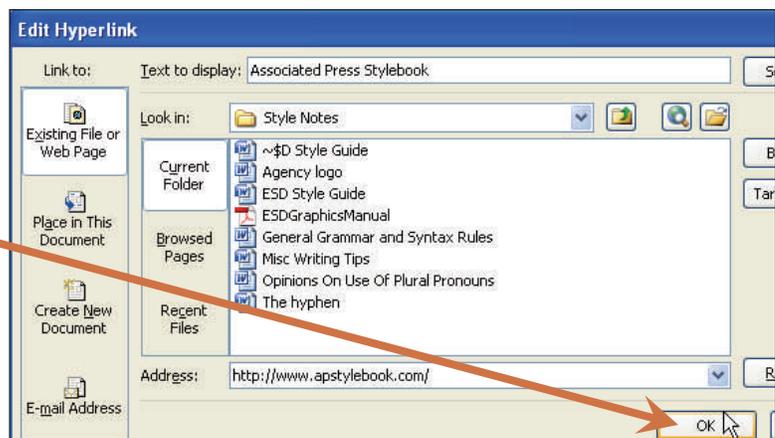
10.) First, I select the linked text, by clicking on one side and dragging my cursor over it.
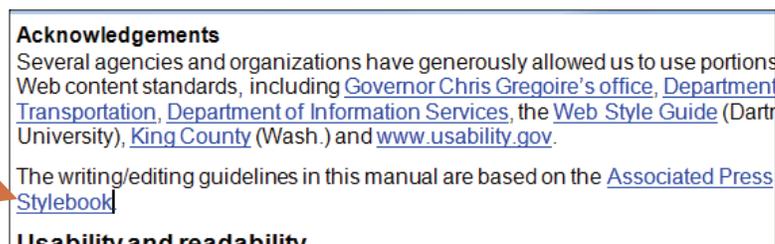
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Stylebook.

11.) I right-click on the selection, and choose **Edit Hyperlink** from the drop-down menu.

University ▾ 12 ▾ A˄ A˅ A▾ ✦ w.usability.gov.
B I ☰ ᵃᵇ⁄ ▾ A ▾ ≣ ≣ ≣ ▾
The writing/editing g hual are based on the Assoc
Stylebook

Usabilit   ✂ Cut
Usability   ▤ Copy
In gener   ▣ Paste   eople can learn and use a pr
their goals ⊕ Edit Hyperlink... ↖ ith that process. Good usab
customers   Select Hyperlink   y to learn, use, repeat and e
             Open Hyperlink

12.) The **Edit Hyperlink** dialog box opens. Since the **Test to Display** and the **Address** are already determined, I simply click on OK…

Edit Hyperlink
Link to: Text to display: Associated Press Stylebook   S
                  Look in: 📁 Style Notes   ▾ 📄 🔍 📂
Existing File or
Web Page   ~$D Style Guide   B
          Current   Agency logo
          Folder   ESD Style Guide   Tar
                            ESDGraphicsManual
Place in This   Browsed   General Grammar and Syntax Rules
Document   Pages   Misc Writing Tips
                            Opinions On Use Of Plural Pronouns
                            The hyphen
Create New   Recent
Document   Files
                  Address: http://www.apstylebook.com/   ▾   R
E-mail Address   OK ↖

13.) …and the hyperlink is restored to the original "unused" color.

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Several agencies and organizations have generously allowed us to use portions
Web content standards, including Governor Chris Gregoire's office, Department
Transportation, Department of Information Services, the Web Style Guide (Dartr
University), King County (Wash.) and www.usability.gov.

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Stylebook

Usability and readability

14.) Summing up, the **Hyperlink** dialog box allows me to approach the task of embedding a hyperlink in a document from either direction. I can either:

1. Start with a hyperlink pasted in, or created automatically by simply using the appropriate coding, and use the box to change the appearance of the link; or…

2. Select a word or phrase in the document first, and then use that same dialog box to attach a link to it.