

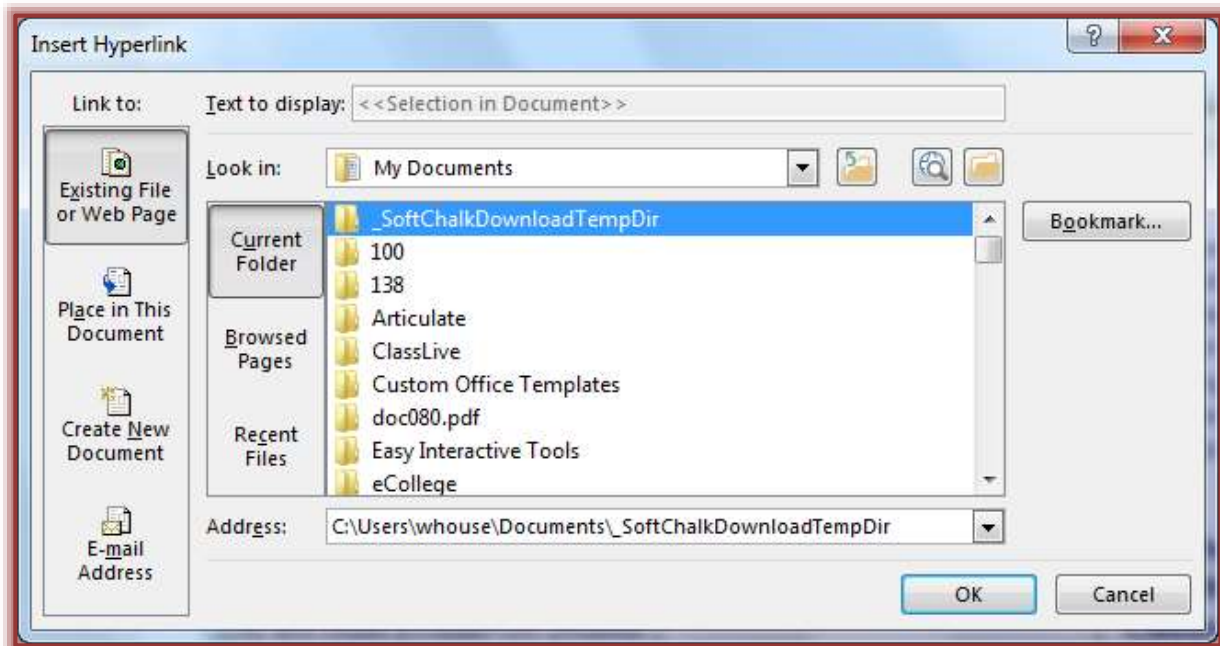
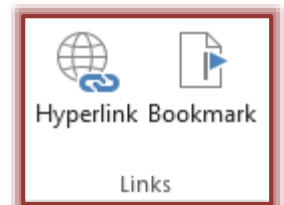
## PUBLISHER-HYPERLINKS

When a hyperlink in Publisher is clicked it can open another Web page, a picture, an email message, or another program. This feature works for documents that will be saved as a PDF or XPS document or as a Web page. The hyperlink can be a picture, text, or a shape. Hyperlinks can be used to:

- ✦ Navigate to an existing file or Web page on a Network, the Internet, or an Intranet.
- ✦ Navigate to a file or Web page that is to be created in the future.
- ✦ Navigate to another page in a Web publication.
- ✦ Create an email message.

### HYPERLINK TO EXISTING FILE

- 🖥 Select the text, picture, or shape for which the **Hyperlink** is to be created.
- 🖥 Click the **Insert Tab**.
- 🖥 In the **Link Group**, click the **Hyperlink** button (see illustration at right).
- 🖥 The **Insert Hyperlink** dialog box will display (see illustration below).

