

Assistive Technology Training Online

University at Buffalo - The State University of New York
USDE# H324M980014
<http://at-training.com>

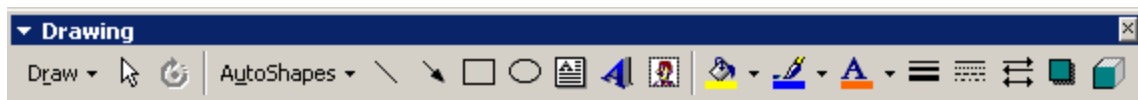


Linking to a Web page in a Word Document

Creating links within a Microsoft Word template can provide immediate access to internet tools such as dictionaries, thesaurus or graphic libraries.

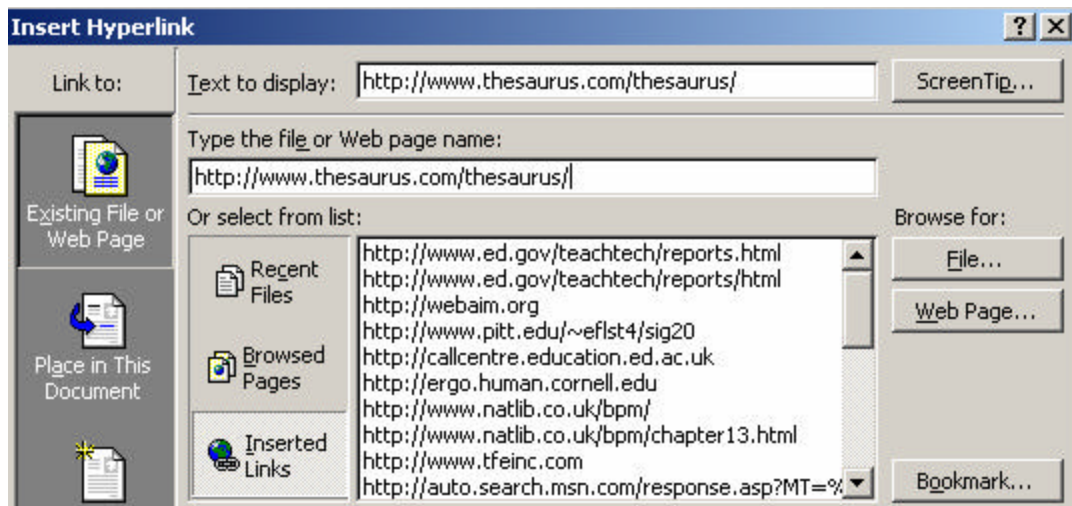
[Template Example](#)

1. Open a new word document
2. Put a title or header on the page with the student's name.
3. From the View/Toolbars menu select the Drawing toolbar



4. Select the Text Box tool and draw a box in the upper right corner. Type in **Dictionary** and/or **Thesaurus** – whatever references you want the student to have. You could also insert a picture of a dictionary here; either a word or picture can be linked.
5. Go to one of the following sites of online references
 - Library Spot <http://www.libraryspot.com/> is a free virtual library resource includes almanacs,
 - Reference desk **Refdesk.com**
 - <http://www.refdesk.com>
 - [Hypertext Webster Dictionary](#) lets you quickly get definitions to words. See if you can bookmark this as a favorite site so you can get to it easily.
 - [Roget's Internet Thesaurus](#) allows you to find words that have similar meanings.

6. Copy the url from the address box.
7. Return to the Word document and select the Reference in the text box.
8. From the insert menu, select Hyperlink or select the "Insert Hyperlink" button on the toolbar. In the Insert Hyperlink window, paste the URL address in the Web page box. Click OK.



[For Mac, in the Insert Hyperlink Window, paste it in the "Link to" box. Click OK.]

9. Select "save as" and save the document as a Document Template; name it "Reference.dot ". This will allow the student to use the file over and over again for various assignments. Simply save it with a new file name.