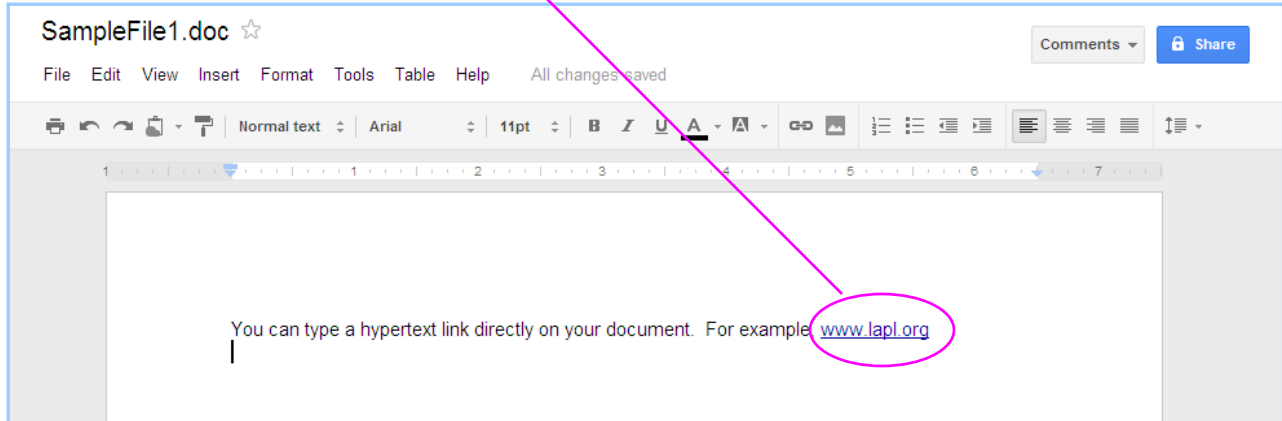


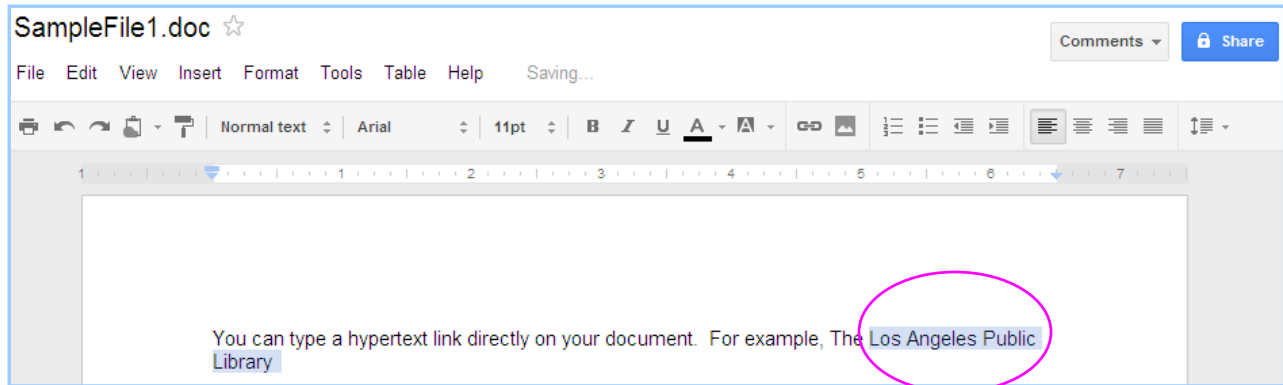



## Inserting a Hypertext Link

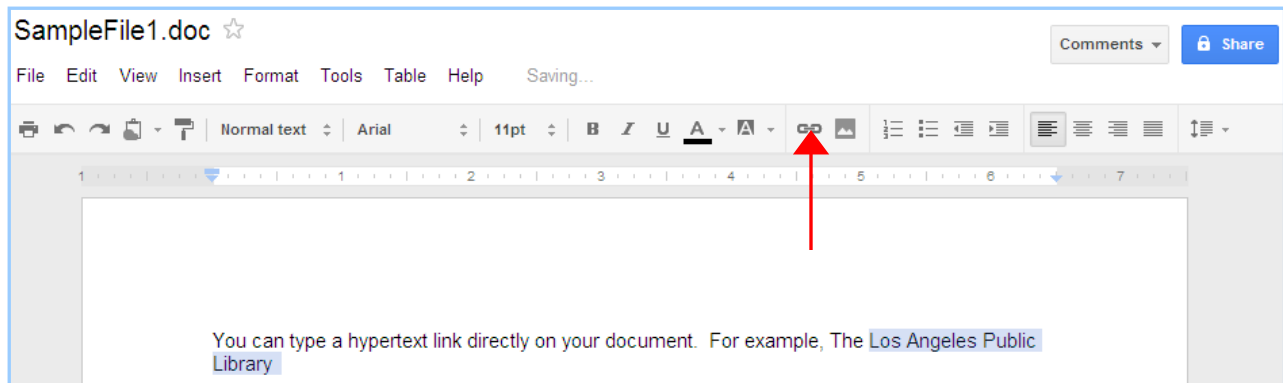
**Note:** you can type an URL address directly into your document