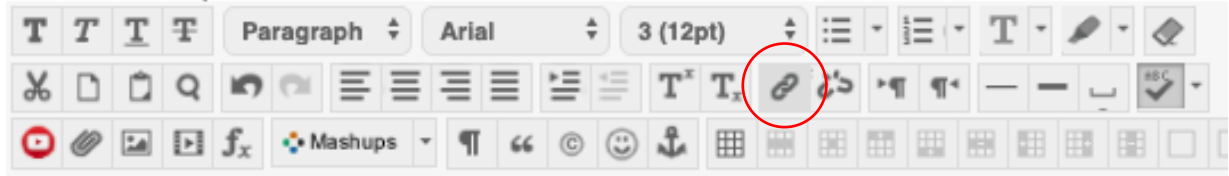


## How to Hyperlink Text in Blackboard

1. Navigate to the assignment/page in Blackboard *to which you wish to link*. COPY the URL to that page. (You'll paste this URL later)
2. In the text editor, highlight with your cursor the word or phrase you wish to hyperlink.
3. Click the Insert/Edit Link button (looks like 2 links in a chain)

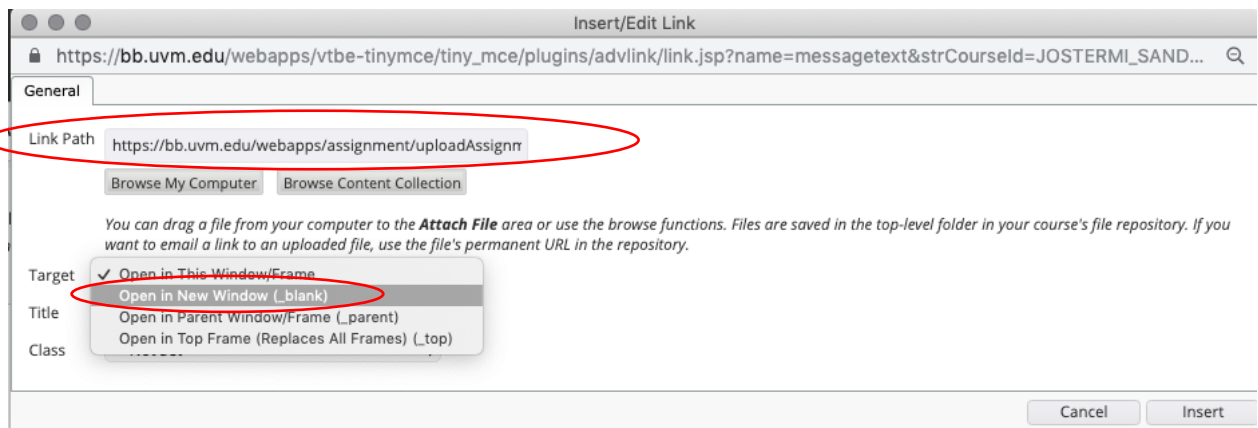
Message

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Don't forget to **complete your assignment.**

4. Then, in the window that pops up, PASTE the URL in the "Link Path" box. Also choose the Target to "Open in a New Window." Then click Insert.



5. Your text should now be hyperlinked. You can do this as many times as you'd like in your announcement.