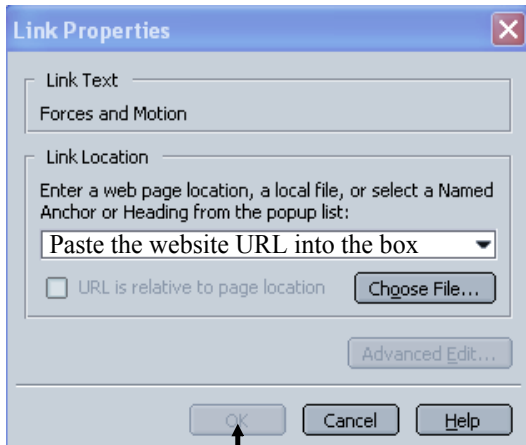


Review of Inserting a Link and Inserting an Image

Inserting a Link

Highlight the text that you want to make an active link **Forces and Motion**

Click the link button on the toolbar



Click OK

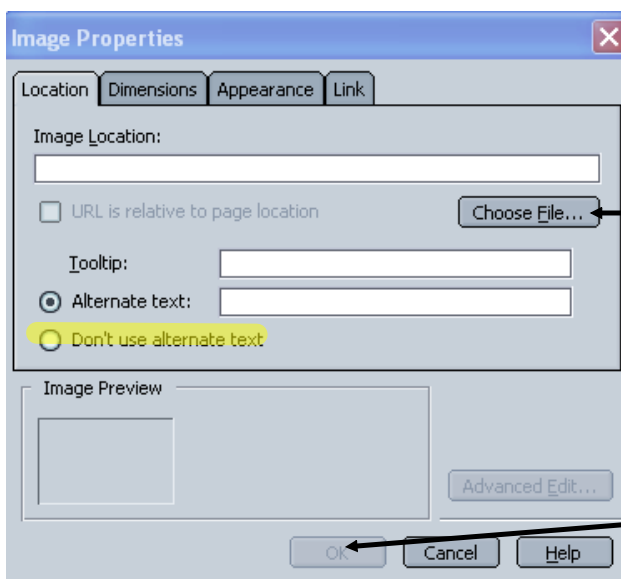
Don't forget your KEYBOARD SHORTCUTS

😊 Ctrl C: Copy 😊
Ctrl V: Velcro/Paste
Ctrl X: Cut

Inserting an Image After You Have Downloaded it From the Internet

Put your cursor where you want your image to appear (make sure you put your image in a table so it does not float).

Click on the image button on the toolbar



Click Choose File

Find your image file that you downloaded into your shsweb \sys\novonyx... your folder.. your images folder if you made one

Select don't use alternate text

Click OK