Creating Hyperlinks

Design Manual
Chapter 21
Automation Tools
Instructions
Originally Issued: 06-30-11

Spaces within the hyperlinked file name or file path can possibly cause problems. If this occurs, each space should be replaced with the characters %20, which is the hyperlink syntax for a space.

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Creating a hyperlink in MicroStation

To create a hyperlink in MicroStation, see Design Manual section 21C-53

Creating a Microsoft Word hyperlink to another file

1) *Select* (highlight) the word, phrase, or graphic in your document that you would like to connect (*hyperlink*) to another document or a location in a file, or a Web page.

2) *Select* **Insert >** 🔗 **Hyperlink** from the **Word** toolbar menu and the following dialog is displayed. The *selected* (highlighted) text will be displaying in the "**Text to display"** field (green arrow 1, below). (If the "**Text to display**" text is changed in this field, it will also be changed in the original document.)

    a. Under "**Link to:**" (red arrow, 2, at the right), *click* the "**Existing File or Web Page"** option.

    b. In the "**Look in:**" field, (pink arrow, 3), *click* the "selection list drop-down arrow", and *select* the file to be linked, (blue arrows, 4).
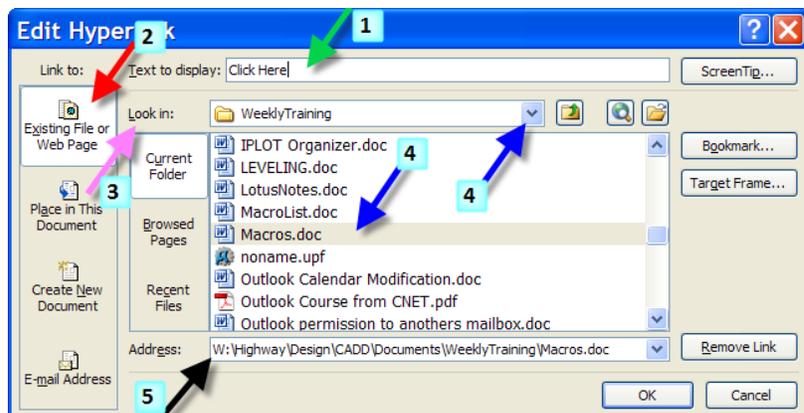
    c. OR, In the **Address** field, key-in the entire file path to the desired file, (black arrow, 5.)

    d. *Click* the **OK** button and the link is complete

Creating a Microsoft Word hyperlink to a location within the file

1) Create a **Bookmark** at the location to be hyperlinked.

   a. *Select* (highlight) the text to receive the bookmark, (yellow arrow at the right)

   b. *Select* **Insert >** **Bookmark** from the Word toolbar menu (not shown)

   c. *Enter* (key-in) the desired text for the bookmark name, (green arrow)

   d. You must use the "underbar" character rather than spaces in the Bookmark name, (red arrow and oval)

   e. After the Bookmark name has been entered, *click* the **Add** button (blue arrow)
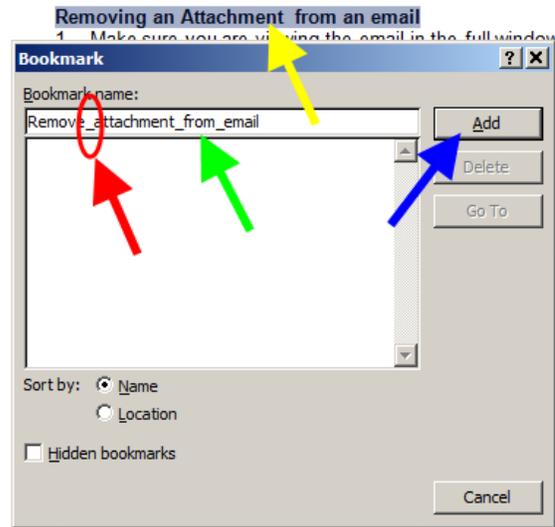
2) *Select* (highlight) the text or item that is to receive the hyperlink, (yellow arrow below). The *selected* text will be displaying in the "**Text to display"** field (green arrow). (If the "**Text to display**" text is changed in this field, it will also be changed in the original document.)

