

## Bookmarks and Hyperlinks

Glossary for Internet Terms:

Get Net Wise: <http://www.getnetwise.org/glossary.php>

**Bookmark** - A bookmark identifies a location or selection of text that you name and identify for future reference.

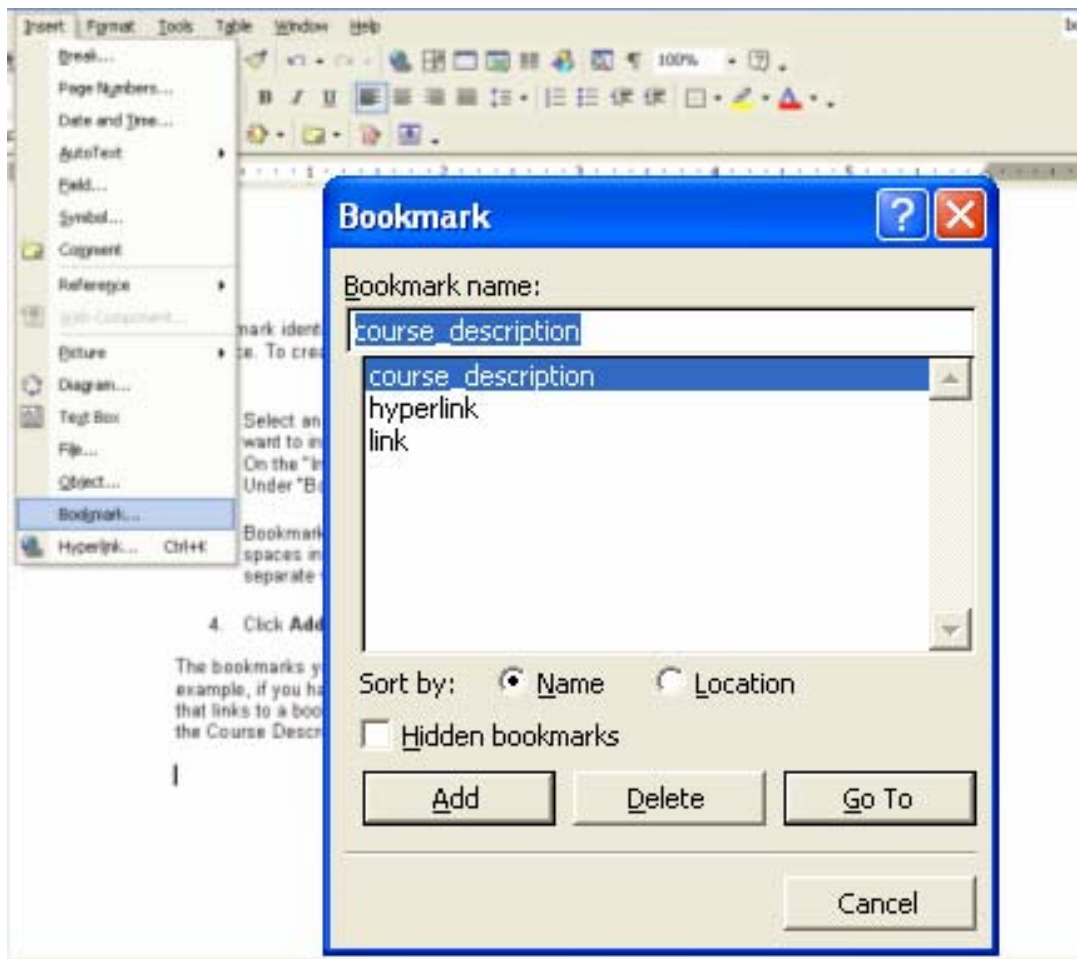
**Hyperlink** - An image or portion of text on a Web page that is linked to another Web page, either on the same site or in another Web site. Clicking on the link will take the user to another Web page, or to another place on the same page. Words or phrases which serve as links are underlined, or appear in a different color, or both. Images that serve as links have a border around them, or they change the cursor to a little hand as it passes over them.

**Link** - A word, phrase, or image highlighted in a hypertext document to act as a navigation aid to related information. Links may be indicated with an underline, a color contrast, or a border.

### Creating Bookmarks

A **bookmark** identifies a location or selection of text that you name and identify for future reference. In Word you may want to create a hyperlinked table of contents at the beginning of the document and bookmark sections within the document to which you would hyperlink. To create bookmarks do the following:

1. Select an item or phrase to which you want to assign a bookmark, or click where you want to insert a bookmark in the document.
2. On the **"Insert"** menu, click **"Bookmark"**.



