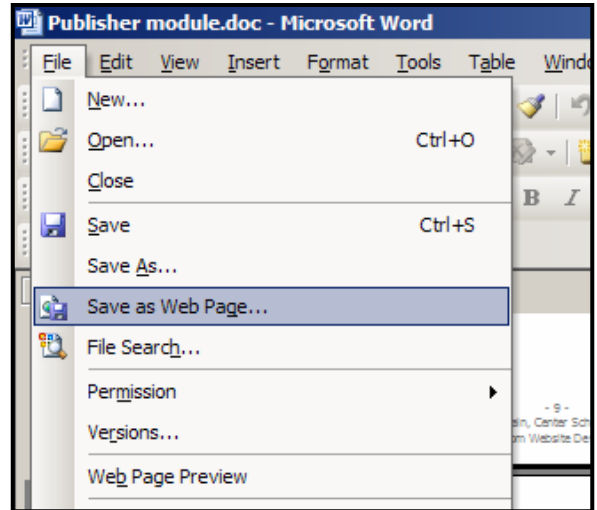


Linking to a saved document in your W Drive

1. Make your document and save it to your W Drive. You can save it as the document it was developed in, or you can save it as a webpage. (Saving it as a webpage will prevent the File Download window from opening.)
2. Open and copy your document on the Internet (before linking it to Publisher). The path will be:



<http://www.center.k12.mo.us/cmclain1/docs/publishermodule.doc> **OR**
<http://www.center.k12.mo.us/cmclain1/docs/publishermodule.mht>

Center's domain

Your first initial
last name W/
Drives folder

Folder name

Document name

File extension

3. With the link copied, toggle back to Publisher. In Publisher, highlight the picture or word to be linked. Go to Insert, Hyperlink.
4. Select Existing File or Webpage.
5. Paste the address into the Address link.
6. Click OK to complete the linking process.

