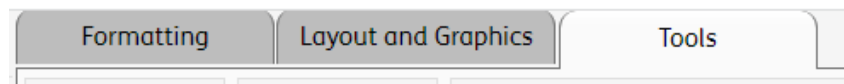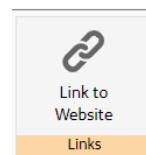# How to Add Web Hyperlinks to Documents

It is possible to add Weblinks / Hyperlinks to documents. These will be active and clickable for anyone viewing the document. This can be useful when sharing resources with others, for example.

To Add a Link

1. Select the **Tools Tab**.

Formatting	Layout and Graphics	Tools

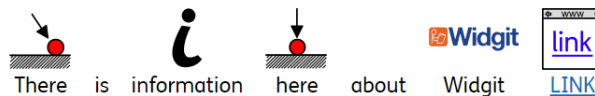**2.** Click the **Link to Website** button.

🔗
Link to Website
Links

3. A pop-up will appear for you to type the link text and the URL for the link. **Click Create Link.**
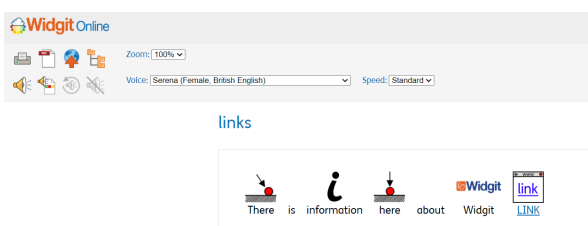
Add or remove hyperlink ✕

Link text: LINK
Link address: https://www.widgit.com/index.htm

Create Link Cancel

4. The link will be underlined and blue.

There is information here about Widgit LINK

To Use a Link

Anyone using the document you share will see this view:

There is information here about Widgit LINK

They can click on the link which will take them to the specified website.