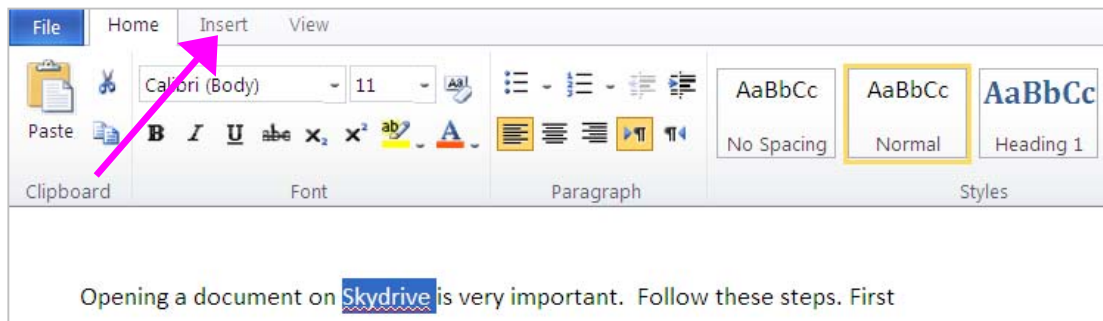




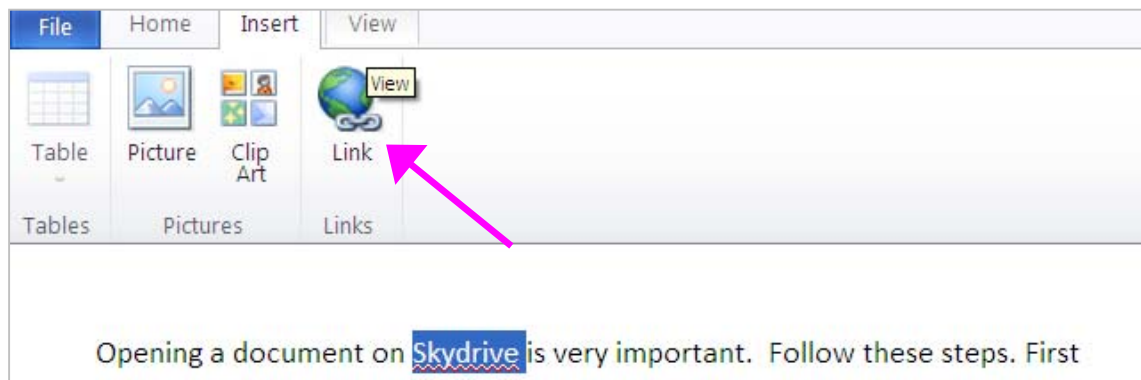
## Inserting a Hypertext Link

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

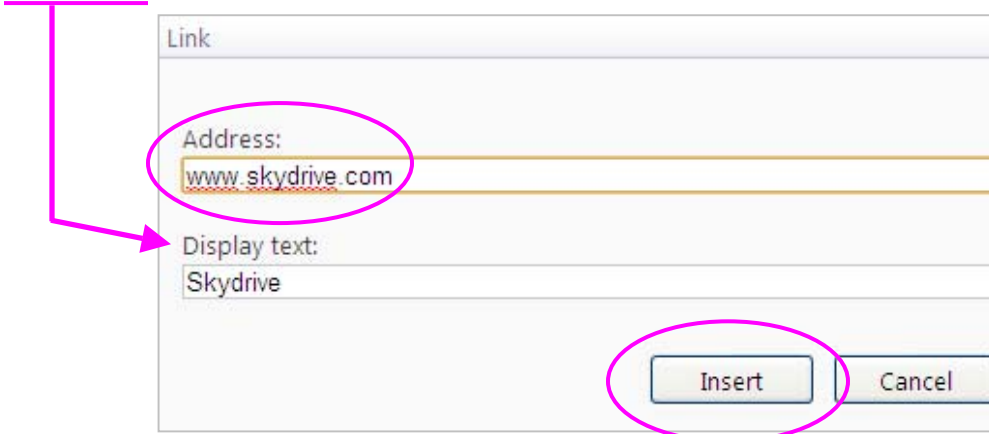
To create an embedded hypertext link: 1) access your document through the *Edit in Browser* function, 2) highlight the text you wish to activate and 3) click on the insert tab.



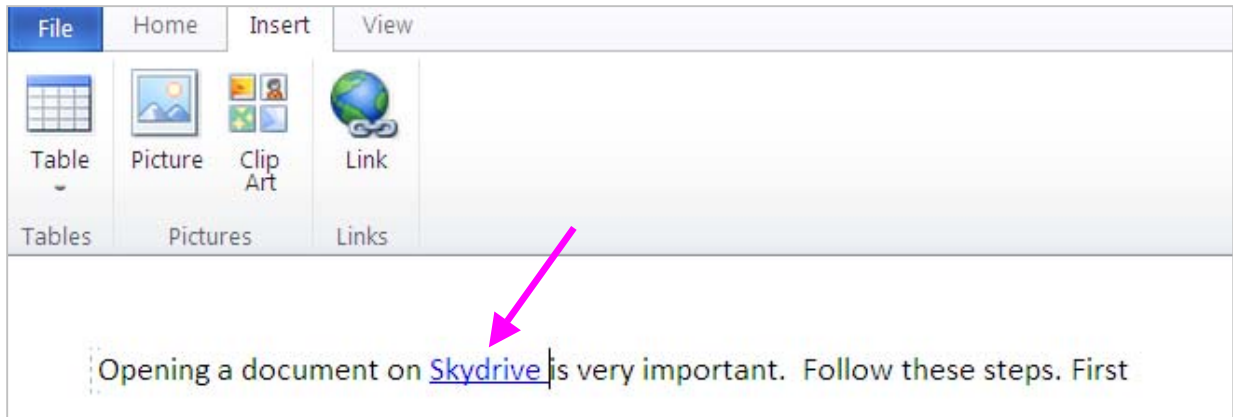
Click on the **Link** icon.



Enter the URL in the **Address** field (notice that the highlighted term appears in the **Display text** field), and click the **Insert** button.



The embedded text with the URL will appear in blue and underlined. Don't forget to save your work.



To test the hypertext link:

- 1) Save your work by clicking on the save icon
- 2) Exit your document by clicking on the file name
- 3) Reopen your document, and click on the hyperlink text

