

## How to make HYPERLINKS in Word

1. In Microsoft Word, type in the text you want to hyperlink, or insert the graphic you want to hyperlink.
2. Open up the internet web site you want to link to.
3. Click in the ADDRESS BAR to highlight the address of the web site you want to create a link to.
4. Hold down the CONTROL key and press the letter C (ctrl-C) to copy the web site address.
5. Go back to your Microsoft Word document (look at the bottom of your screen to find the button for your Word document and click on it).
6. Select INSERT from the menu bar and choose HYPERLINK (at the bottom of the list).
7. In the white box where it says "Type the file or web page name" hold down the CONTROL key and press the letter V (ctrl-V) to paste the web address you copied.
8. Click OK.

