Linking to specific sections of the Cochrane Handbook

When discussing different parts of the Cochrane Handbook in electronic documents, it is useful to create hyperlinks that will directly open the relevant section of the online Handbook.

1. Identifying the URL of a section of the Handbook

1.1. Open the Handbook at http://www.handbook.cochrane.org and navigate to the section you wish to link to via the Contents tab on the left side of the screen. For this example, we will navigate to Section 4.5, to the part named 'Background'.

1.2. Once your have found the correct section in the Contents list, right-click on the item and select the menu option to copy the URL of the link (in Firefox, '**Copy Link Location**', in Explorer, '**Copy shortcut**'.
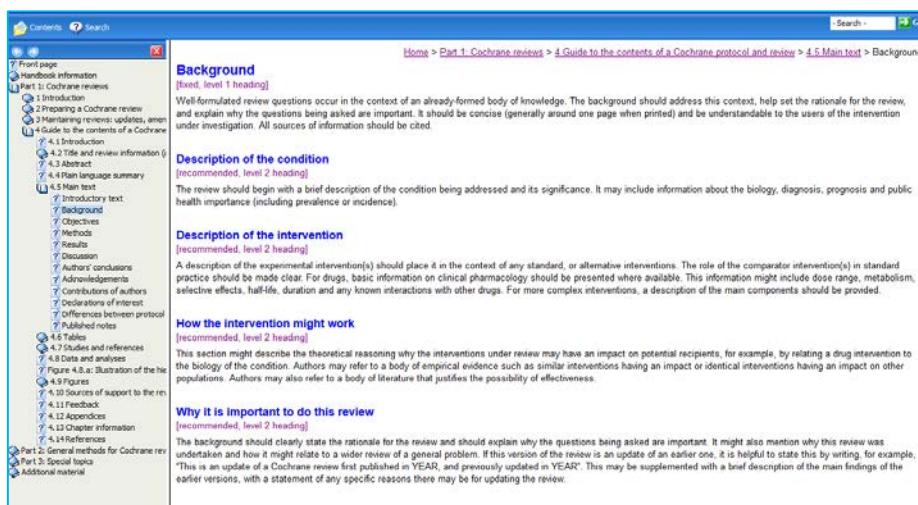
1.3. Paste the URL into your internet browser address field and click Enter. In this case, the URL is http://handbook.cochrane.org/chapter_4/4_5_ii_background.htm. This will open the same section of the Handbook, but without the Contents frame.
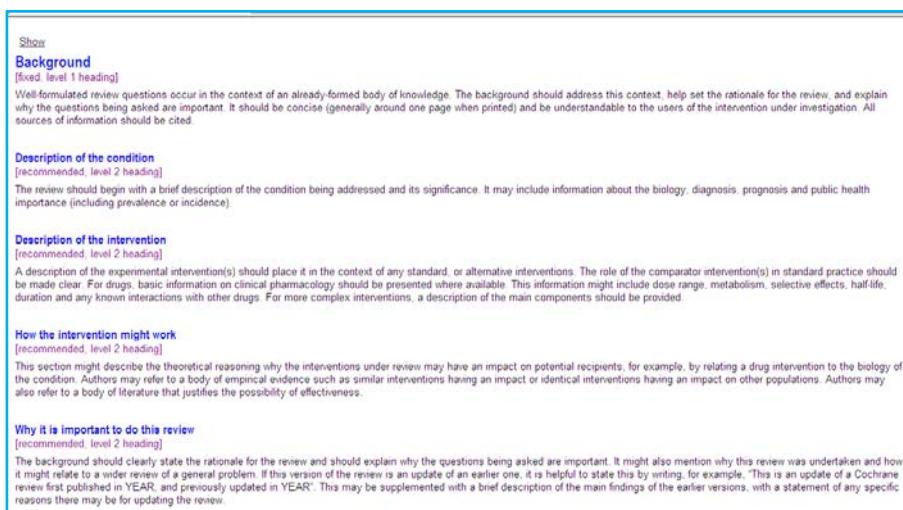
1.4. In the top left of the screen is a link reading 'Show'. Click to follow this link. The Contents frame will be restored, and modify the URL accordingly. In this case, the complete URL is http://handbook.cochrane.org/index.htm#chapter_4/4_5_ii_background.htm.

1.5. Select the complete URL from the browser's address bar. You can now use this URL to link directly to the Handbook section from any document or website.

