

## Tech Tip of the Week \* Just the Basics

### **What is a link?**

A link or hyperlink is a word, phrase, or image that you can click or tap on to bring up a new document or go to a new web page. Links are found here in this newsletter, email messages, and Web pages; they allow you to scan all the news and follow your interests without reading or seeing things you don't care about. **Text hyperlinks are often blue and underlined, but don't have to be.** When you move the cursor over a hyperlink, whether it is text or an image, the arrow should change to a small hand pointing at the link. When you click or tap the words or image, a new page will open with the info you want.

### **How do I then return to the newsletter or original page?**

Look for the arrow at the top left or bottom right of your screen, and click it. Sometimes you need to click back twice to get back to the newsletter. If this doesn't work and you are on your computer, look at the very top of the page where there are many open TABS, designated by little Xs in the right corner. Click or tap the X in the open TAB, which will close it and allow your previous page to come into view. If all of this fails, close out the screen and reopen the newsletter from your email.

### **Can I print this tip?**

Run your mouse up to the top right corner, click on the printer icon there, and follow instructions on the screen.