

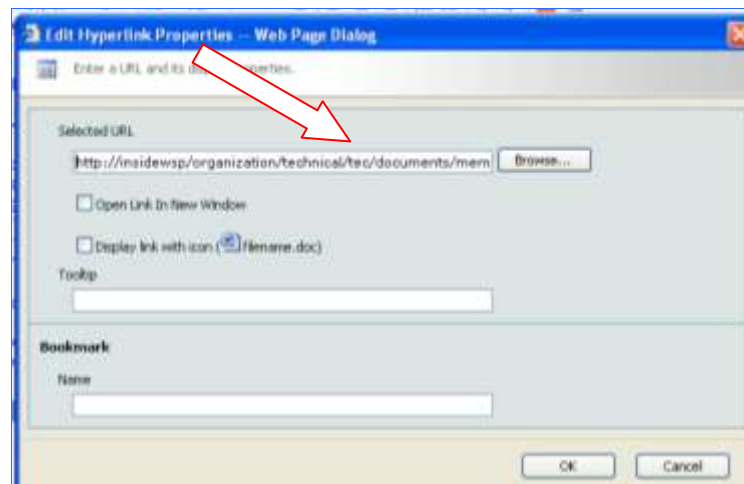
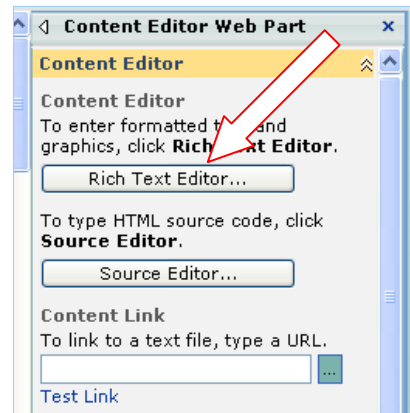
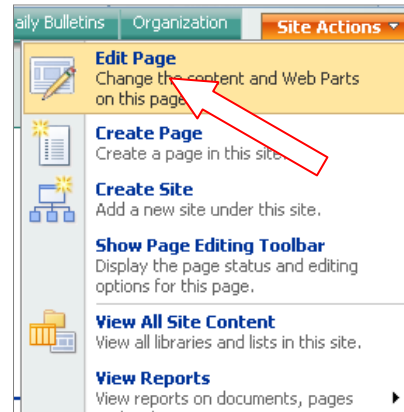
How-to Set Hyperlinks and Create Bookmarks

Purpose:

By design, SharePoint sites are full of hyperlinks to other web sites, pages and documents. This guide demonstrates how to set hyperlinks and bookmarks.

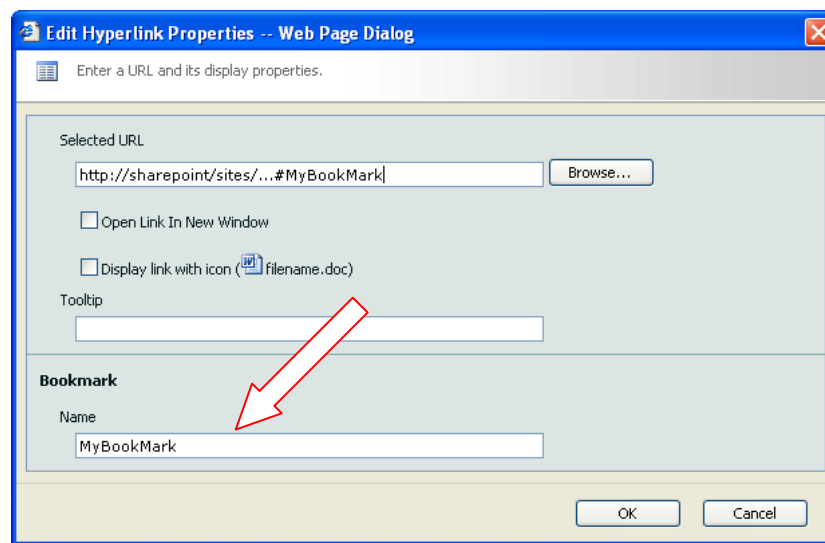
Linking a document to a SharePoint Web page:

1. In Internet Explorer, navigate to the page you want to add a hyperlink.
2. In the upper right hand corner, click **Site Actions** and then select **Edit Page**.
3. Locate a **Content Editor Web Part** and click the **Edit** drop down menu on the right side.
4. Select **Modify Shared Web Part** and then open the **Rich Text Editor (RTE)** from the right side tool pane.
5. Next click the **Rich Text Editor** button and highlight some text for your new link.
6. Click the **Link Tool** icon on the RTE toolbar (globe and chain) to open the dialogue box and enter the link address (URL) or select the **Browse** button to locate a web page or library file.



Setting Bookmarks on a Web page:

1. Locate a web page with a Content Editor Web part and open the **Rich Text Editor (RTE)** to edit the page content.
2. Select some text on the page to create a new link to the bookmark.
3. Click the **Link Tool** and paste the page location in the **Bookmark** field, and then append it with a pound sign and bookmark name (no spaces):
<http://sharepoint/sites/mysite/default.aspx#MyBookMark>
4. Next, locate the target area of the page and place the cursor at the start of a line of text or click an image where you want to place the bookmark.
5. Click the **Link Tool** and type an appropriate name in the **Bookmark** field.
6. Click the **OK** button, then **Exit Edit Mode** to view and test the bookmark.



Note: If you experience difficulties setting book marks, please contact the [ITD Web Support](#) team for assistance.