University of Idaho

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)





- 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*

Facilities Services

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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

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Change History

Date	Description	Changed By
23 April, 2012	Initial Document	Tim Haight