

### How to Add Hyperlinks to a Word Document

To add hyperlinks to a Word Document:

1. Select the word or phrase that will be the text for the hyperlink.

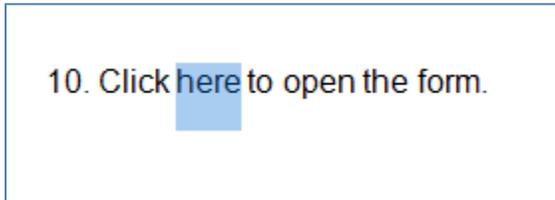


Figure 1 – Selected Text

2. On the ribbon panel (menu bar) click Insert, then Hyperlink (or press CTRL K)

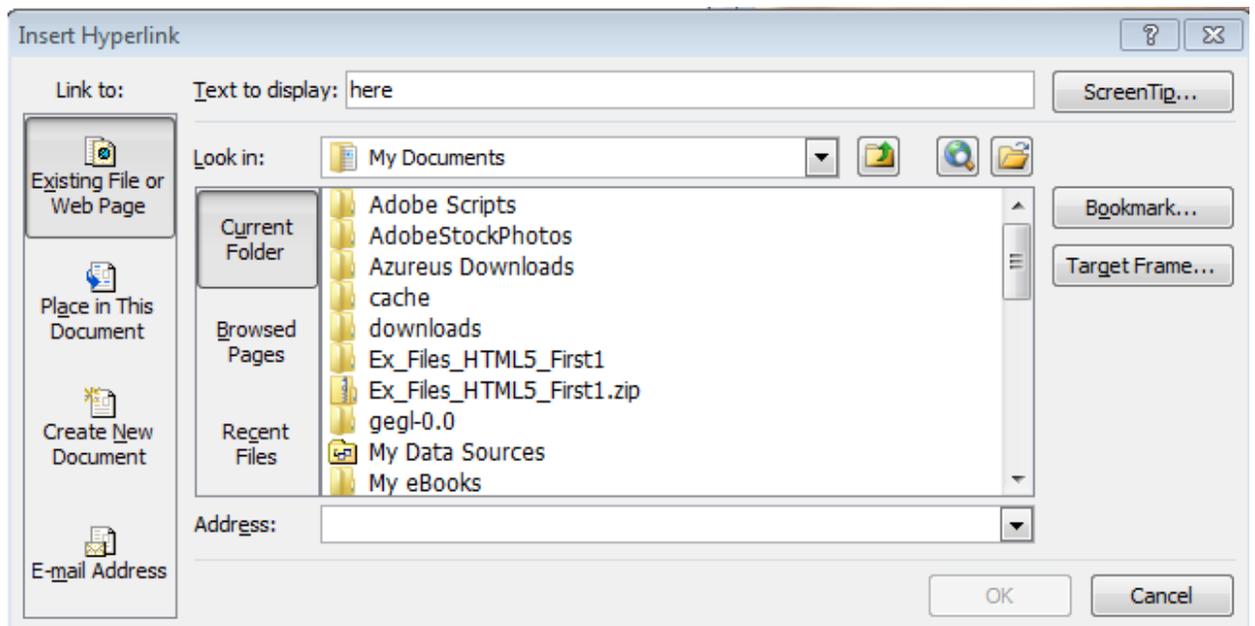


Figure 2 - Insert Menu

3. For a web page, select Existing File or Web Page in the Link To column
4. In the address field, enter the address for the document. For example to link to the FAMIS home page, type *http://banner.uidaho.edu/famis*

