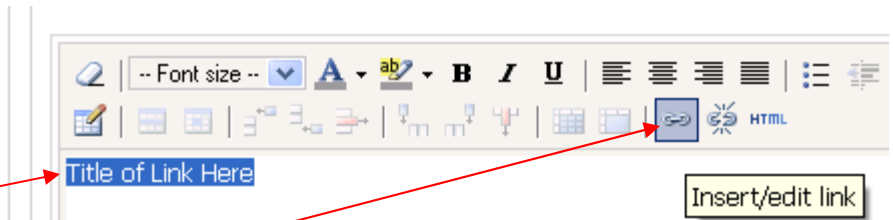


## How put a link in an article

First, where ever you want the link to appear in an article, type a name for the link. I.E. if linking to The Discovery Channel, simply type The Discover Channel into your article. Then, highlight that text with your cursor.



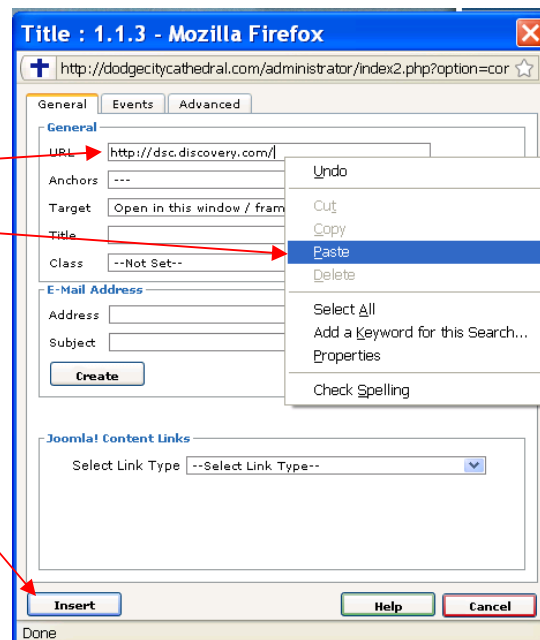
Then click the chain link

Next open a new web browser window and go to the site you want to link. In this example I am using the discover channel website.



Highlight the web address and right click to copy it.

Now go back to the open window from the “backyard” portion of the church/school website. Right click and paste the web address where it says URL.



Click insert. You are done.

Tip— You can type the web address manually where it says URL. The danger is you can mistype the address and give the end user a broken link.