3. Under “**Bookmark name**”, type or select a name.

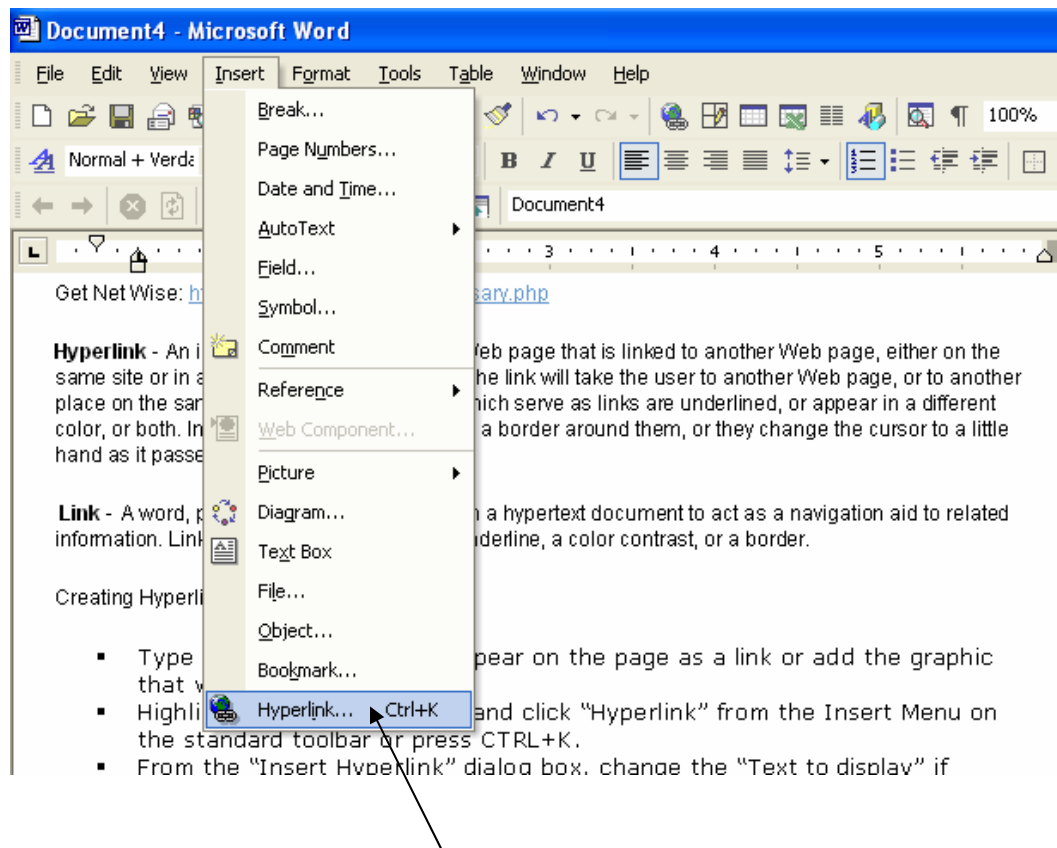
Bookmark names must begin with a letter and can contain numbers. You can't include spaces in a bookmark name. However, you can use the underscore character to separate words — for example, "course\_description."

4. Click **Add**.

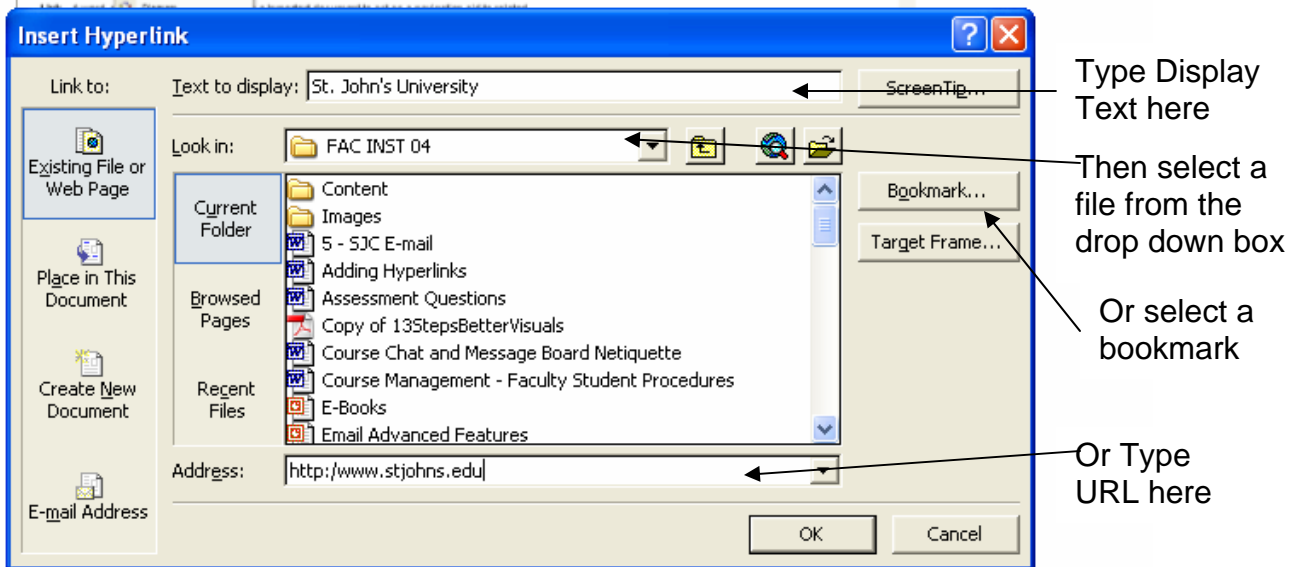
The bookmarks you create within a file become the location to which the hyperlink will go. For example, if you have a hyperlink at the beginning of your document called “Course Description” that links to a bookmark called “course\_description”, when you click in the link it will take you to the Course Description within the document.

### Creating Hyperlinks

- Type the text you want to appear on the page as a link or add the graphic that will be a link.
- Highlight the text or graphic and click “Hyperlink” from the Insert Menu on the standard toolbar or press CTRL+K.



- From the “Insert Hyperlink” dialog box, change the “Text to display” if necessary. This is the text that you selected that will show as the hyperlink.



- If you are linking to a file, select the file from the “Look in” list or choose the folder where you file is located. If you are linking to a Web page type the URL for the web page in the Address box.
- If you have created bookmarks in your file, click on “**Bookmark**” and select the bookmark. “Place in this Document” can be used also to select a bookmark.
- You may also create a new document by clicking on the “Create New Document” in the “Link to:” section.
- To add an email address to send email to a person, click on “E-mail Address” and add the address.
- Click “OK” to create the link.

**Tip:** The “?” in the upper right hand corner of the Insert Hyperlink dialog box tells you what the various options are. Click once on the “?” and then click once on the feature you want to know about before you actually select the feature.