

Attaching a Hyperlink to a word

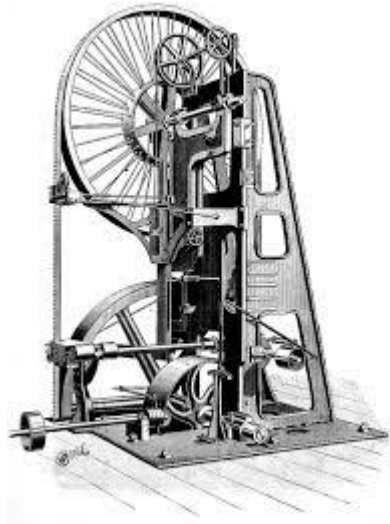
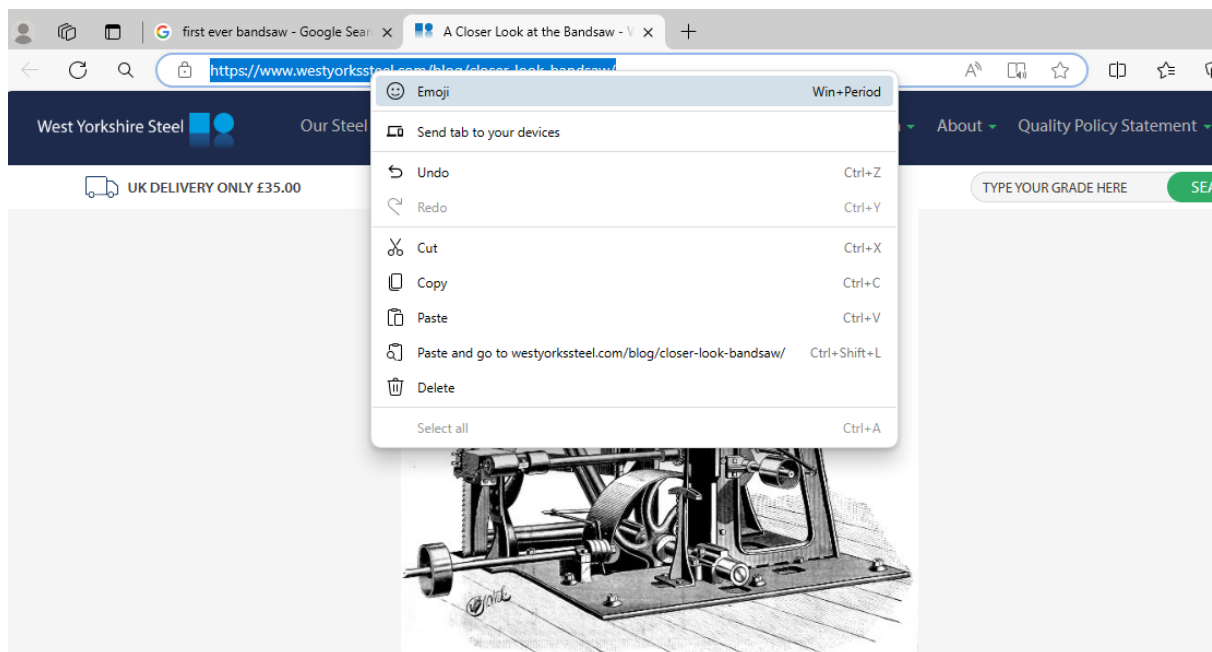


Fig. 1 Bandsaw circa 1808. West Yorkshire Steel

First copy the URL from the webpage

[A Closer Look at the Bandsaw - West Yorkshire Steel \(westyorkssteel.com\)](https://www.westyorkssteel.com/blog/closer-look-bandsaw/)



Then highlight the typed name of the website and right click the mouse. Click Link

