

CREATE HYPERLINK TO LONG WEBSITES

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WordPerfect creates, automatically, links from any words that begin with “http://” and sometimes from words ending in “.com”. However, if there are over four “/”, WordPerfect has difficulty in doing it.

So, how can you create a link to long website addresses?

1. Type the long website. For example:

<http://www.microsoft.com/technet/security/tools/mbsa2/default.mspx>

2. Select the long hyperlink by using Left-click, hold, and drag. Your selection will look like:

<http://www.microsoft.com/technet/security/tools/mbsa2/default.mspx>

3. Copy the selection by either using the *Ctrl+C* keys — hold the “*Ctrl*” key and touch the “*C*” key, releasing both quickly — or, from the MenuBar, select Edit > Copy to “copy” selected data. (Nothing appears to happen but all the selected data is now on your “Clipboard” which is a part of your virtual RAM.)

4. From the MenuBar, select **Tools > Hypertext Link**.

5. Paste what you copied by either using the *Ctrl+V* keys — hold the “*Ctrl*” key and touch the “*V*” key, releasing both quickly — or, from the MenuBar, select Edit > Paste) into the “Document/Macro” line of the “Hypertext Properties” window (Figure 2).



Figure 2

6. The hypertext appears.