3) In the **Link to:** field, *select* **Place in This Document**, (red arrow).

4) *Select* (highlight) the **Bookmark** name, (Blue arrow)

5) *Click* the **OK** button, (pink arrow)

The selected item or text in the document should now be linked to the bookmarked item.
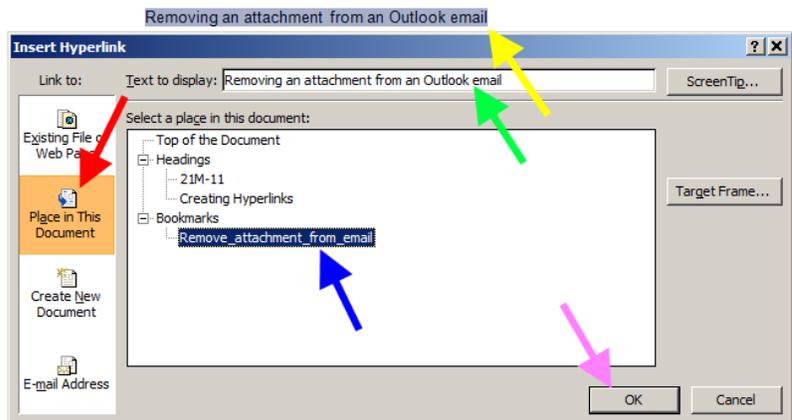
Emailing a Microsoft Word doc attachment with internal hyperlinks

There are instances when a Microsoft program may "determine" that the full file path is not necessary for an internal document hyperlink and will remove the full path, as shown at the right. When the e-mail recipient tries to open a link without the full path, an error message will be received stating that the document cannot be found. This can be corrected by doing the following:

