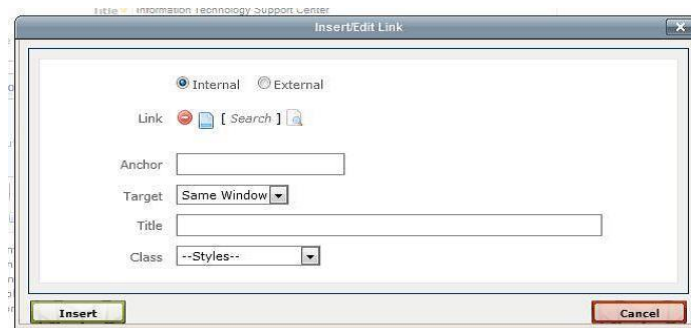


Inserting a Hyperlink

1. With your image inserted you now want to put in a hyperlink.
2. Highlight the word or words you wish to turn into a hyperlink. This will activate the Insert/edit Link ..
3. For this example, IT Support Services (ITSS) is highlighted. Click the insert web link icon on the toolbar.



4. The insert link window will now open and, again you will see two tabs – one for Internal links and External links. Selecting internal will insert a link to another page within your files. If you select the external link then your page is will link to a page outside of your page.



5. With the page selected, click **Confirm** to close the window.
6. Now, you have returned to the insert link window, click the **Insert** button. The window will close, and the hyperlink will be placed around the selected word processor text.