

## How To Create HyperLinks in Microsoft Word

1. Type a title for a web site.
2. Highlight the words used for the web site's title.

3. In the button bar, click on **Insert Hyperlink**. A window appears.



4. In the top section of the window the cursor blinks in the box for you to type the URL.
5. Type the web site address. You must include the entire address.  
**Example:** <http://www.pflugervilleisd.net>
6. Repeat steps 1-5 as needed.
7. Save frequently as you produce this document.
8. Place a copy of the saved document in student folders, or in a shared folder that all can access. Students can then open the document and explore the sites.