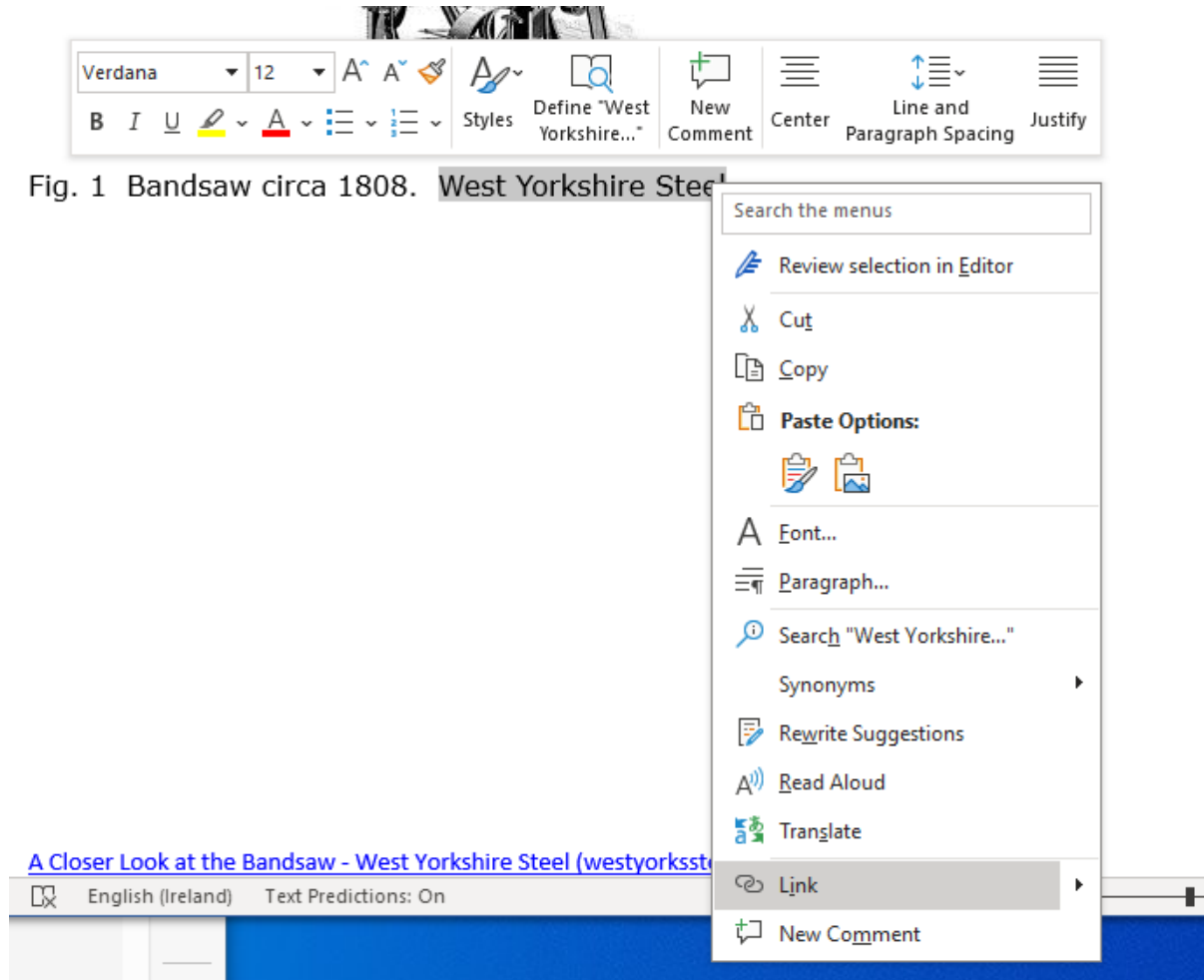


Fig. 1 Bandsaw circa 1808. West Yorkshire Steel

Paste in the URL if you missed this step go back to website and copy the URL again and paste into the box. Click Ok.