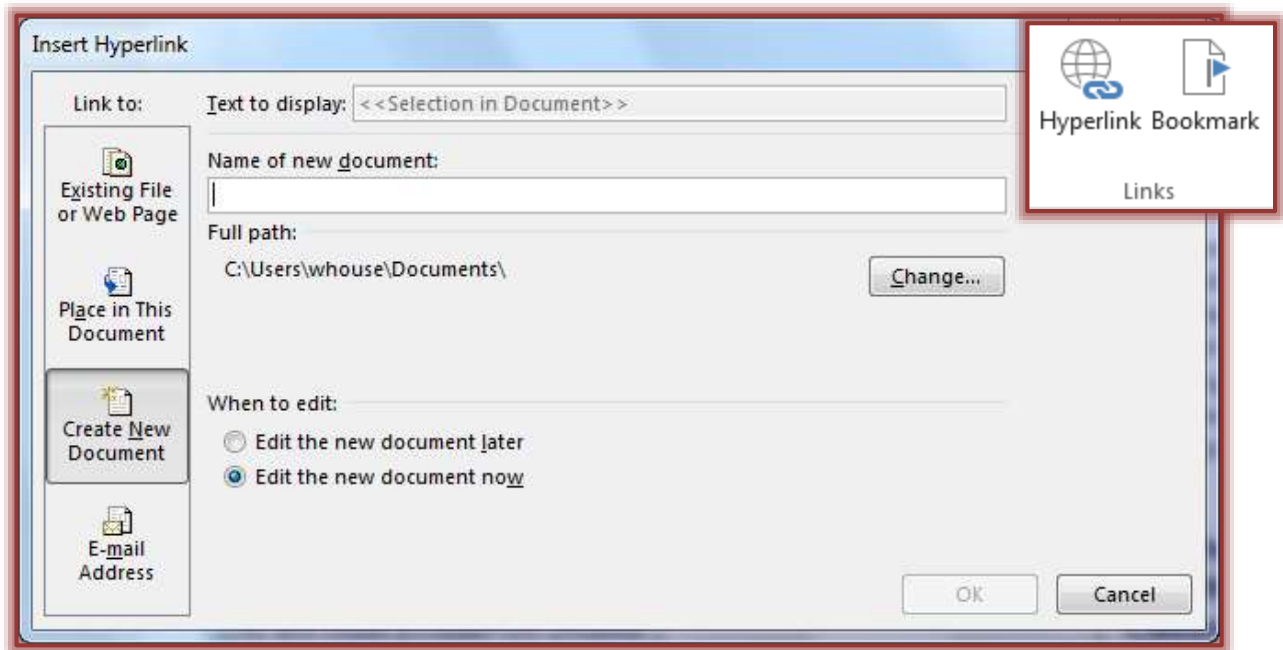


- 🖥 Under **Link to** on the left side of the window, click **Existing File or Web Page**.
- 🖥 Do one of the following:
  - ✦ To link to a file from the **My Documents** folder, click **Current Folder** and select the file that the object is to be linked to.
  - ✦ To link to a file in a different folder, click the **Look in** pull-down and navigate to the folder that contains the file.
  - ✦ To link to a file that was recently opened, click **Recent Files** and then select the file that the object is to be linked to.
- 🖥 Click **OK** to exit the dialog box.

**NOTE:** The hyperlink will only work on the computer where the link was created.

## HYPERLINK TO NEW FILE

- ☞ Select the text, picture, or shape for which the **Hyperlink** is to be created.
- ☞ Click the **Insert Tab**.
- ☞ In the **Link Group**, click the **Hyperlink** button.
- ☞ The **Insert Hyperlink** dialog box will display (see illustration below).

