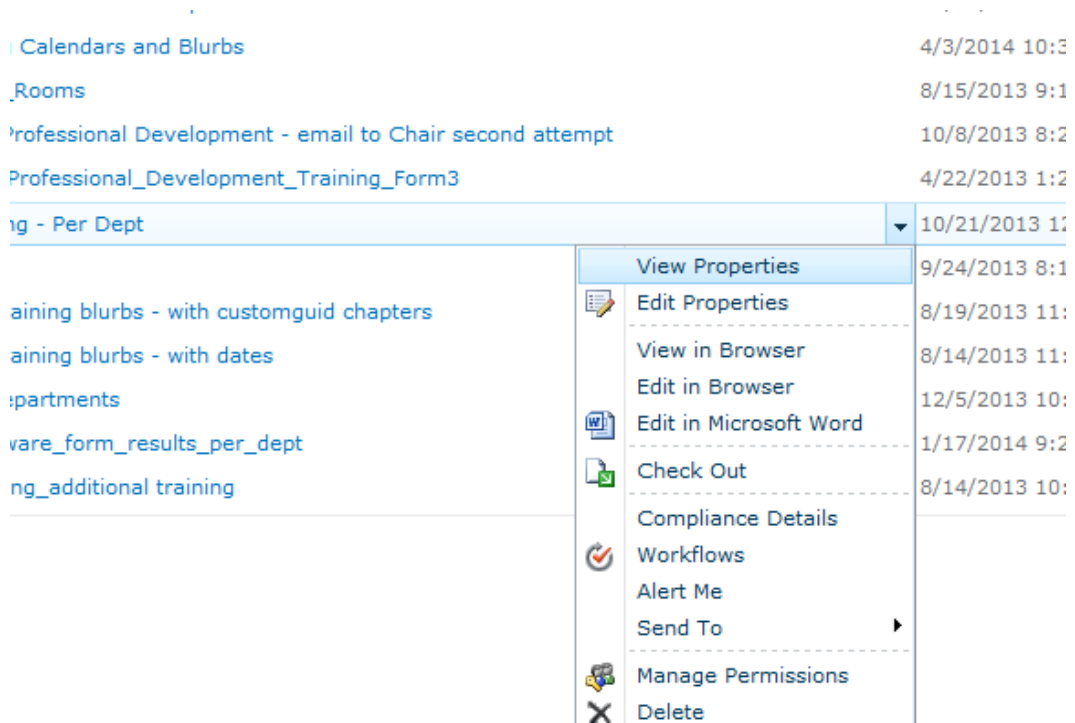


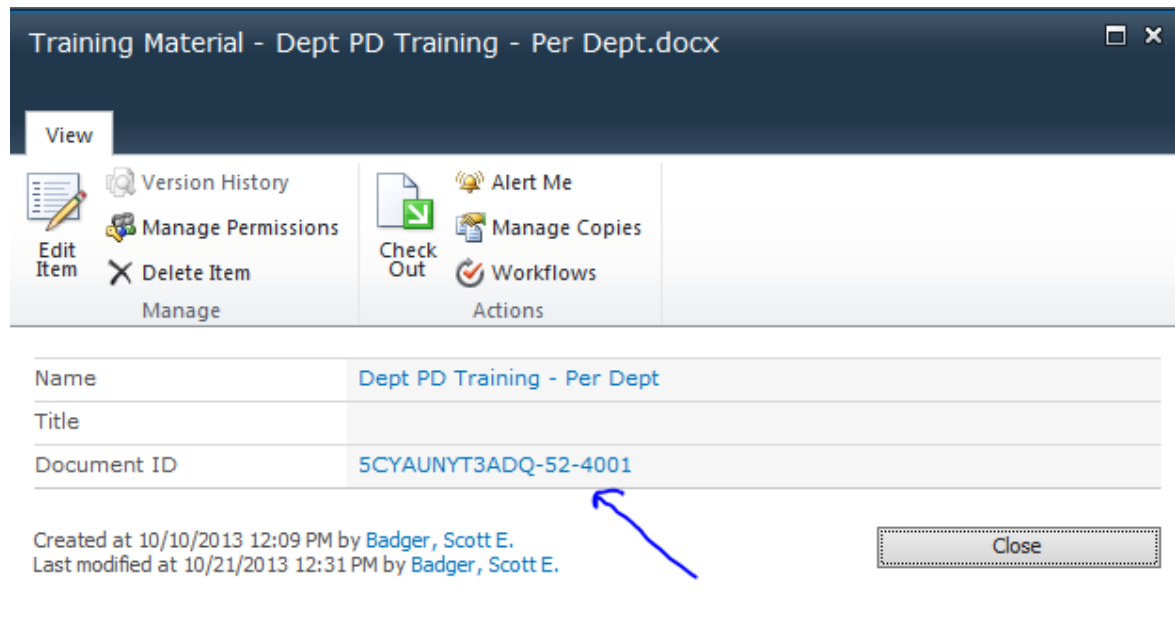
How to Retrieve the URL for a File on a SharePoint Site

