

## How to Insert a Link Into Your Web

1. Be sure, before you begin to insert a link, you know which page you want to link to.
2. Choose the text or picture you'd like to link. Either click on the picture to select it, or click and drag to highlight the text. This way FrontPage knows exactly what you want to use as your link.
3. On the menu bar, click on **I**nsert and **H**yperlink.
4. On the **Create Hyperlink** window that pops up, find the name of the page you want to link to and click on it to select it. (You can also link to an address on the World Wide Web if you'd like...just type it in next to **URL**.)



5. Click **OK**.
6. To test your link, click on the **Preview** tab at the bottom of the page.
7. Remember, you'll also need to create a link to take you back to the page where you started. Just follow the same steps as above!