

## LINKS

- To add a link, highlight the text or image you want linked and then click on the Insert Link icon



- In the menu that pops up click on the Internet tab. You'll know you are in the Internet section because the tab will be a lighter color than the others
- In the URL section, type in the internet address (URL) of the site you would like to link to. Please note the http:// is already typed for you
- The tool tip area is what will appear when someone mouses over your link. If you leave it blank, nothing will appear

A screenshot of the 'Insert Link' dialog box. The 'Internet' tab is selected and highlighted in a lighter color. The 'URL' field contains 'http://'. The 'ToolTip' field is empty. The 'Target' dropdown menu is set to '(none)'. At the bottom, there are buttons for 'Help', 'OK', 'Remove', and 'Cancel'. A red arrow points to the 'Internet' tab.

- Click ok at the bottom of the page to save your work

