How do I create a link to a web site in a text box?

Select the text.

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In the text box, select the text you would like to serve as a link to a web site.

Click the Link icon.

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This displays the Link dialog box.

Enter the URL.

Enter the URL.

Enter or paste (CTRL-V - PC or COMMAND-V - MAC) the URL for the web page in the box marked URL.

Click OK.

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The selected text will display as an underlined link to the web site.