ADDING, EDITING AND REMOVING HYPERLINKS IN A WORD DOCUMENT

NOTE: *There are several methods of adding, editing and removing hyperlinks in a Word document and this is just one of them. The instructions are intended only as a general description of the process. These instructions were prepared using MS Word 2016. Your procedure may vary depending on which word processor software you are using.*

Hyperlinks are links in e-documents that enable you to jump between different text elements in a document or between different websites. Where practical, a hyperlink should be created for each authority cited to an external source, e.g., Supreme Court of Canada.
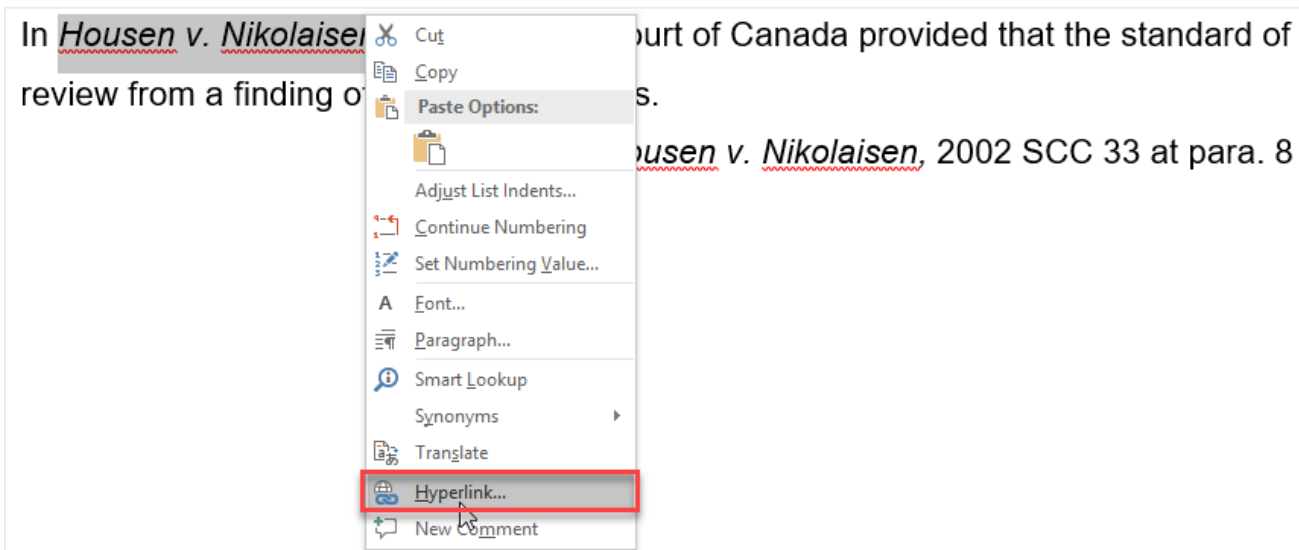
ADDING HYPERLINKS

1.   Open your document in **MS Word 2016**.

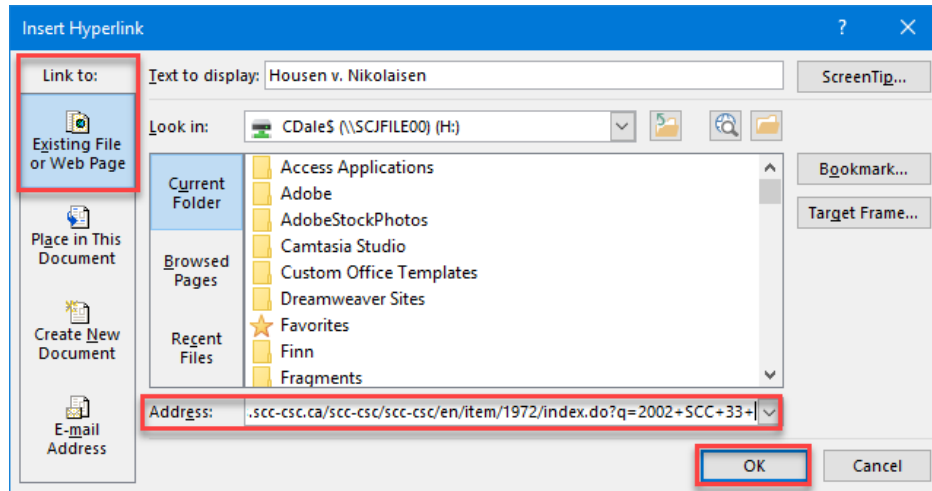2.   **Select/highlight** the text that you want to format as a hyperlink (e.g., *Housen v. Nikolaisen)*


3.   **Right-click** on the selected/highlighted text, then **Click Hyperlink**

4. The **Insert Hyperlink** dialog box will appear. In the **Address field**, type or paste the web page address you want to link to, then click **OK**.


5. **Save** your document.

6. To **confirm** that your link has been properly created hover the mouse over the area you selected in step 2. It should now be formatted as a hyperlink. A popup box will also appear with the URL you entered in step 4. If you have linked to a website, your web browser should automatically open and display the site once you clicked on it. If it doesn't work, check the hyperlink address for misspellings.
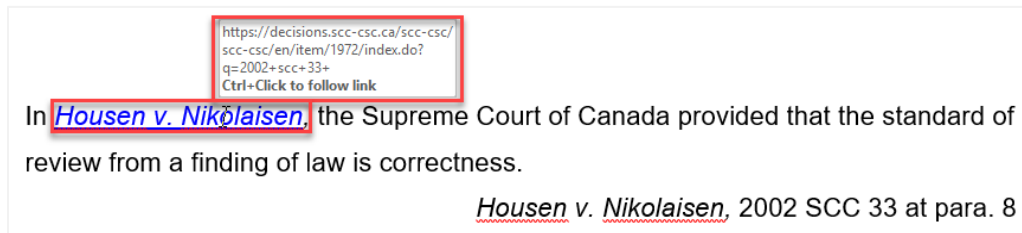
EDITING HYPERLINKS

Once you've inserted a hyperlink, you can **Right-click** the hyperlink to **edit**, **open**, **copy**, or **remove** it.
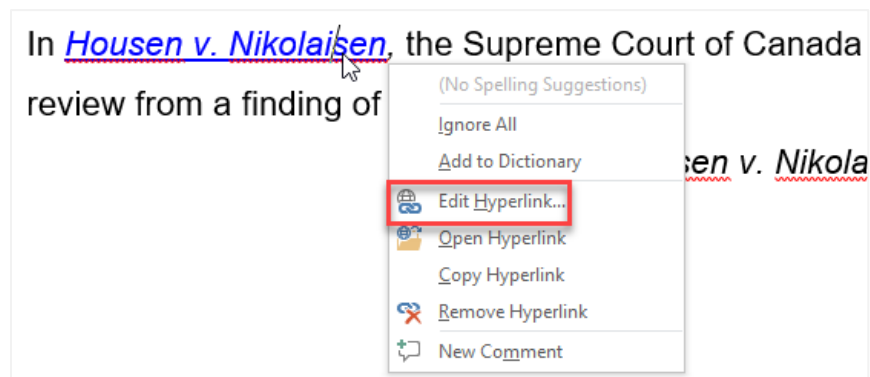
REMOVING HYPERLINKS

To remove a hyperlink, **Right-click** the hyperlink and select **Remove Hyperlink** from the menu that appears.