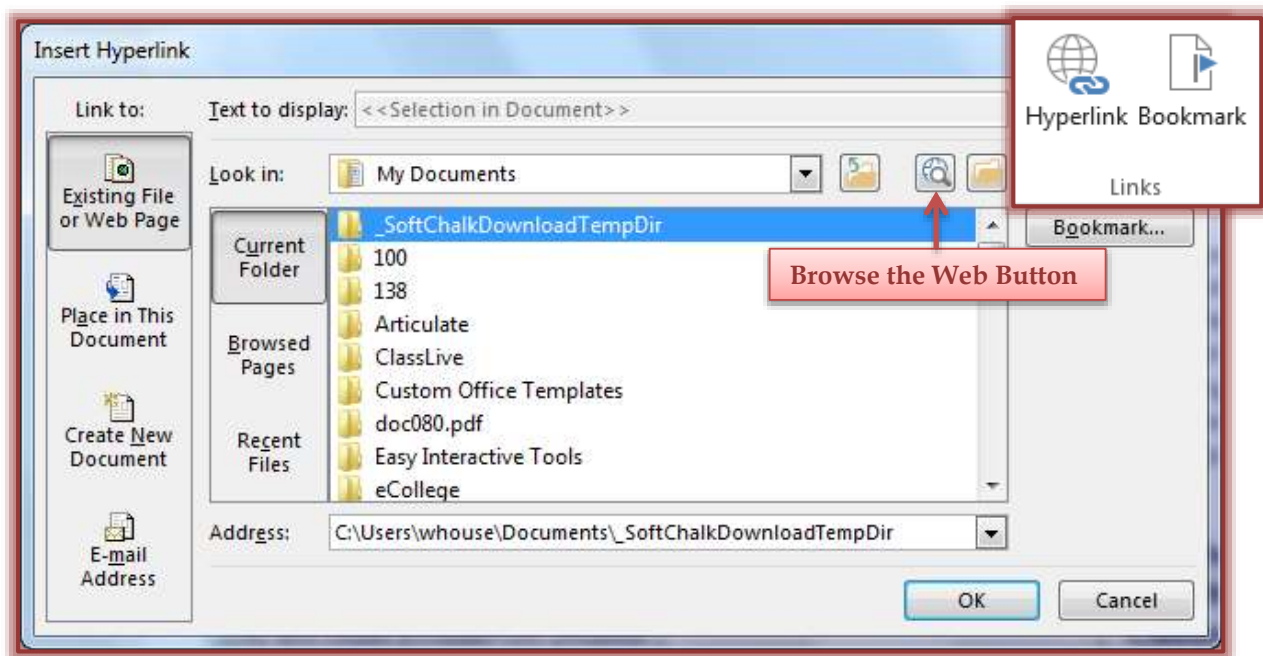


- ☞ Under **Link to**, click **Create New Document**.
- ☞ Under **Name of new document**, input a name for the document.
- ☞ The name must include the three letter extension, such as **.pub for Publisher**, **.doc for Word**, or **.xls for Excel**.
- ☞ Do one of the following:
  - ☞ If the full path for the location where the document is to be stored is known, input the full path with the name of the document.
  - ☞ If the full path is not known, click the **Change** button to browse to the location and then click **OK**.
- ☞ Under **When to edit**, choose one of the two options:
  - ☞ Edit the new document later.
  - ☞ Edit the new document now.
- ☞ Click the **OK** button to finish creating the document and the hyperlink.

