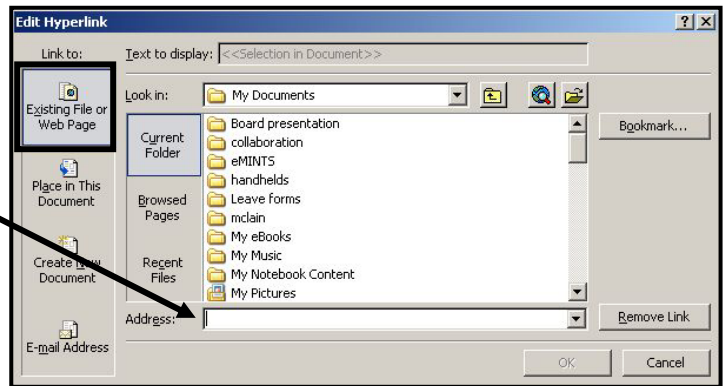


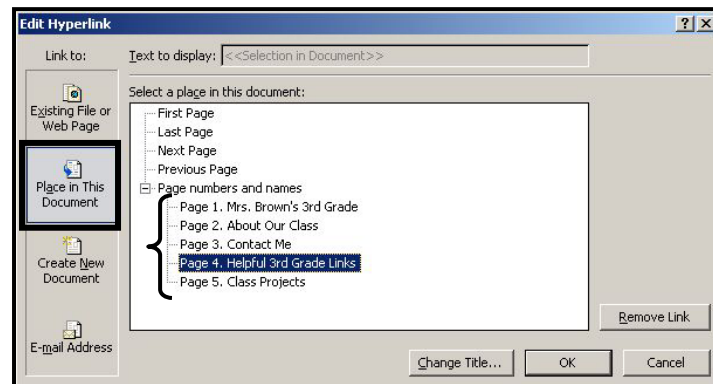
## Linking to an Internet site

1. Highlight the entire word or phrase to be linked. Pictures can also be hyperlinked. Select an image by clicking it once.
2. Go to Insert, Hyperlink.
3. Select Existing File or Webpage.
4. Paste or type an Internet address into the Address link.
5. Click OK to complete the linking process.



## Linking to one of your webpages

1. Highlight the entire word or phrase to be linked. Pictures can also be hyperlinked. Select an image by clicking it once.
2. Go to Insert, Hyperlink.
3. Select Place in This Document.
4. Select the desired page.
5. Click OK to complete the process.



## ... or Link to Email Address ...

1. Highlight the entire word or phrase to be linked. Pictures can also be hyperlinked. Select an image by clicking it once.
2. Go to Insert, Hyperlink.
3. Select E-mail Address.
4. Simply fill in the email address you want email sent to and a subject.

