

## *Saving a Permanent URL for a Primary Source*

1. Locate the bibliographic page for the primary source that you want to use (Frequently, "/temp/" appears as part of the URL shown in the address box.)
2. On the menu bar, click VIEW and go to VIEW SOURCE  
\*you will see a new window with html code
3. Scroll to the bottom of the window . . . you will see the message:  
"The following URL will result in display of this document."
4. Highlight the URL underneath that line \*\*make sure you include the http:// and the ending parentheses ")")"
5. Copy the link by right clicking and choosing COPY or choose EDIT/COPY from the menu bar
6. Open your image table in WORD
7. Click in the cell you want to paste into
8. Choose PASTE (right click and PASTE or Edit and PASTE)
9. Hit ENTER to make the link turn blue

To create an active hyperlink:

1. Click within the link that you just pasted
2. Click on the hyperlink icon on the tool bar or go to INSERT/Hyperlink
3. Make sure the address in the dialog box at the bottom matches the URL in your table
4. Click OK
5. Go back to your image table and click on your link (CNTL + click)

### *\*\*An easy way to highlight an address/link:*

- Click in front of http to place your cursor
- Hold down the shift key
- Click at the end of the address/link
- Release the shift key