

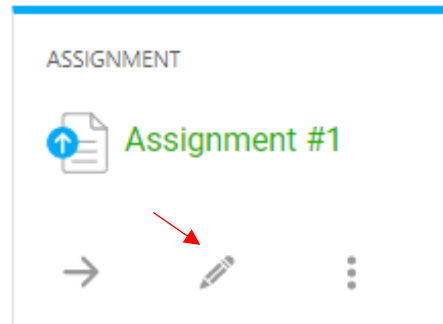
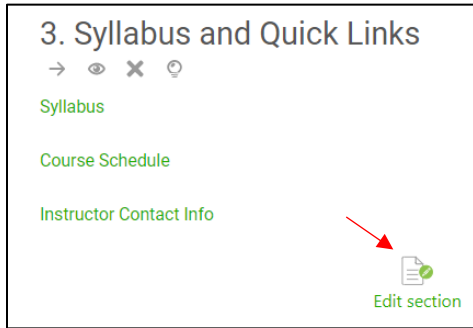
Add hyperlinks to words

You can place a hyperlink on any words you have in text boxes or section summary boxes.

- **Example 1** – Make a **hyperlink to a file** you have saved on your computer, such as your PDF syllabus.
- **Example 2** – Make a **hyperlink to a URL address** on the internet.

Step 1: Get into the area where you can edit text.

Examples below.



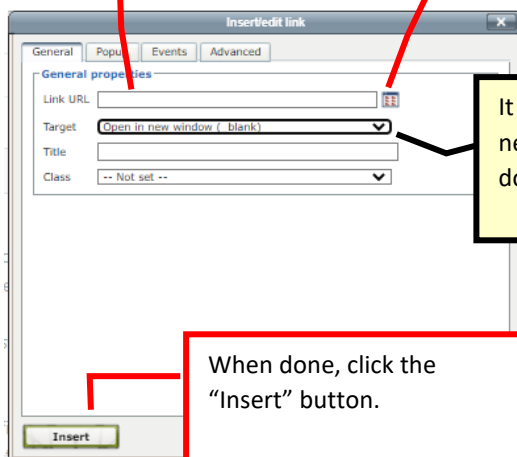
Step 2: Add the hyperlink

1. Drag across the words you want to add a hyperlink to, such as “Syllabus.”
2. Click the “**Insert/edit link**” button.



To link to a URL address, type or paste it here.

To link to a file saved on your computer, click the “Browse” button. Follow steps to select the file.



It is also better to select “Open in new window” from the Target drop down menu.

When done, click the “Insert” button.

To change a hyperlink, just select the words again, click the “Unlink” button, and then follow Step 2 again.

