

## How to Create a Hyperlink Platinum

1. Copy the URL of the page you would like you link to. ([Http://www.](http://www.))
2. Open the page that contains the wording or image you would like to link.
3. Highlight the wording you would like to link, or if in the case of an image, you would click on the image.
4. Click on the icon in the HTML editor (toolbar) that looks like a chain link.
5. This will bring up a box where you will paste the link in the first box that says "Link URL"
6. The third box down says "Target". Choose if you would like this link to open in the same window or in a new window.
7. Click on Insert.
8. Click on Save when you're ready to save your work.