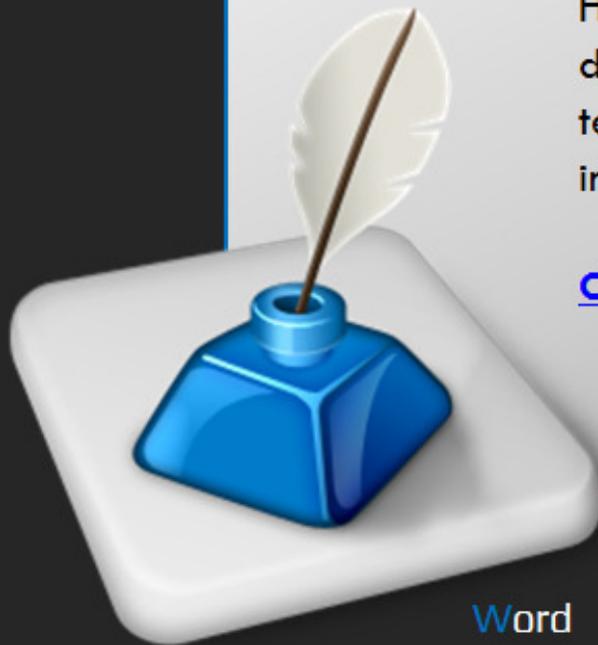


Linking Word Documents

Hyperlinks are a great way to add interactivity to your document. They enable readers to click something on your text and jump directly to the other document to get to the information they need.

[Click here](#) to link the two documents.



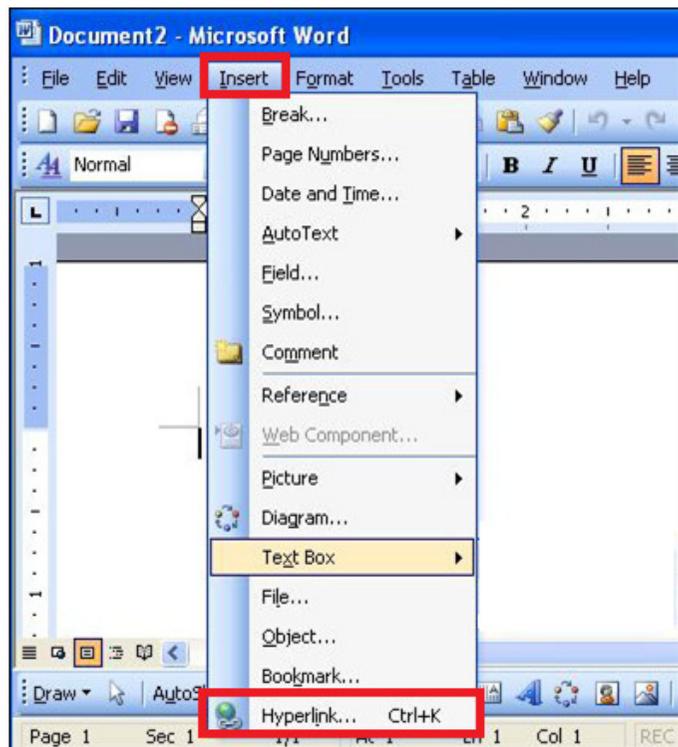
Word

Prepared by Information Security and IT Governance Division of ICT.
Productivl.T.y showcases tips & tricks on various office and branch applications.

Linking Word Documents

MS Word 2003

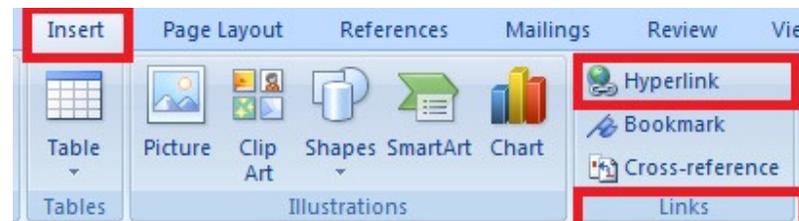
1. Select Insert → Hyperlink from the main menu. The Insert Hyperlink dialog box will appear.



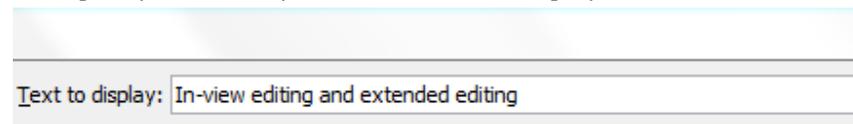
2. Enter the text you wish to display as your link in the **Text to display:** field.
3. Enter the location of the file in the **Address:** field.

MS Word 2007

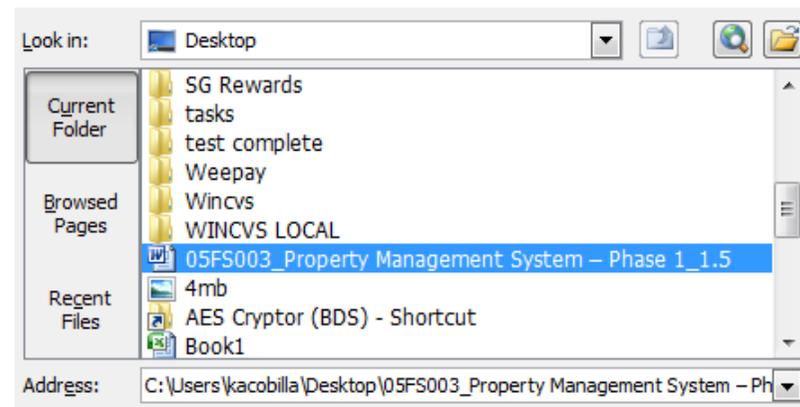
1. On the Insert tab, in the **Links** group, click Hyperlink.



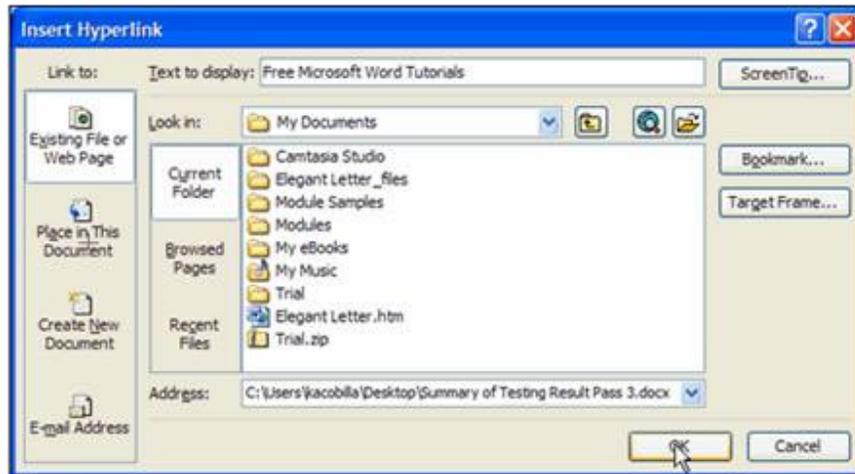
2. Specify the name you would want to display in the document.



3. Specify the location where the other document was located.



4. Click OK.



4. Click OK.

n requirement text, but change the link text to match the requirement text. You must edit requirement text to match the requirement text. See [in-view editing and extended editing](#).

file:///C:/Users/kacobilla/Desktop/05FS003_Property Management System - Phase 1_1.5.doc
Ctrl+Click to follow link

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