and Google docs will automatically activate the hypertext link.



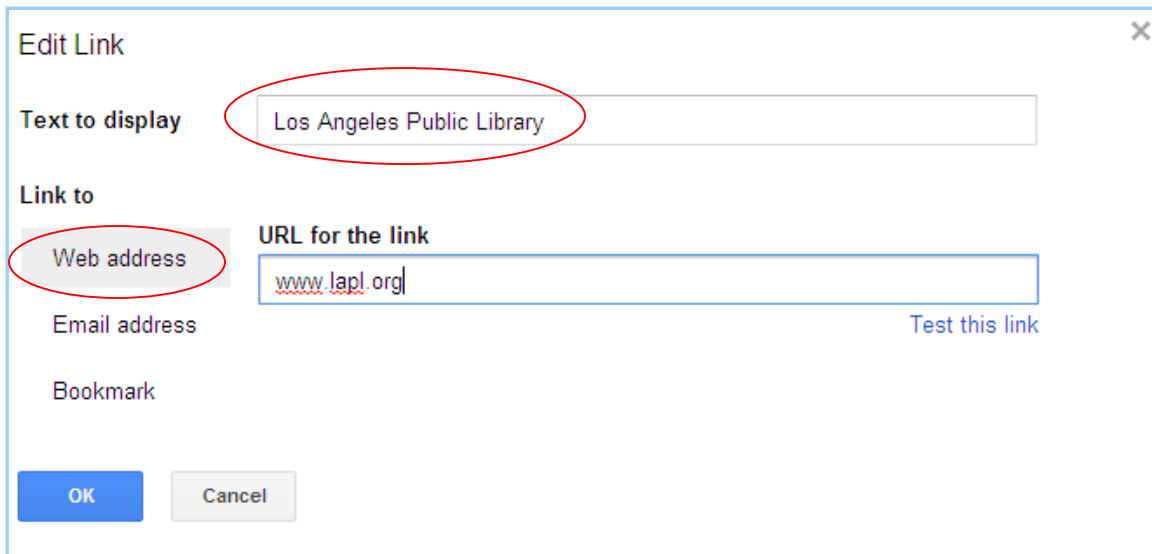
To embed a hypertext link into a document, highlight the text you wish to activate,



and click on insert icon .