Before e-mailing the linked document, edit the hyperlink by *hovering* the curser over the link in the document, then *right-click > Edit Hyperlink. M*anually enter (key-in) the full file path in the **Address** field, (as shown at the right), and click **OK.**
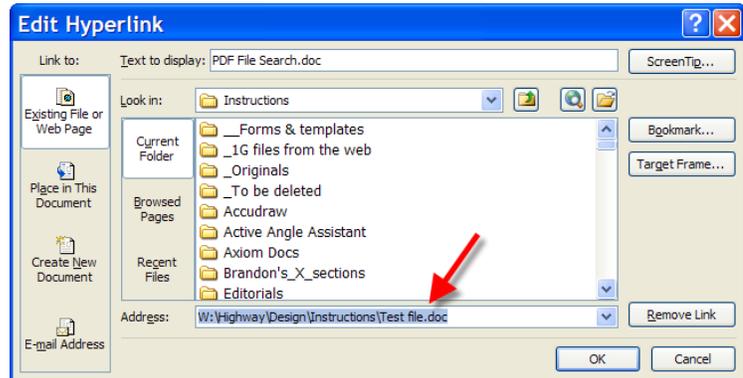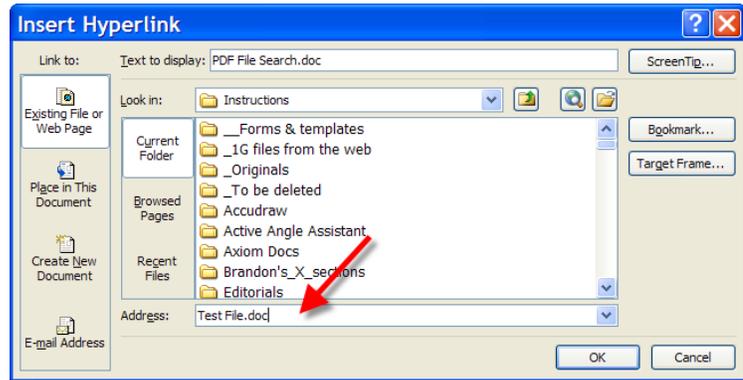
NOTE: The Microsoft **Word Options** may be set to use "**CTRL** > *Click"* to access a hyperlink in a **Word** document. This can be altered, (as desired), by the steps shown below.
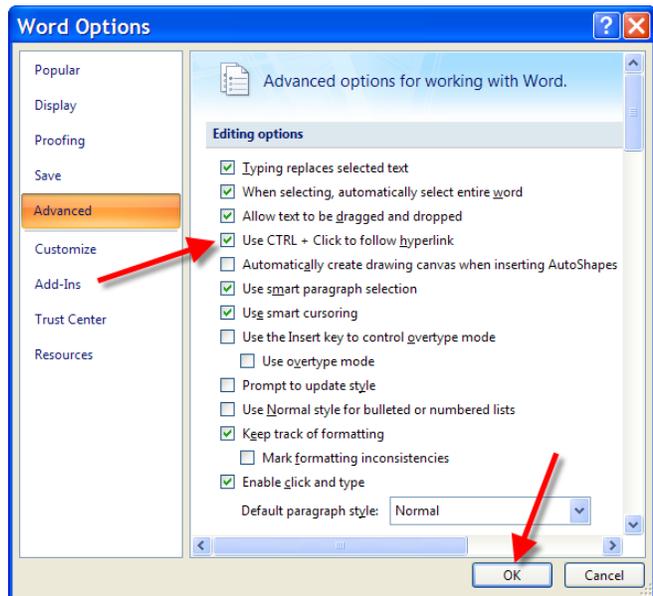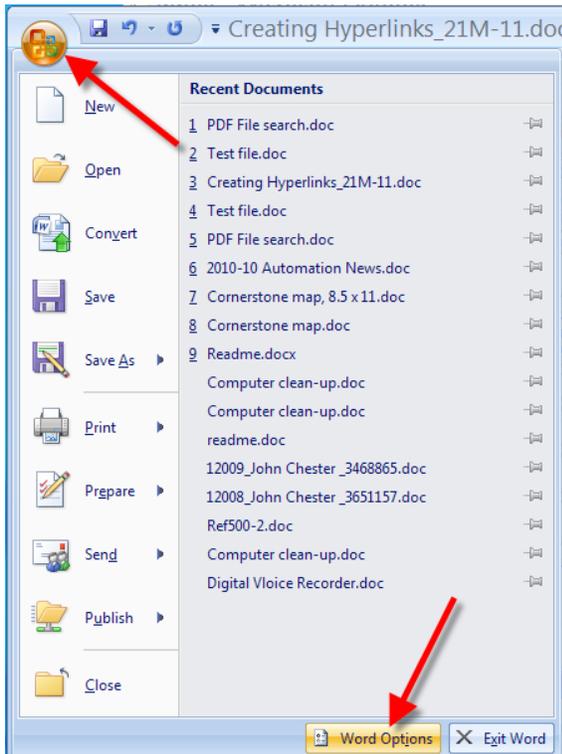
Creating a hyperlink in a Microsoft Word document that is to be printed to an Adobe PDF file

If an "interoffice" hyperlink in a PDF document fails, and was originally created from a Word document, the failure is possibly due to compatibility issues between some versions of Word and Adobe Reader. If this occurs, edit the hyperlink in the Word document, as shown below, and recreate the PDF.

Enter **file:///** followed by the full path to the file, using the drive letter and not the server location.

An example of **correct** hyperlink syntax is as follows:
>file:///W:\Projects\77235180C96\Design\test.doc

An **incorrect** hyperlink syntax example is shown below:
>file:///\\ntresource\(W)DataStor\Projecs\77235180C96\Design\test.doc

When the Word document is printed as a PDF file, the PDF print queue will automatically create a link.

NOTE: By default the link may not be underlined or display in a different (blue) color. It will be recognized as a hyperlink only because the cursor will change to a pointing finger when passing over the link. However, the color or the underline feature can be changed in Word before the document is printed.

