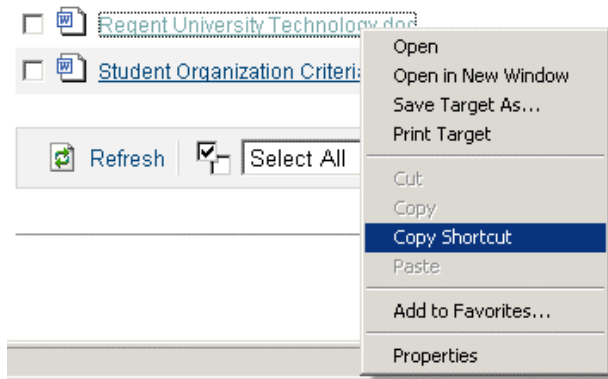


## Creating Links to Supporting Documents Stored in the Content System

First, get the address of the supporting document you need to link to:

1. Log in to Blackboard in your web browser, click the *Share* tab, and navigate to the location your document is stored.
2. Right-click on the title of the document, and choose “Copy Shortcut” from the menu:



Then, switch to the document where you’re creating the link.

1. Place your cursor in the Word document where you would like to insert the link
2. Go to the *Insert* menu and choose *Hyperlink*.
3. A window will appear on your screen.
4. In the top section, enter the text you want the link to display, such as “Click here for supporting document”
5. In the bottom section, paste the address of the supporting document that you obtained earlier.