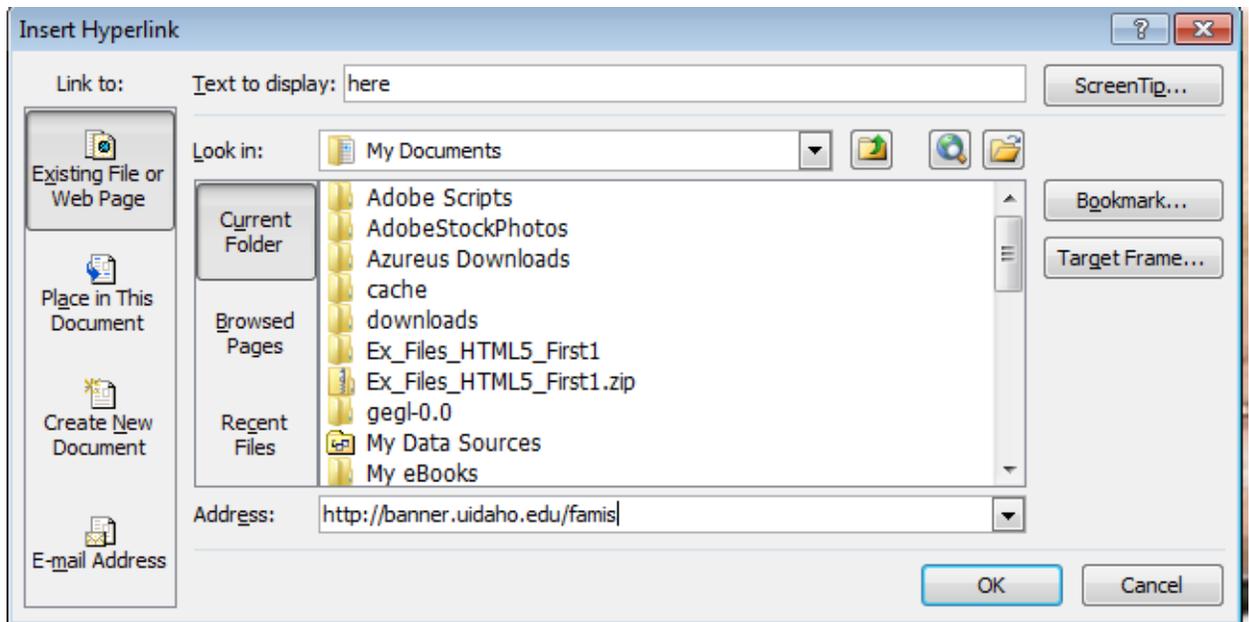


Figure 3 - Insert Hyperlink

5. Click OK
6. The hyperlinked text will appear in blue, underlined, and if you mouse over the text it will show the address (called a Uniform Resource Locator or URL), and will say Ctrl+Click to follow link.

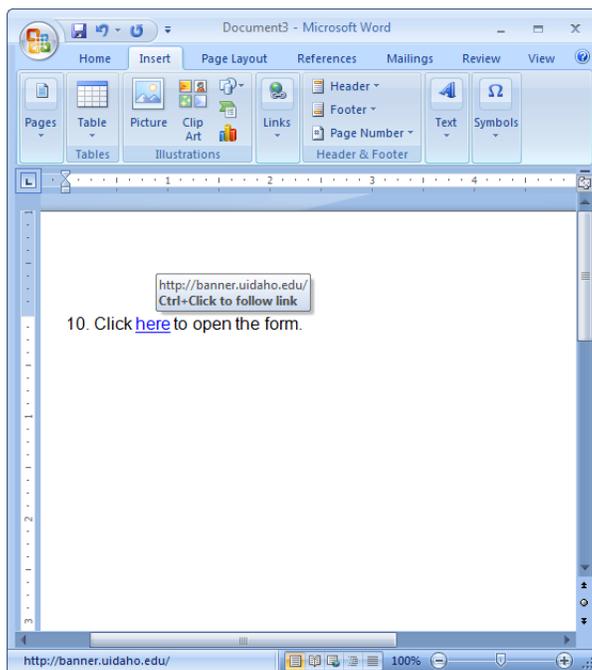


Figure 4 - Hyperlink in Document

**Change History**

<b>Date</b>	<b>Description</b>	<b>Changed By</b>
23 April, 2012	Initial Document	Tim Haight