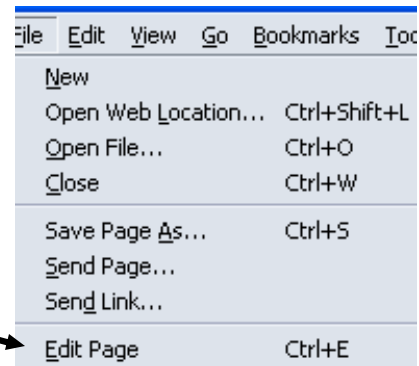


Links - using Copy, Paste and the Taskbar

When putting a link on a Webquest it is a good idea to copy and paste the URL (web address) so that there are no typographical errors.

1. Open the Webquest you would like to work on. (If you do not have a Webquest, please refer to the Webquest handout to begin your page.)
2. Make sure you have clicked on **File** and **Edit Page** so that you are in edit mode.



3. For the next step you will be switching back and forth between the **Internet** and **your Webquest**. The image below will help illustrate which is which. To switch from the Internet to your Webquest, simply click the mouse on the tab that represents what is needed for the task.



The Internet will have the "Netscape" icon.

Your Webquest will have the "Composer" icon.

4. When on the Internet, search for the link you'd like to place on your webquest.

Example of Internet Search

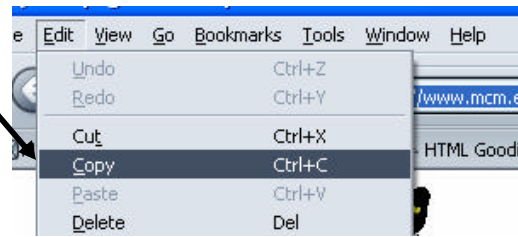


Web Images Groups News Froogle ^{New!} more »
life span butterfly

5. When locating the site you'd like to link in your Webquest, single-click on the web address so it becomes highlighted. (image below)

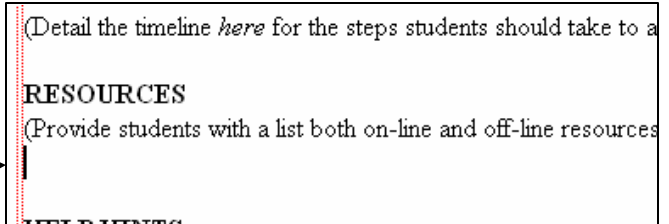


6. Now that the Web address is highlighted, click on **EDIT** and **COPY**.

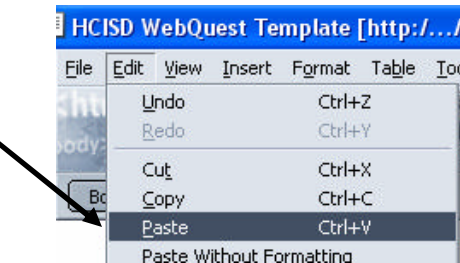


7. On the taskbar, click the tab that is the **Webquest** you are currently working on. (refer to step 3 for image regarding switching back and forth)

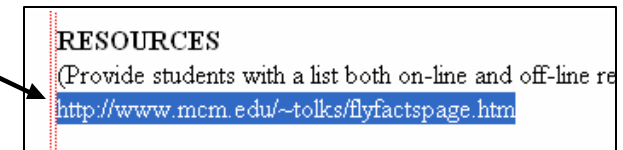
8. Find the place in **your Webquest** where you want the link to appear and single-click your mouse at that location.



9. Click on **EDIT** and then **PASTE**. The web address will appear.



10. Next, highlight the web address you just pasted in your page.

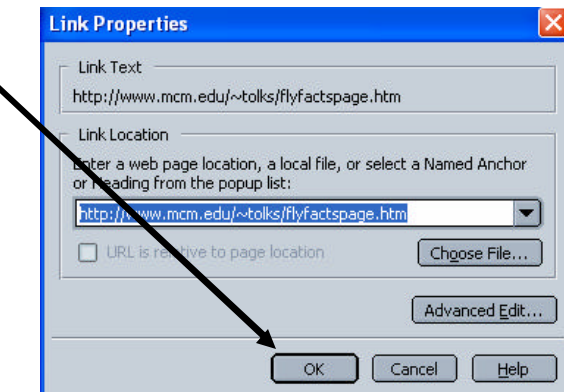


11. Click your mouse on the **LINK** button at the top of your screen.



12. When this window opens, simply click **OK**.

13. Remember to click your **SAVE** button frequently to save your work!!



This can be repeated as often as needed to secure informative, factual, and safe Internet resources for students.