**NOTE:** The hyperlink will only work on the computer where the link was created.

## HYPERLINK TO WEB PAGE

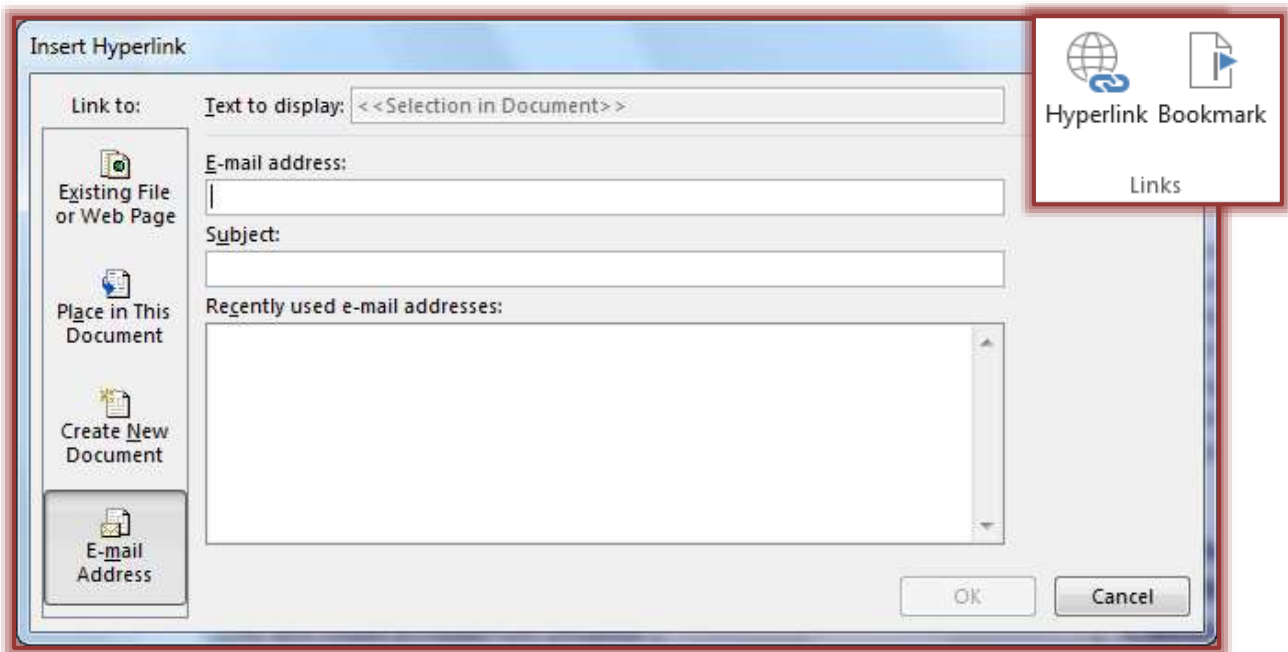
- ☞ In the **Web Browser**, browse to the page that the link is being created for.
- ☞ Select the **Address (URL)** of the Web page.
- ☞ Press **Ctrl + C** to copy the **Address (URL)**.
- ☞ In **Publisher**, select the text, picture, or shape for which the **Hyperlink** is to be created.
- ☞ Click the **Insert Tab**.
- ☞ In the **Link Group**, click the **Hyperlink** button (see illustration on next page).
- ☞ The **Insert Hyperlink** dialog box will display (see illustration on next page).



- 🖱️ Click **Existing File or Web Pages** under **Linked to**.
- 🖱️ Click in the **Address** box.
- 🖱️ Press **Ctrl + V** to paste the **Address (URL)** into the box.  
or
- 🖱️ In **Publisher**, select the text, picture, or shape for which the **Hyperlink** is to be created.
- 🖱️ Click the **Insert Tab**.
- 🖱️ In the **Link Group**, click the **Hyperlink** button.
- 🖱️ The **Insert Hyperlink** dialog box will display.
- 🖱️ Click **Existing Files or Web Pages** under **Linked to**.
- 🖱️ Click the **Browse the Web** button (see illustration above).
- 🖱️ In the **Web Browser**, browse to the Web page that the link is being created for.
- 🖱️ Select the **Address (URL)** of the Web page.
- 🖱️ Press **Ctrl + C** to copy the **Address (URL)**.
- 🖱️ Click the **Publisher** icon on the **Task Bar** to display the **Publisher** window.
- 🖱️ Click in the **Address** box.
- 🖱️ Press **Ctrl + V** to paste the **Address (URL)** into the box.
- 🖱️ Click **OK** to exit the dialog box.

### HYPERLINK TO EMAIL ADDRESS

- 🖱️ Select the text or picture for which the link is being created.
- 🖱️ Click the **Insert Tab**.
- 🖱️ In the **Link Group**, click the **Hyperlink** button (see illustration on next page).
- 🖱️ The **Insert Hyperlink** dialog box will display (see illustration on next page).
- 🖱️ Under **Link to**, click **Email Address**.
- 🖱️ Do one of the following:
  - 🖱️ Type the **Email Address** into the **Email Address** box.
  - 🖱️ Select an **Email Address** from the **Recently used email addresses** list.
- 🖱️ In the **Subject** box, type the subject of the **Email Message**.

