

Steps to creating a hyperlink

1. figure out what you want to link to - is it a web page, a picture, or a word document that you have created?
2. if you are going to link to a word document - for example, the reading response, go ahead and create that word document and save it to your disk
3. highlight the word or words in the poem that you want to make a hyperlink
4. Right click on the word or words and click on hyperlink OR click on Insert and then click on hyperlink
5. you will get a dialogue box that says Insert hyperlink
6. in the box that reads "Type the file or web page name" copy and paste the web site address or the name of the word document
7. Click OK.
8. YEAH!! You have now created a hyperlink!