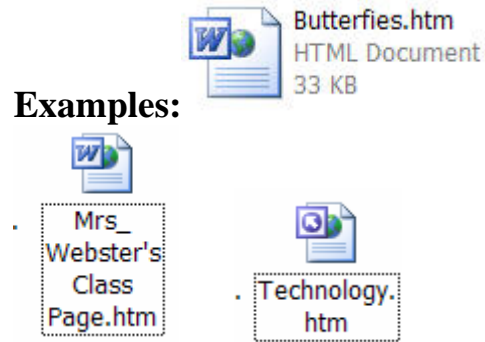


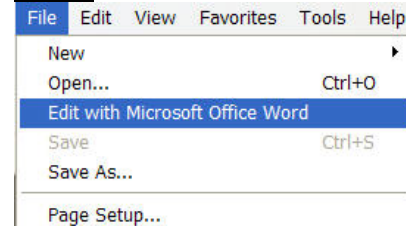
Web Page

Inserting a Hyperlink on a Microsoft Word Web Page (Windows XP)

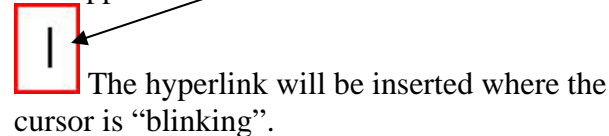
1. Open an MS Word web page.



2. Go to **File to Edit with Microsoft Office Word**.



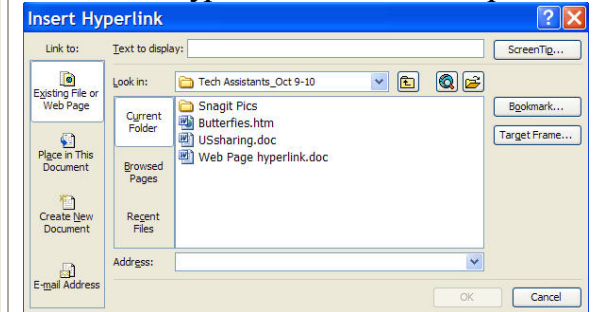
3. Click the place on the Word Web Page where you want to insert a hyperlink. A cursor will appear.



4. Click the Hyperlink button in the toolbar.



The Insert Hyperlink window will open.



5. Maximize Internet Explorer (It is open already because the file you opened in Step 1 is a web (htm or html) file.)



6. Locate the web site you want to link. This can be done from Favorites, a previously created list of web links, by typing in the URL for the site, etc.

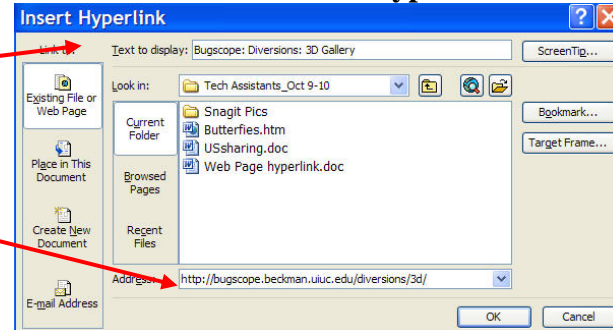
7. Maximize the MS Word document. (Use the taskbar at the bottom of the screen.)



8. Look at the Insert Hyperlink window.

Information automatically entered:
"Text to display"
"Address."

9. Click OK on the Insert Hyperlink window.



10. The hyperlink text will appear on the web page in the place where the cursor was placed.

Example:

[Insects](#)

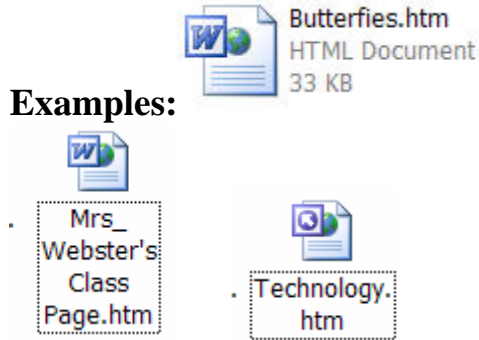
11. Save Click on the icon. This continues to save the file in your H:drive.

12. Repeat Steps 3-10 to add more links.

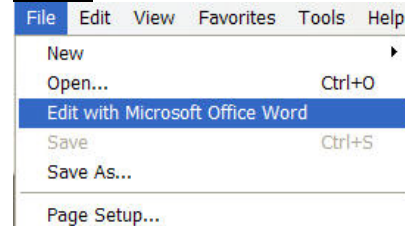
Web Page

Inserting a Hyperlink on a Microsoft Word Web Page (Windows 98)

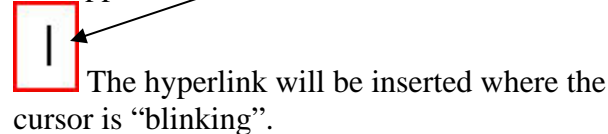
1. Open an MS Word web page.



2. Go to **File to Edit with Microsoft Office Word**.



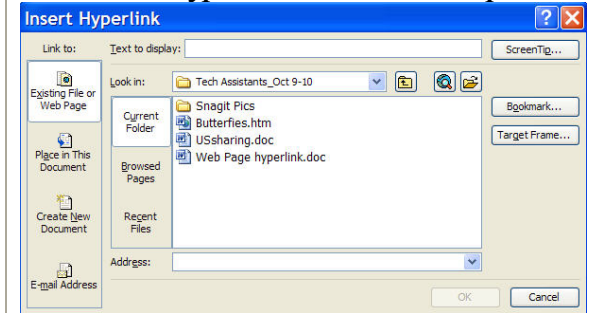
3. Click the place on the Word Web Page where you want to insert a hyperlink. A cursor will appear.



4. Click the Hyperlink button in the toolbar.



The Insert Hyperlink window will open.



5. Maximize Internet Explorer (It is open already because the file you opened in Step 1 is a web (htm or html) file.



6. Locate the web site you want to link.

This can be done from Favorites, a previously created list of web links, by typing in the URL for the site, etc.

7. Highlight the web address. Use CTRL + C to copy the URL (address).

8. Maximize the MS Word document. (Use the taskbar at the bottom of the screen.)

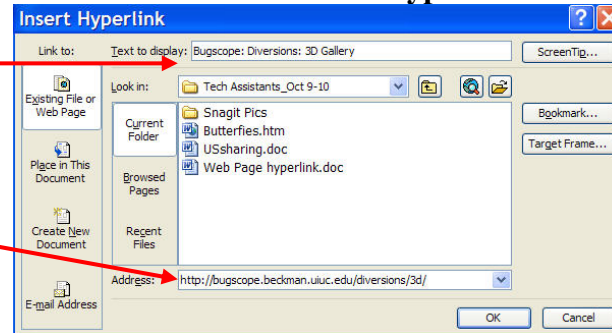


9. In the Insert Hyperlink window:

Text to display: Click to highlight the text in this space & type a title to describe the page.

Address: Either the information is automatically entered or you will click in the white space and use the Ctrl + V keys to paste the link.


10. Click OK on the Insert Hyperlink window.



11. The hyperlink text will appear on the web page in the place where the cursor was placed.

Example:

[Insects](#)

12. Save Click on the  icon. This continues to save the file in your H: drive.

13. Repeat Steps 3-10 to add more links.