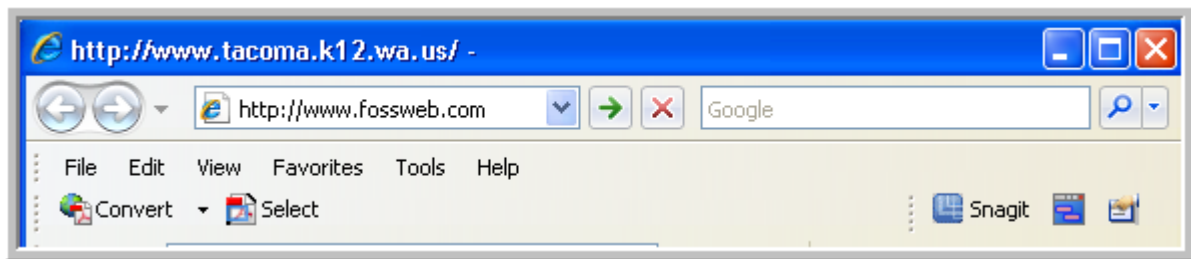
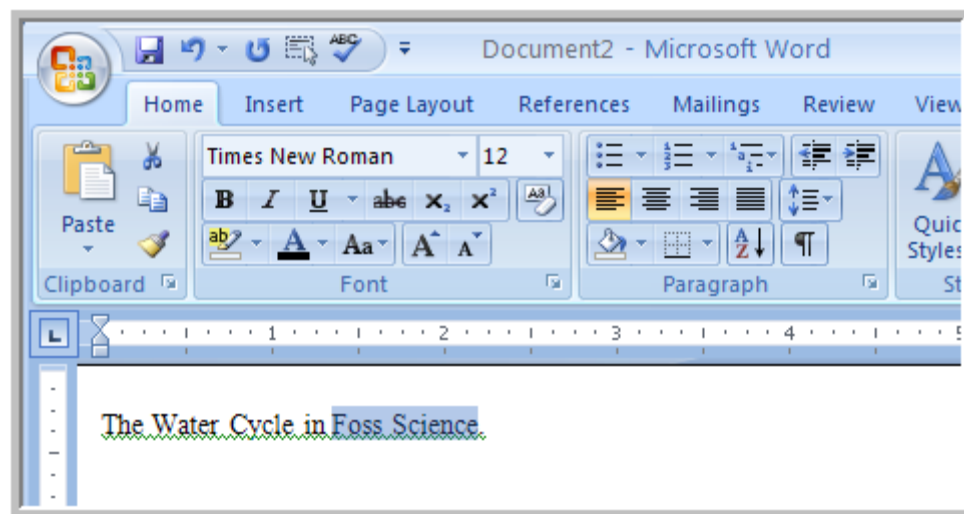


At the original website:

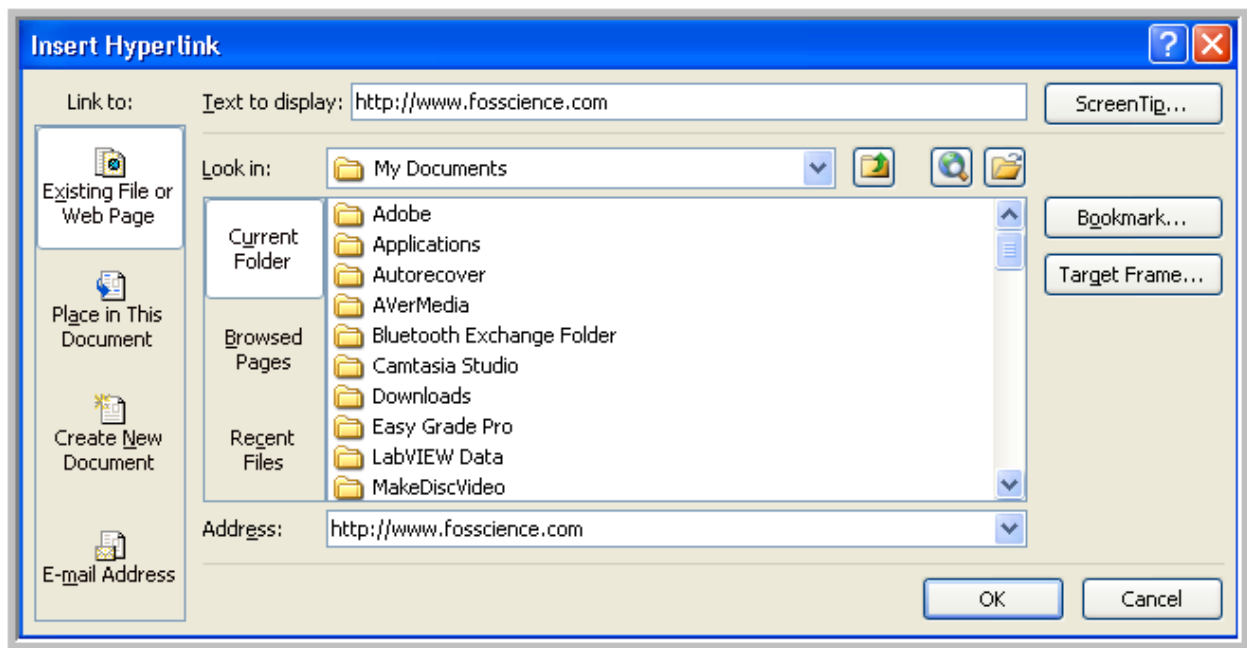
1. Go to a web page and find the URL address across the top. For this example, I'll go to the Foss Science Website.



2. Click to select the URL in the address window of the browser. It will be highlighted with blue when selected.
3. Pull down the Edit menu to Copy – or use the keyboard shortcut of Control+C to Copy.
4. Once the URL is copied, navigate back to your document.
5. Select the word(s) you wish to apply the hyperlink to. In this example it is Foss Science.



6. Select the Insert tab, and Hyperlink.
7. Be sure Selected File or Web page is selected.



8. In the address field, right click and select Paste, or use the keyboard shortcut of Control +V to paste.
9. Click OK. Your word(s) are now hyperlinked.