Malt, Sherie

Donna Lee Barnes   2/2/15

2nd Marking Period Technology Lesson

How To Insert Links Into Notes:

1. Create the notes.
2. Find the link (to website, pictures, or video).
3. Click on the URL address box of the link (it highlights in blue).
4. Click ctrl + C.
5. Open your notes and click where you want the link.
6. Click ctrl + V.
7. Address will appear.
8. As soon as address is underlined and in blue, it becomes a link.
9. To open the link, ctrl + click the link.