By Scott Badger

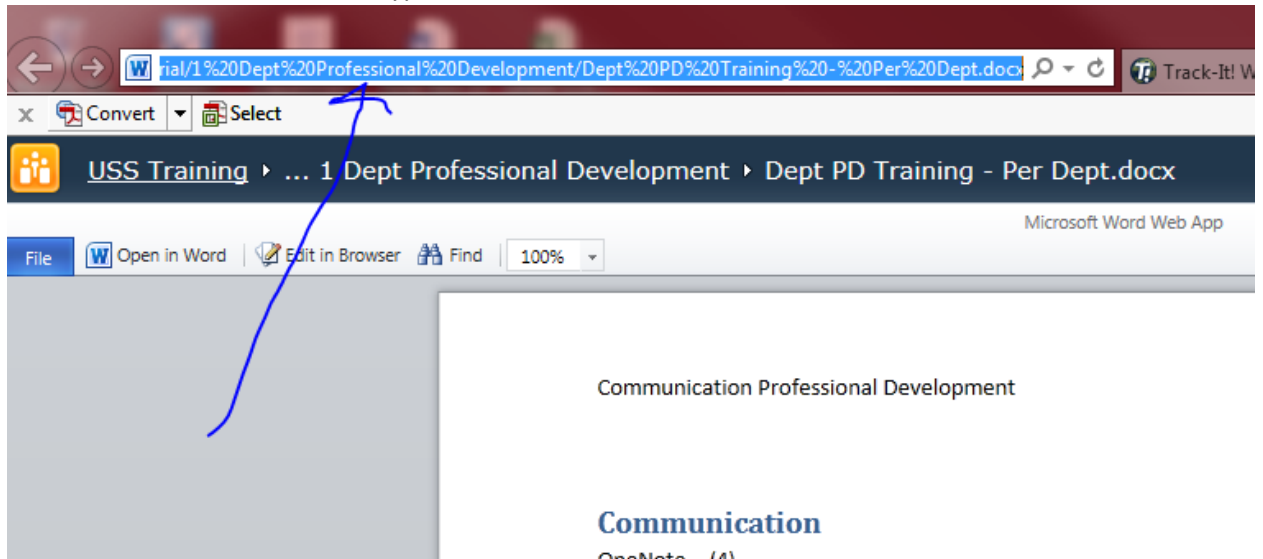
1. Go to the location on the SharePoint site where the file exists.



2. Mouse over the file and then to the right of the file, click the down arrow and then select "View Properties".



3. Click on the Document ID blue hyperlink text.



4. Highlight the URL in the browser's address bar and then copy the URL (Hold down the Ctrl key and press the letter c).
5. You can then go into your Word document, highlight your text and then apply a hyperlink to the word(s) using the copied URL that you copied back in step 4.