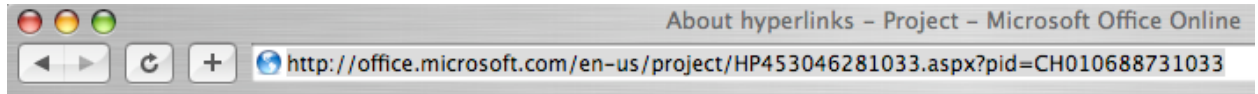# Make an Internet Hunt web page using MS Word for Mac.

1. Open a document. Type the first question. Return.

2. Highlight … Copy the URL in the browser location bar.

About hyperlinks – Project – Microsoft Office Online

http://office.microsoft.com/en-us/project/HP453046281033.aspx?pid=CH010688731033

Highlight the web page address in the location bar.

Go Edit .. Copy or Hold down the command key ⌘ and type a c.

3. Click on the Word document where you want to place the link address.

Go Edit .. Paste or Hold down the command key ⌘ and type a v.

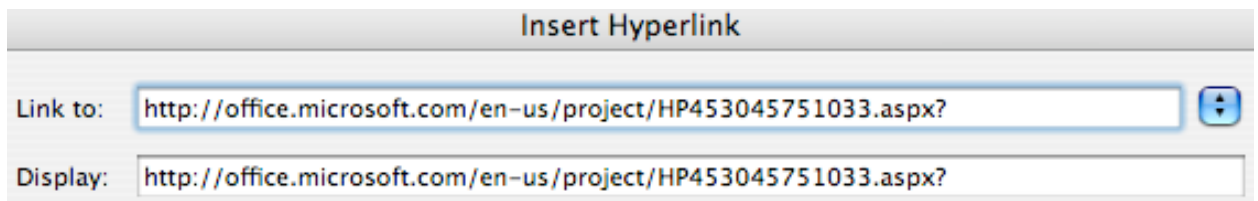http://office.microsoft.com/en-us/project/HP453045751033.aspx?

The AutoCorrect feature may automatically make the link for you. When it does the URL will become colored.

Save.

4. To make the address (URL) an active link:

Highlight the URL you pasted.

Go Insert .. Hyperlink or Hold down the command key ⌘ and type a k.

Insert Hyperlink

Link to: http://office.microsoft.com/en-us/project/HP453045751033.aspx?

Display: http://office.microsoft.com/en-us/project/HP453045751033.aspx?

By default you should see the URL in the Link to space and the Display space.

Click OK.

The URL in your document should change to be underlined and colored. The link is active. Save.

Sample - http://office.microsoft.com/en-us/project/HP453045751033.aspx?

5. You can make text the link and hide the URL.

Highlight the word or words you want to be linked.

Go Insert .. Hyperlink or Hold down the command key ⌘ and type a k.

In the Dialog box – paste the URL in the Link to: space. You should see the word or words you highlighted in the Display: area.

Click OK. Save.

Sample - Linked words

6. Add the title of your Internet Hunt to the top of the first page.

Under the title write **Directions:**

The directions should help a person who has never done an Internet hunt. What must they do? Make them step by step.

Add your name and date after the last question. Created by

It is a good idea to run a spell check. BE CAREFUL. The spell checker will need to ignore all the URLs.

Save.

7. Make it a web page. Word will convert the doc to a simple working web page.

Proof read your work.

Go **File .. Save as Web Page.**

In the Save As: dialog box enter your initials followed by the name of the country DO NOT USE SPACES. Follow it with a period . then htm

Sample: coafghanistan.htm

Save this web page document to your folder or to the Desktop and place it in your folder.

If you find an error or want to make a revision, you must go to the original Word document of the hunt. Make the correction(s). The repeat the Save As: process.