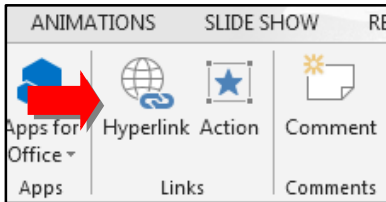


### Add a Hyperlink

1. Select the text or image that you want to be hyperlinked.
2. Select the **Insert** tab.

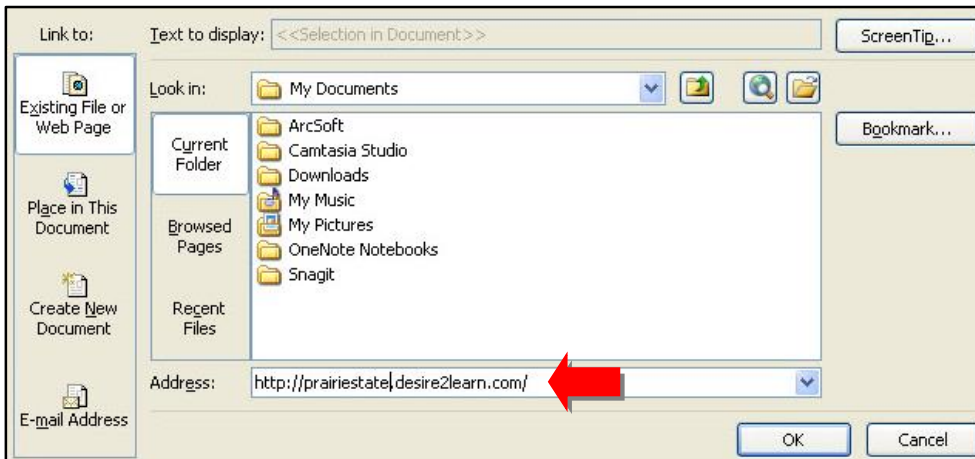


3. Select **Hyperlink**.



4. Enter the web address in the **Address** field or click on the file name.

**Note:** You must include `http://` when entering a web address in the Address field.



5. Select **OK**.