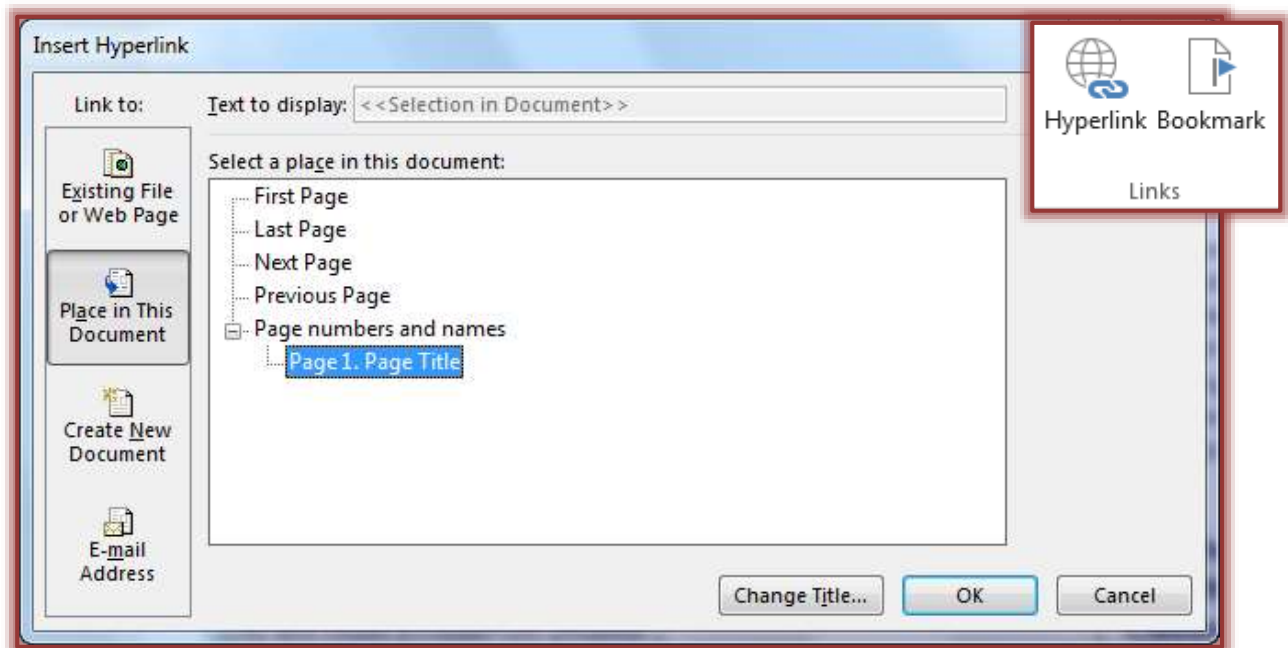


- Click **OK** to exit the dialog box.

**NOTE:** Some Web browsers and email programs may not recognize the subject line.

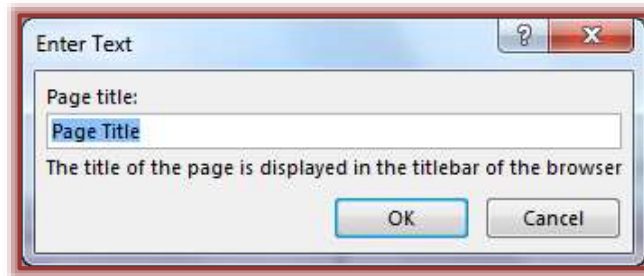
### HYPERLINK TO ANOTHER PAGE IN PUBLICATION

- Select the text or picture for which the link is being created.
- Click the **Insert Tab**.
- In the **Link Group**, click the **Hyperlink** button (see illustration below).
- The **Insert Hyperlink** dialog box will display (see illustration below).



- Under **Link to**, click **Place in this Document**.
- Select the page that is to be linked to.
- Click the **Change Title** button to change the **Name** of the selected page.

- 🖥️ The **Change Title** dialog box will display.
- 🖱️ Change the **Name** for the page.
- 🖱️ Click **OK** to exit the **Change Title** dialog box.



- 🖥️ Click **OK** to exit the **Insert Hyperlink** dialog box.