

Lesson 6 Links

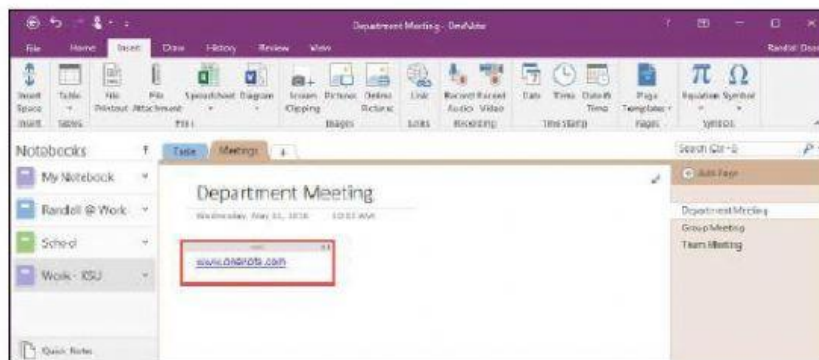
Links

Create website links in your page for quick access. You can also create links for sections of pages.

Typing a Website URL

1. Left click anywhere on the page.¹
2. When you see a *cursor flashing*, start typing the **website URL**.¹

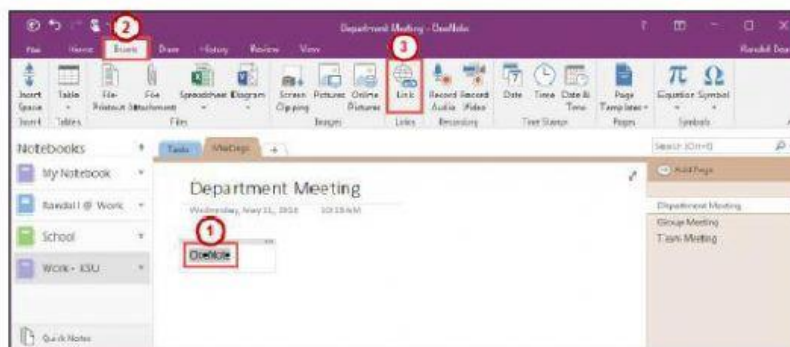
Note: OneNote 2016 will detect a website URL, and automatically create the hyperlink for you. ¹



1

Hyperlinking Text.

1. Highlight the text to create a link.¹
2. Click the **Insert** tab.¹
3. Click the **Link** button.¹



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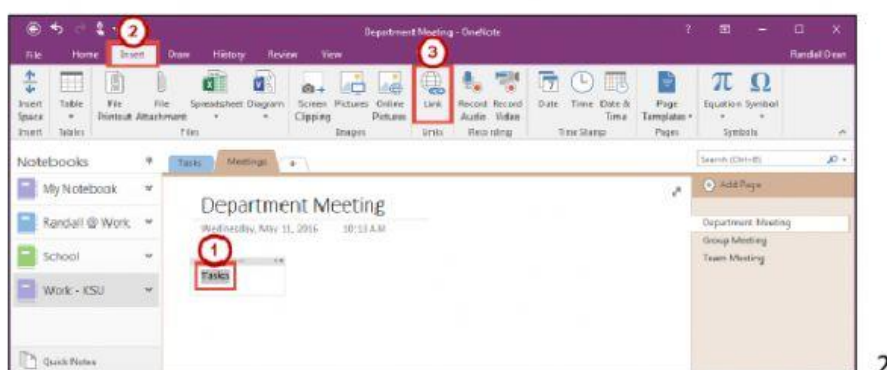
4. From the **link** window, in the **Address** box type the **website URL** ²

5. Click the **OK** button.2



Linking to Another Section or Page.

1. **Highlight** the text to *create a link*. 2
2. Click the **Insert** tab. 2
3. Click the **Link** button. 2



4. From the link window, in the *Or pick a location in OneNote* box select a **section** or page.3

5. Click the **OK** button .3



Questions.

1. Describe the steps to Hyperlinking Text.

2. How do you link to another page or section give the steps?