Lesson 6 Links

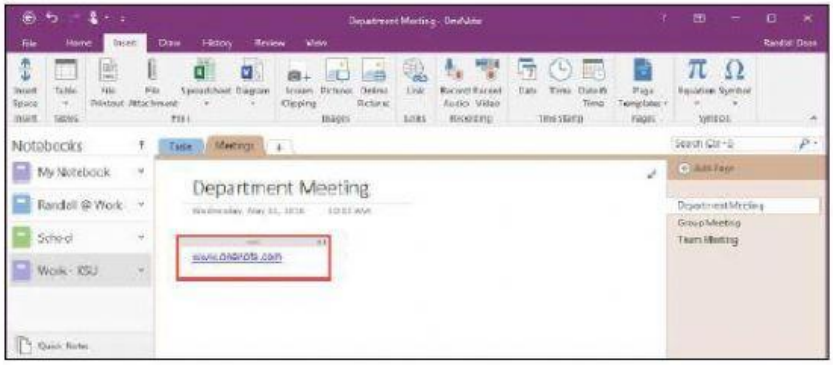
Links

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



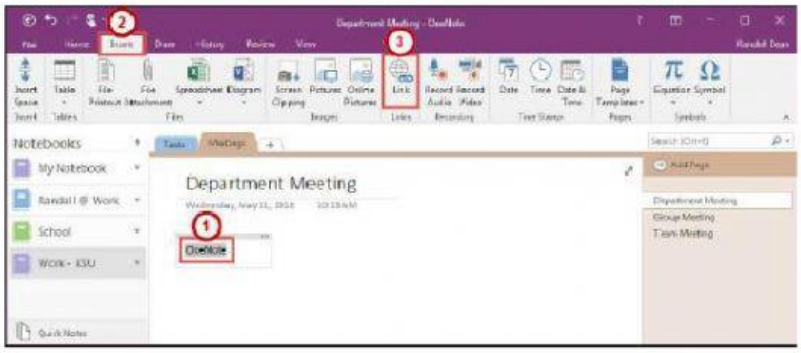
1

Hyperlinking Text.

1.*Highlight* the text to **create a link**.1

2. Click the **Insert** tab.1

3. Click the **Link** button.1



1

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

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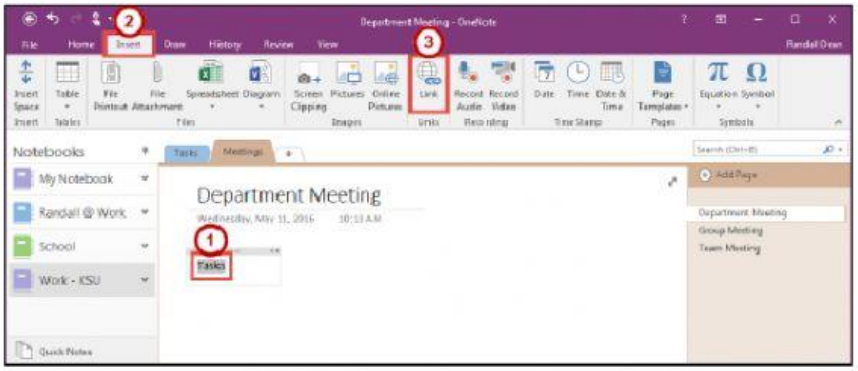
5. Click the **OK** button.**2**

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**



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

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Questions.

1. **Describe the steps to Hyperlinking Text.**

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

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