

Mario Cotiga

How to insert hyperlink

Step 1

- Highlight the text, shape, or image you want to link.



Step 2

- Right-click and choose **link** (or go to insert → Link)



Step 3

- Choose your link type



Web Address
(URL)



Place in This
Document



Link to File



Email Address

Step 4

- Press 'OK' to save your hyperlink

