**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