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Word - Managing Hyperlinks

Hyperlinks refer to when text or graphics in a document are linked to a web site, an email address or another location within the document. There are a couple of ways to create or remove hyperlinks.

When text is hyperlinked it will be underlined and upon clicking will launch your browser, create a new email or move you somewhere within the existing document. Word, by default, automatically creates hyperlinks as you type a web address or email address, which can sometimes be a good feature and other times it's just plain annoying. Below are some tips to help make your hyperlinking simpler:

To create a Hyperlink:

1. Type in a web address – Word will automatically create a link.
2. Copy and paste a web address into your document.
3. Highlight the text or graphic to be linked and right click. From that menu choose Hyperlink – put the web address in the “Address” area and click OK.

To remove/edit a Hyperlink:

1. Highlight the text or graphic, right click and choose “Remove” or “Edit Hyperlink.”

To turn off the automatic creation of a Hyperlink:

1. On the Tools menu, click AutoCorrect Options, and then click the AutoFormat As You Type tab.

2. Under Replace as you type, select or clear the Internet and network paths with hyperlinks check box.

If you need assistance with projects involving Word or have questions, please contact us at info@aapk.com

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What is a Favicon?

You probably have seen a favicon and not known what it was called. A favicon is a small icon (logo) that is displayed in your browser location bar and tabs.

If a Favicon is added to a web site, it will appear on the tab and next to the URL address for that site. So, for instance if you go to Facebook – you will see the Facebook “f” logo – see sample below of favicons.



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Favicons make it quick and easy for the viewer to move back to your site if they have multiple sites open and reinforces your branding to viewers.

To create a favicon. There are a variety of free sites that will create a favicon for you – but if you have a graphic editing program (I use Photoshop) you can create your own in a few seconds.

- Create an image 16 X 16 pixels in size. Yes, it's very small and definitely limits you to what will appear. Some ideas - try to reduce your logo to a 16 x 16, create a new small logo using your branded colors or maybe use a part of your logo (for instance my AAPK logo is too big – so just the A appears as my favicon).
- Save the image as a gif and upload it to your web site (in the main directory).
- Then, add the following code in between the head tags of your web site:

```
<link rel="icon"
type="image/gif"
href="http://www.yoursite.com/yourfavicon.gif">
```

Note where it says “yoursite” – replace with your URL and “yourfavicon” is the file name of the favicon you saved and location where you uploaded the file.

If you need help creating a favicon or installing one on your site, contact us at info@aapk.com - we can help.

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You Have To Laugh

Video: Huge Pool Jump (I don't recommend trying) <http://www.youtube.com/watch?v=DBxxQbHei28&feature=related>

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