**Intro To Office 2013 Video Project 7:**

**Hyperlinks and Save As Web Pages**

1. Insert Hyperlink
   1. Select words, pictures, or other items
   2. Then use one of the following to open the Insert Hyperlink dialog box:
      1. Ctrl + K
      2. Hyperlink icon button in the Links group on the Insert Ribbon
      3. Right-click selection, and point to Hyperlink
   3. Type address into the Address textbook or select a file.
   4. Hyperlinks can be to web sites, files or other locations in document.
   5. See Figure 1:

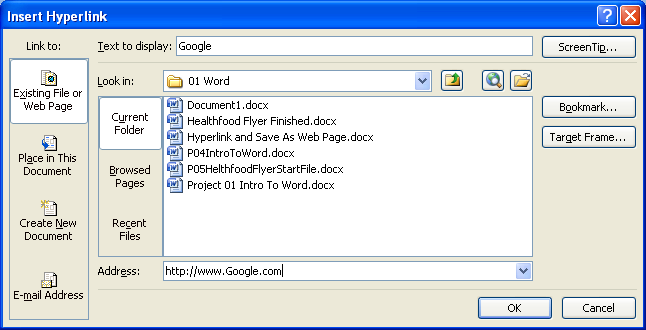


Figure 1

* 1. To follow hyperlink in Word, use keyboard shortcut:
     1. Ctrl + Click
  2. Edit hyperlink: Select hyperlink, then:
     1. Ctrl + K
     2. Right-click selection, and point to Edit Hyperlink
  3. Another method use to create links is to type the web address without a space at the end and then hit Enter. Hitting Enter AutoFormats the web address as a link.

1. Stop Auto Hyperlinks:
   1. File, Options, Proofing tab, AutoFormat As You Type.
2. Save As Web Page
   1. After creating the document, use Save As to change the file type to:
      1. Web Page (\*.htm;\*.html)
   2. Click Save
   3. This file type converts the document to a file saved in html.
   4. Using the file type “Web Page (\*.htm;\*.html)” creates two objects:
      1. Object #1 is an .htm file
      2. Object #2 is a folder
         1. See Figure 2

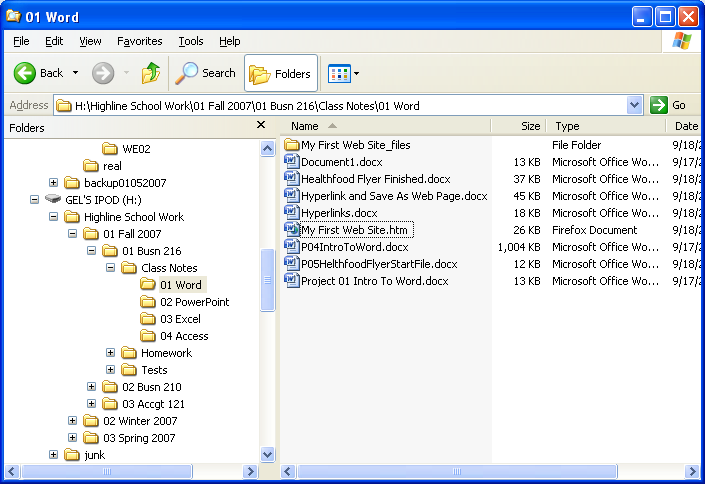


Figure 2

1. NEW Keyboard Shortcuts:
   1. Insert Hyper Link = Ctrl + K