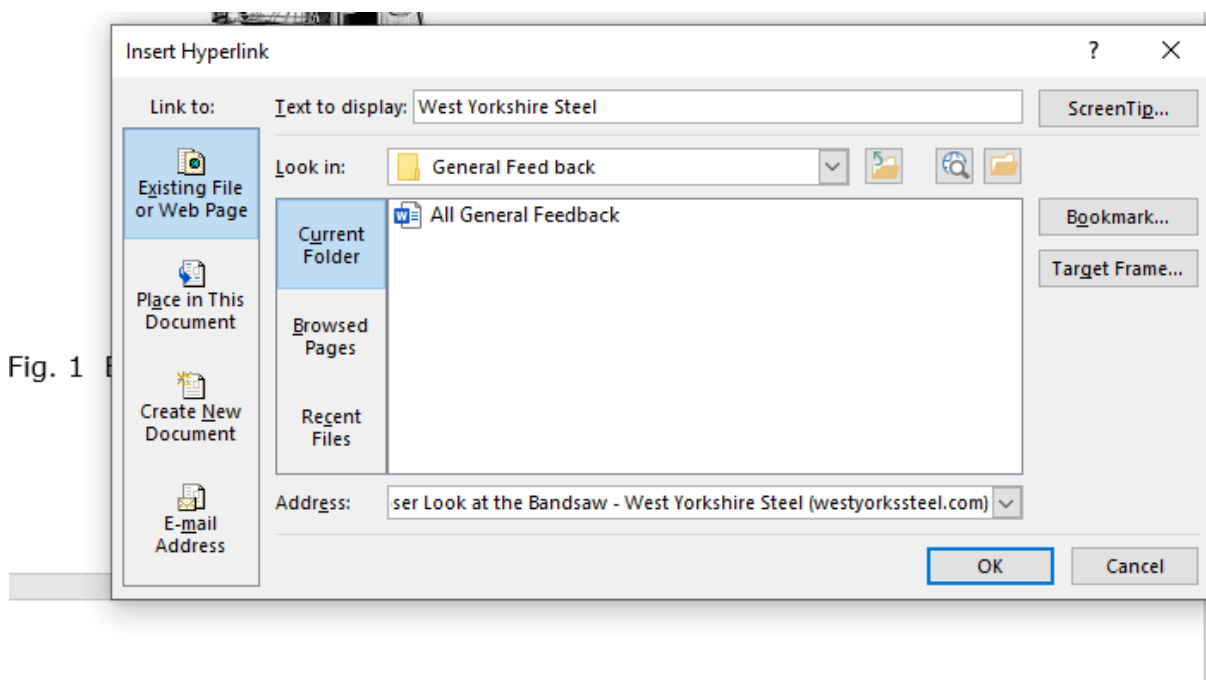


Fig. 1

Now your words should turn blue to show that they have a hyperlink. Press ctrl and click to check if you are directed back to the website.

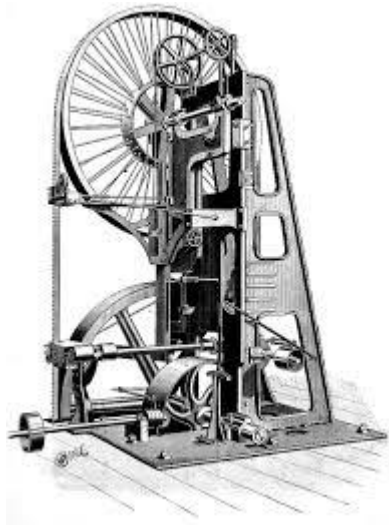


Fig. 1 Bandsaw circa 1808. [West Yorkshire Steel](#)

Putting in Text Boxes under images.

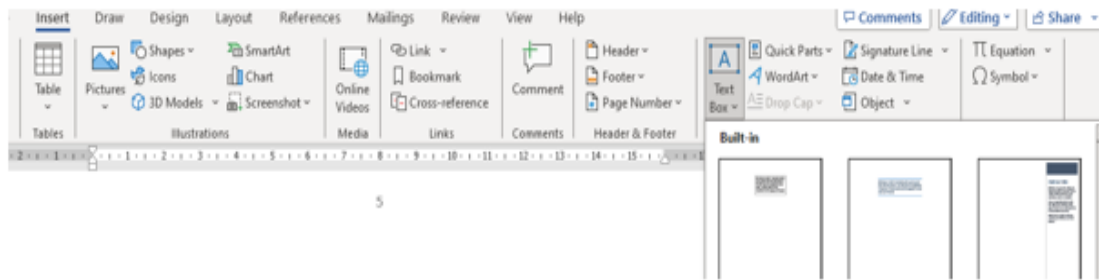


Fig. 3. Straight cupboard lock. Image obtained from [Restoration-materials](#)

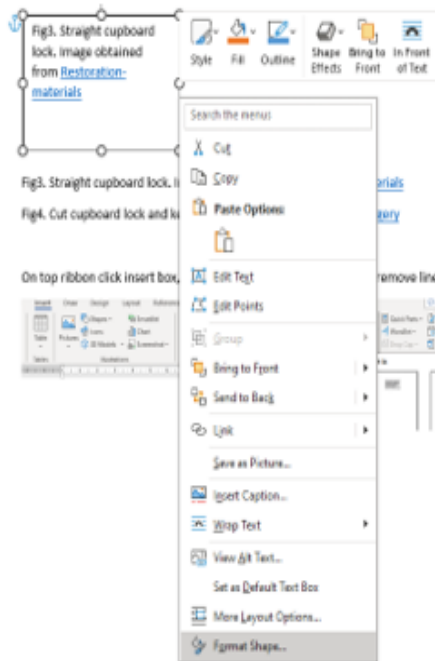


Fig. 4. Cut cupboard lock and key. Image obtained from [ABCironmongery](#)

On top ribbon click insert box, click first one. Write text into box.



To remove box line. Right click on box line, click format shape, line icon, then no line.



To repeat click copy box and paste and you will be able to replace text.