Hyperlinks in Email documents

1. Creating a link within Outlook email
>(In Outlook, use either the Rich Text or HTML text format option. The Plain Text option does not support hyperlinks)
>
>There are two ways to insert a hyperlink in to an Outlook e-mail document
>a. Enter **file:///** followed by the full path and filename
>>i. Example:
>>>file:///W:\Projects\77235180C96\Design\test.doc
>
>Or:
>b. Highlight the text in the Outlook document to be linked, then from the menu bar, select *Insert > Hyperlink*. The following dialog is displayed:
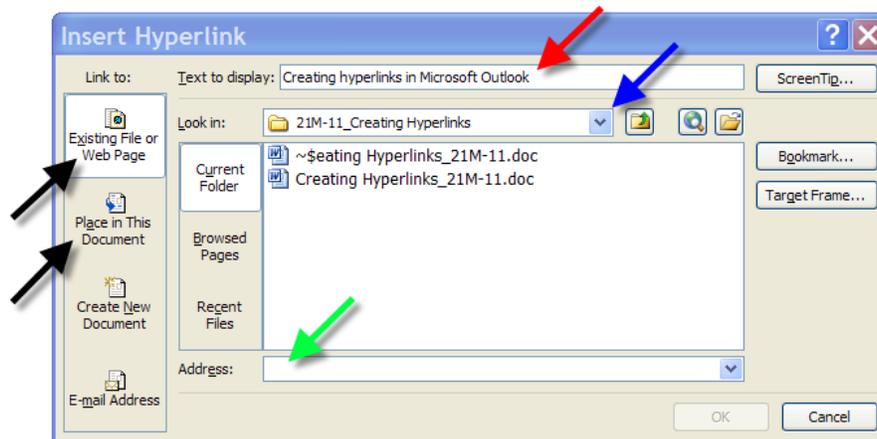

>The highlighted text will display in the "**Text to display"** field (red arrow). On the left side or the dialog, select one of the "**Link To:"** options, (two options are located by the black arrows). These options will allow a link to another file, (which is the most common choice), or to a bookmark within the email document, and more. Use the drop-down arrow (shown by the blue arrow) to locate and select the document or item to be linked. If another document is selected, the full path of the document will display in the Address field, shown by the green arrow. If a bookmark is selected, it will be highlighted in the list.

2. **Creating a link within email** (All formats)
a. Enter two backslashes "\\" before the path (Example: \\C:\FileName)

b. The Recipient of this link will have two options when the link is clicked.
  i. "Open" will work for HTML, but not Rich Text or Plain Text
  ii. Save will allow recipient to save a copy

3. **Creating a link within email** (All formats)
a. Enter **file:///** followed by the full path and filename
  i. Example:
     file:///W:\Projects\77235180C96\Design\test.doc

4. **Saving an attachment from an email**

a. Double Click the Attachment and the **Opening Mail Attachment** dialog will display.
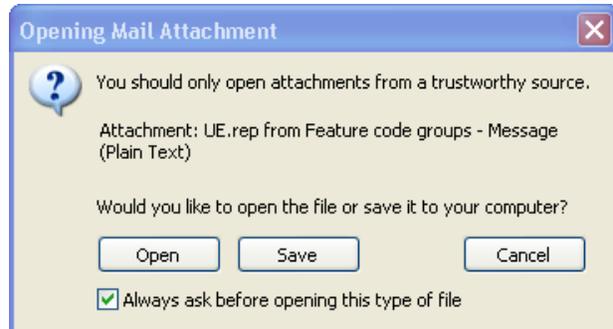
b. Click the **Save** button (above) and the **Save As** dialog will display.
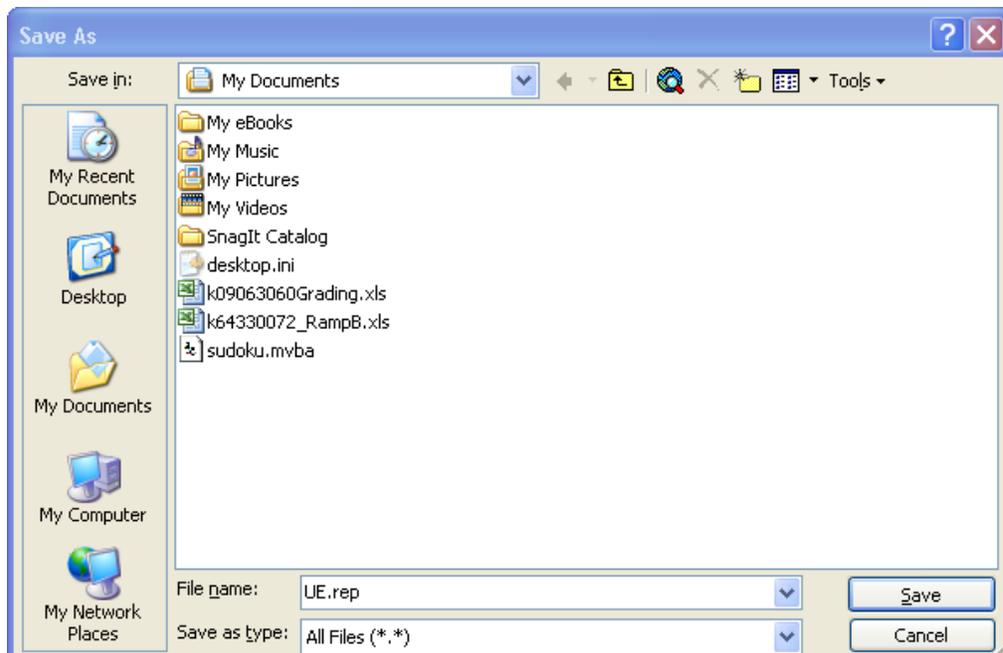
c. Navigate to the location where the file is to be saved, and *click* the **Save** button.

