

WordPerfect OPEN FILES WITH A HYPERLINK



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Click on the blue, underlined text to go to its linked reference.¹

You can create a hyperlink (AKA link) to open any other file. However, if the file is converted to a portable document files (PDF), any links to videos will have to be recreated. Here's how to do it.

1. Left-click, hold and drag to select the word or the phrase upon which the hyperlink will be based (Figure 1).

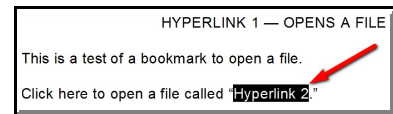


Figure 1

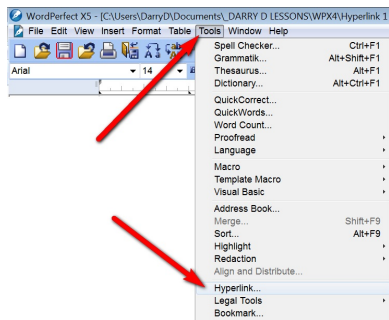


Figure 2

2. From the MenuBar, click on Tools ► Hyperlink (Figure 2).

3. Click on the folder icon to browse the hard drive or the Web to find the file to be opened (Figure 3).

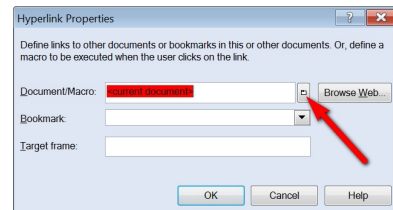


Figure 3

4. Left-click on the file to be opened (Figure 4).

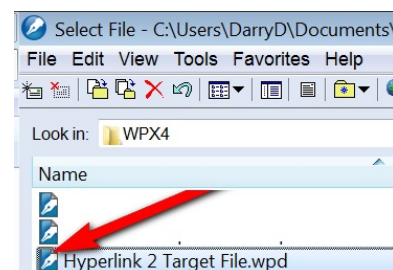


Figure 4

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5. Either left-click on the “OK” button or touch the Enter key on your keyboard (**Figure 5**).

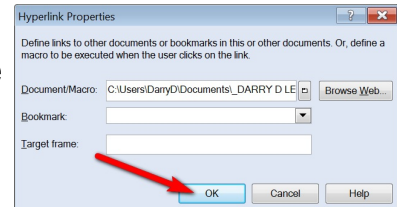


Figure 5

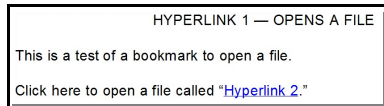


Figure 6

6. The result is that the word or phrase becomes blue with underlined text (**Figure 6**).

7. To text a hyperlink, simply click on the hyperlink itself. The cursor will change from an arrow to a hand with extended finger when you can activate (use) the link (**Figure 7**).

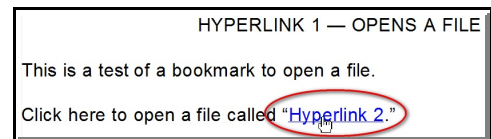


Figure 7

8. The file opens (**Figure 8**).



Figure 8