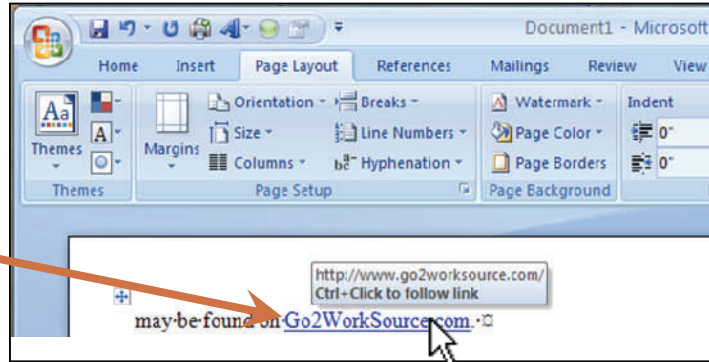


## Hyperlinks, Part 3: Linking with Just a Click

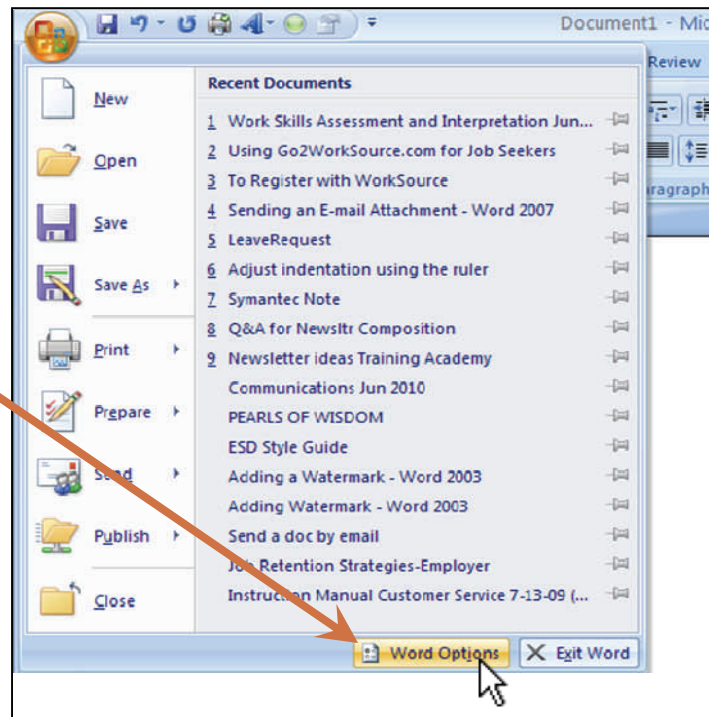
This guide will show how to change your settings to allow single-clicking on a hyperlink within Word. The default is a two-step process: press Ctrl, then left-click with your mouse. By changing the setting as shown below, you will be able to single-click with your mouse.

1.) This is how hyperlinks typically appear in Word (including links to website URLs, e-mail addresses, and other locations within documents).

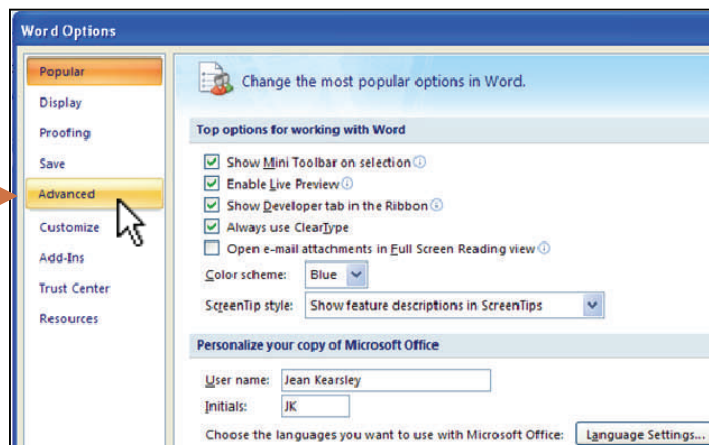
Notice that when I hover my cursor over the link, instructions pop up explaining how to navigate to the site.



2.) This is the first step to change the default setting. I open up an existing Word document, click on the "Office Button", then click on "Word Options" at the bottom of the dialog box that opens.

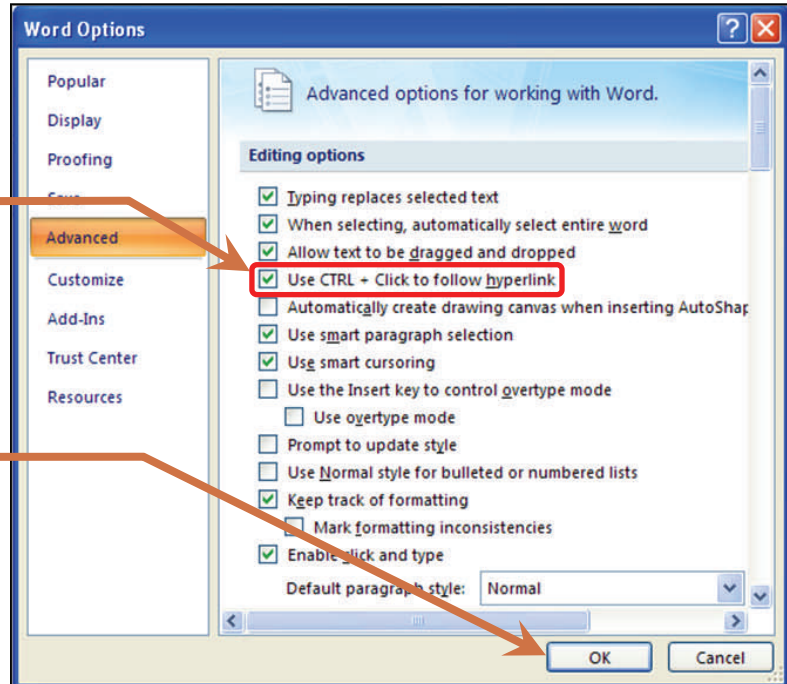


3.) The Word Options box appears. I then click on the "Advanced" tab.



4.) In the **Advanced Word Options** box, under “**Editing options**”, I find the line item which reads “Use CTRL + Click to follow hyperlink”.

I uncheck the box in front of it, then click “**OK**” at the bottom of the dialog box.



5.) Now, rolling over a hypertext link with the cursor displays a message that only a click is needed to follow the link.