When word documents are opened in Outlook they may open in a read layout. This can be disabled as shown at the right.
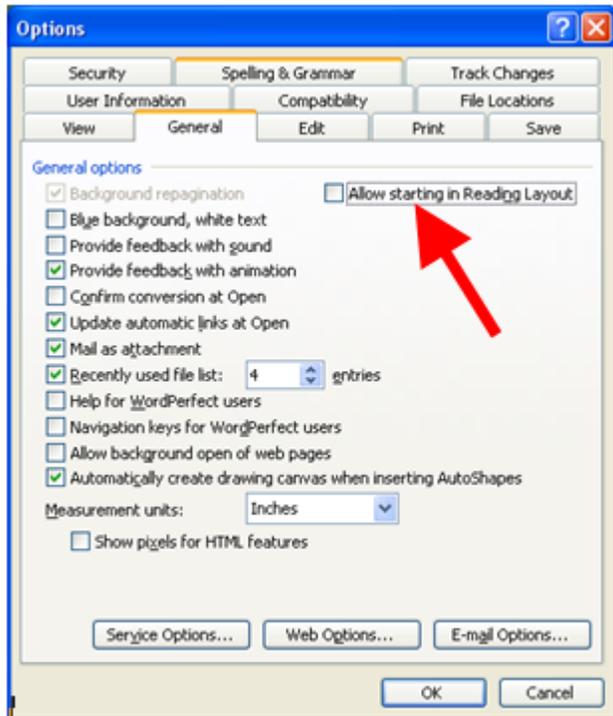
5. Removing an Attachment from an email

a. Make sure you are viewing the email in the full window (not the preview window of Outlook).

b. If the email in question is HMTL or Plain Text, then right click on the attachment, and choose 'Remove'.

c. If the email in question is Rich Text, then click into the body of the email and delete the attachment.

d. Upon closing the email, Outlook will ask you if you want to save the changes (the change being the removal of the attachment). *Select* **Yes**.
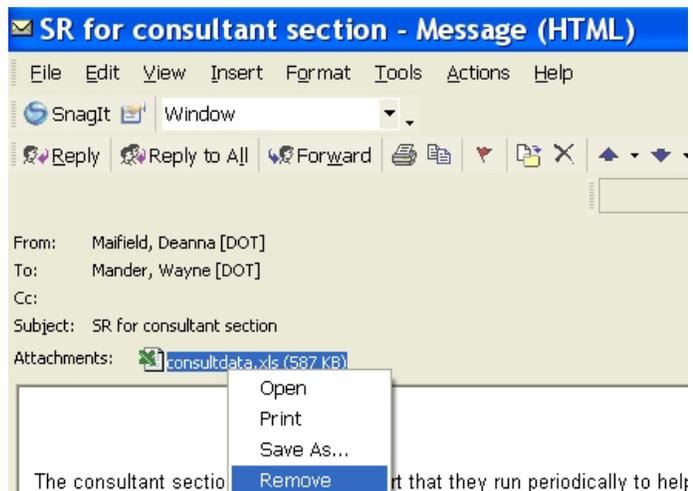
Chronology of Changes to Design Manual Section:

021m-011   Creating Hyperlinks

6/30/2011   NEW
              New