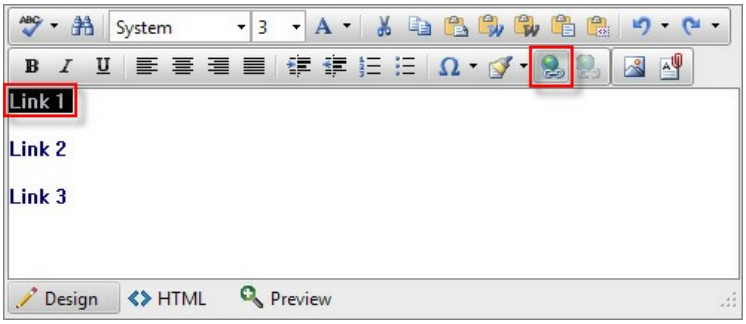
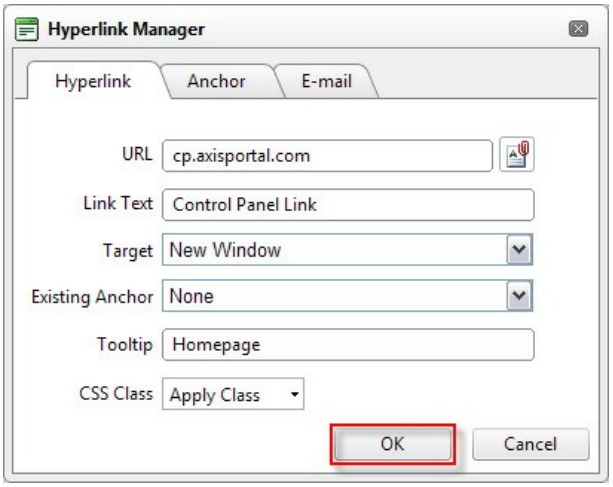
Inserting a Hyperlink

1. Highlight the text or object that you wish to set as a hyperlink.
2. Click the **Hyperlink Manager** button. The "Hyperlink Manager" dialog appears.



3. Insert the required and optional information.
   a. In the **URL Field**, enter the web address of the desired website, image, or document.
   b. (Optional)Fill the **Link Text** field if you want to specify the text of the link.
   c. (Optional) If a URL was not entered, select an existing **Anchor** to link to (Anchors are links to specific sections of a page).
   d. (Optional) Select a **Target** for the link.
   e. (Optional) Enter a **Tooltip**. This text will appear as such when the mouse cursor is placed over the hyperlink (text or image).



4. Click **OK**.