
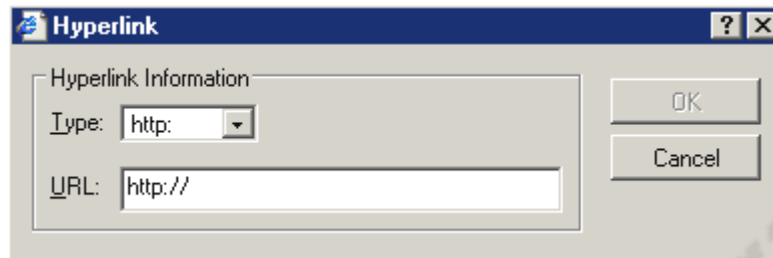


## Insert A Link

What to do if you are inserting a link;

- Type in a descriptive word - New Page - and highlight it
- click on the  button just above the Message Box
- A New window will open on your PC which will look like this -



- in the URL: box **type** or **copy and paste** the address for the link
- Once you have **typed** or **copied and pasted** the URL click on OK
- The new link will appear on the page like this =

[New Page](#)