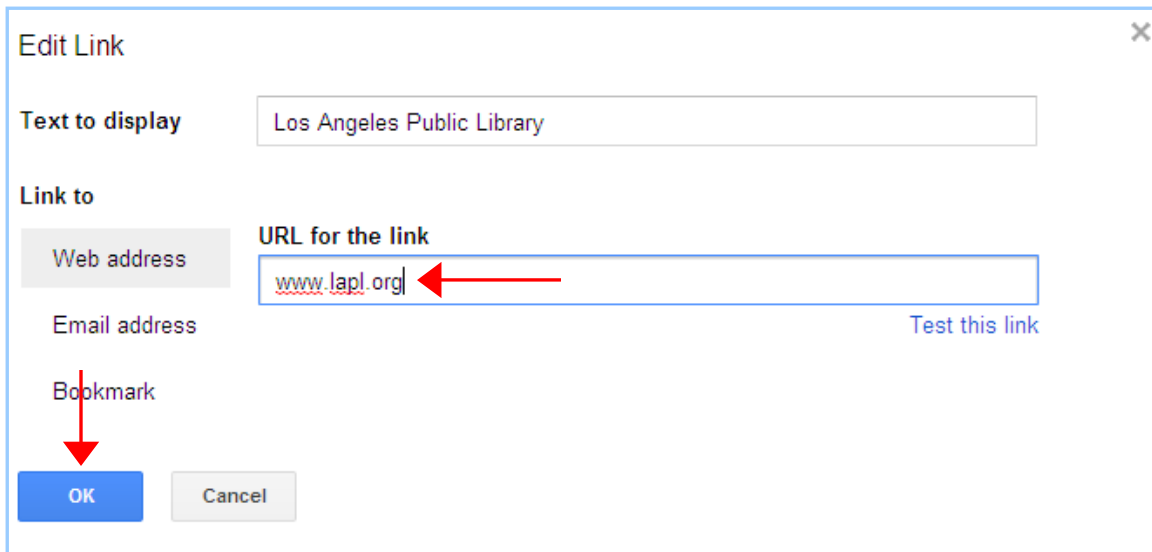


The “**Edit Link**” window appears, notice that the highlighted text appears in the “**Text to display**” field. Also, note that the “**Web address**” is the selected default.



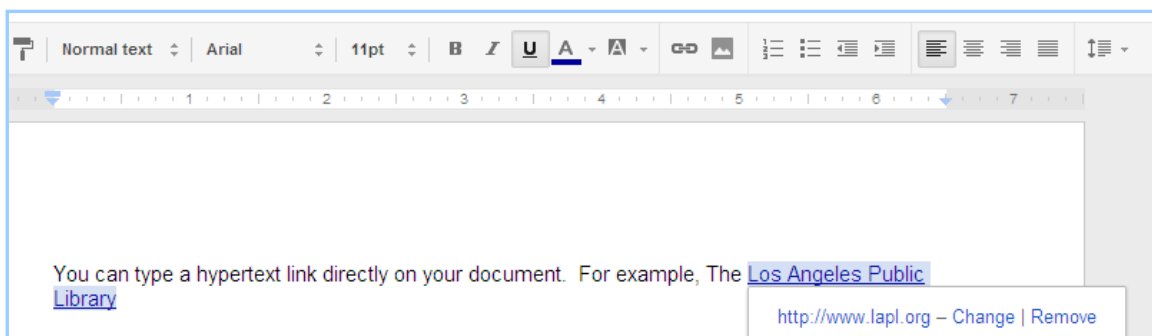
The screenshot shows the 'Edit Link' dialog box. The 'Text to display' field contains the text 'Los Angeles Public Library'. Under the 'Link to' section, the 'Web address' radio button is selected. The 'URL for the link' text box contains the text 'www.lapl.org'. There are 'OK' and 'Cancel' buttons at the bottom left of the dialog.

Enter the URL in the second text box and click on “**OK**”.



This screenshot is similar to the previous one, but with a red arrow pointing to the 'OK' button. The 'URL for the link' field now contains the text 'www.lapl.org'.

The selected text will appear blue and underlined. Notice that a window appears when you click on the selected text. Click on the URL to visit the webpage.



The screenshot shows a document editor with a text box containing the text 'You can type a hypertext link directly on your document. For example, The Los Angeles Public Library'. The text 'Los Angeles Public Library' is blue and underlined. A tooltip window is visible over the text, displaying 'http://www.lapl.org - Change | Remove'.