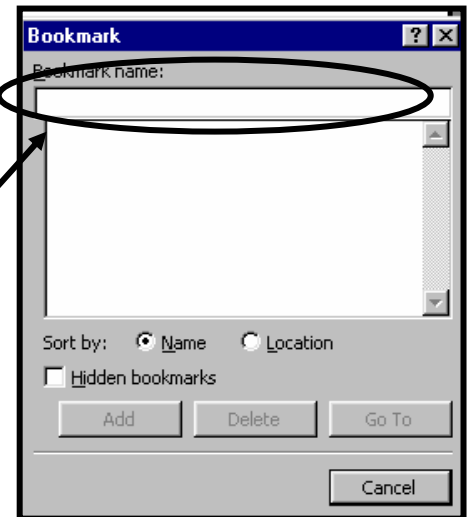


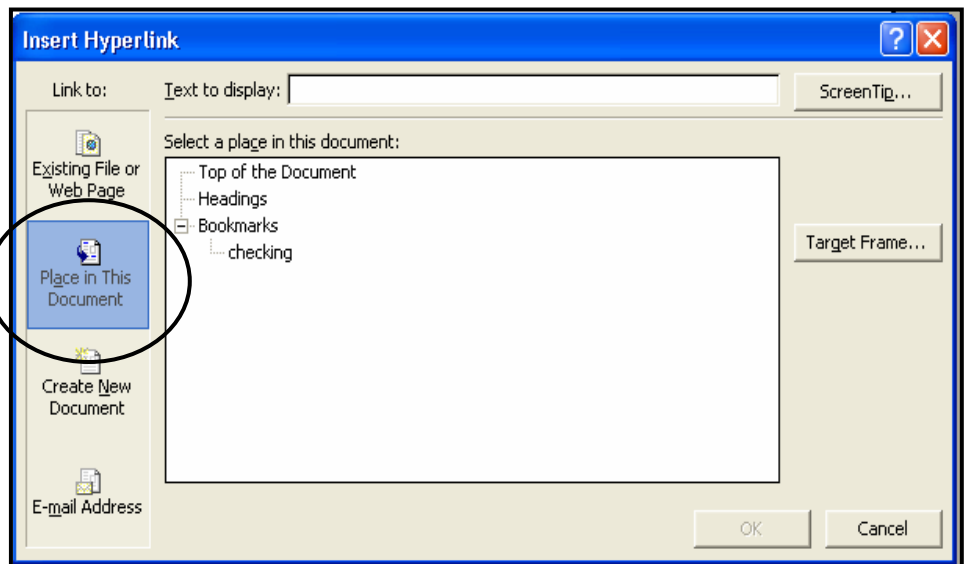
## Insert Hyperlinks in *Microsoft Word XP*

1. Write the main body of your document in Word. **Save** your document.
2. Insert a page break. Click on **Insert, Break, Page break**, then click **OK**. This page will be an additional information page. You will link *to* this page shortly.
3. Add a title to the new page.
4. Place the cursor directly before the first letter in the title.
5. Add a bookmark to this spot by clicking **Insert, Bookmark....** You will see this box pop up.
6. Without adding any spaces, type the name of the new page in the "Bookmark name:" box. Click **Add**. **Save** your document. **NOTE:** there may already be a word in this box. You will need to type in a new name for each new bookmark.



**You can't see it, but you have just added a bookmark! Now, you'll make a hyperlink that connects to it.**

7. Go back to the main body (usually the first page) of your document. Highlight the word or phrase that you want to make into a hyperlink.
8. Click **Insert, Hyperlink**. You will see this screen:
9. Click on **Place In This Document**.
10. Click on the name of the bookmark you want to hyperlink. Click **OK**.
11. You have now made a hyperlink within your document, Congratulations!



NOTE: On the hyperlink window, you may *also* use the left buttons to link your document to a Web Page, another document on your computer or network, or link to an email address.