



MICROSOFT WORD **FEATURE 4**

How to Create Meaningful Links

- STEP 1:** Select the text to which you want to add the hyperlink, and then right-click.
- STEP 2:** Select Hyperlink.
- STEP 3:** The text you selected displays in the Text to display box. This is the hyperlink text.
- STEP 4:** If necessary, change the hyperlink text.
- STEP 5:** In the Address box, enter the destination address for the hyperlink.
- STEP 6:** Select the ScreenTip button and, in the ScreenTip text box, type a ScreenTip.