

# How to put a hyperlink in a report.

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1. Draw a label on to the report in the location you want the hyperlink to appear.
  2. Open the properties box for the label.
  3. For 'Hyperlink' type the URL enclosed by quotation marks (eg. "[www.numbercruncher.com](http://www.numbercruncher.com)")
  4. For Caption type what you want to display not enclosed by quotations (e.g. Our Web Site)
  5. For Font, check 'Underline'
  6. For ForColor select blue.
  7. Save the design and view the results.
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