2. How to create a hyperlink in Word
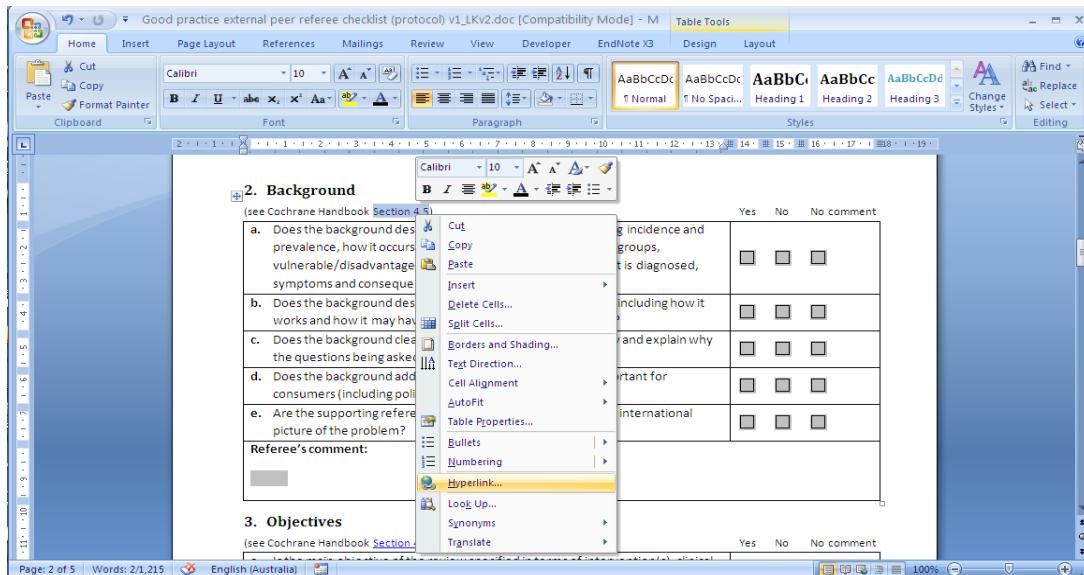
2.1. Highlight the words you wish to become the label for the hyperlink with your cursor. Right-click the highlighted text and select the option 'Hyperlink' from the menu.

2.2. This will open the 'Insert Hyperlink' window. In the 'Text to display' field is the text you highlighted, that will appear in the document as a hyperlink. You may change this text if you want the hyperlink to have a different label.
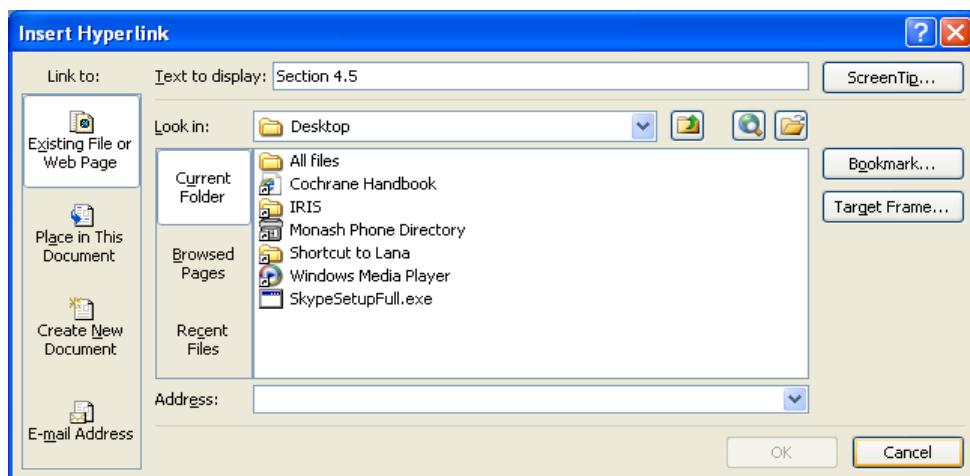
2.3. In the 'Address' field at the bottom of the window, paste the URL of the web page you wish to link to. Click 'OK' to close this window.

2.4. Check the hyperlink by clicking on it (using the button 'Ctrl' and the left mouse key together). It should now link directly to the correct section you've nominated.

2.5. You can edit a hyperlink any time by right clicking on the link in your document, and selecting 'Edit hyperlink'.