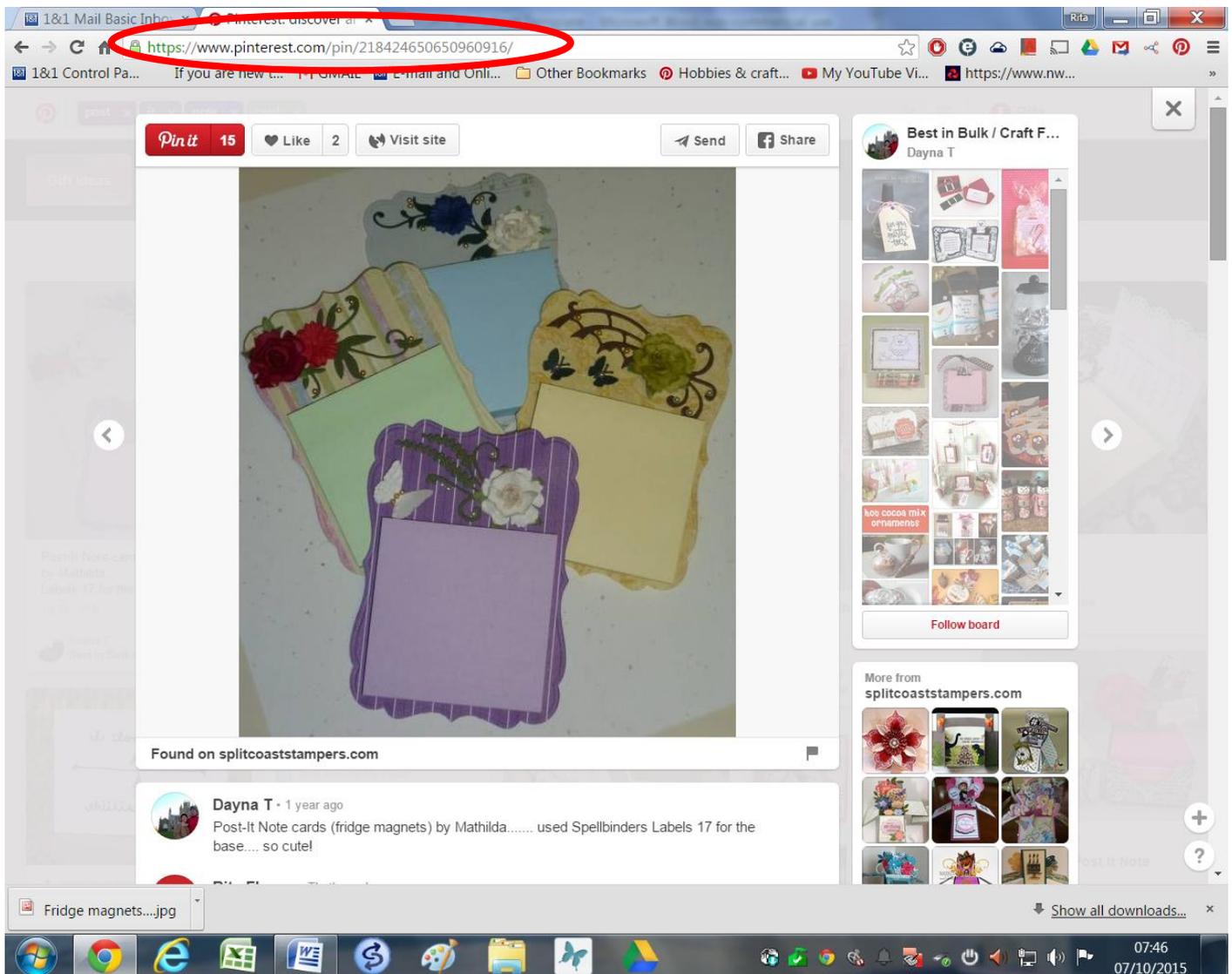# How to…….

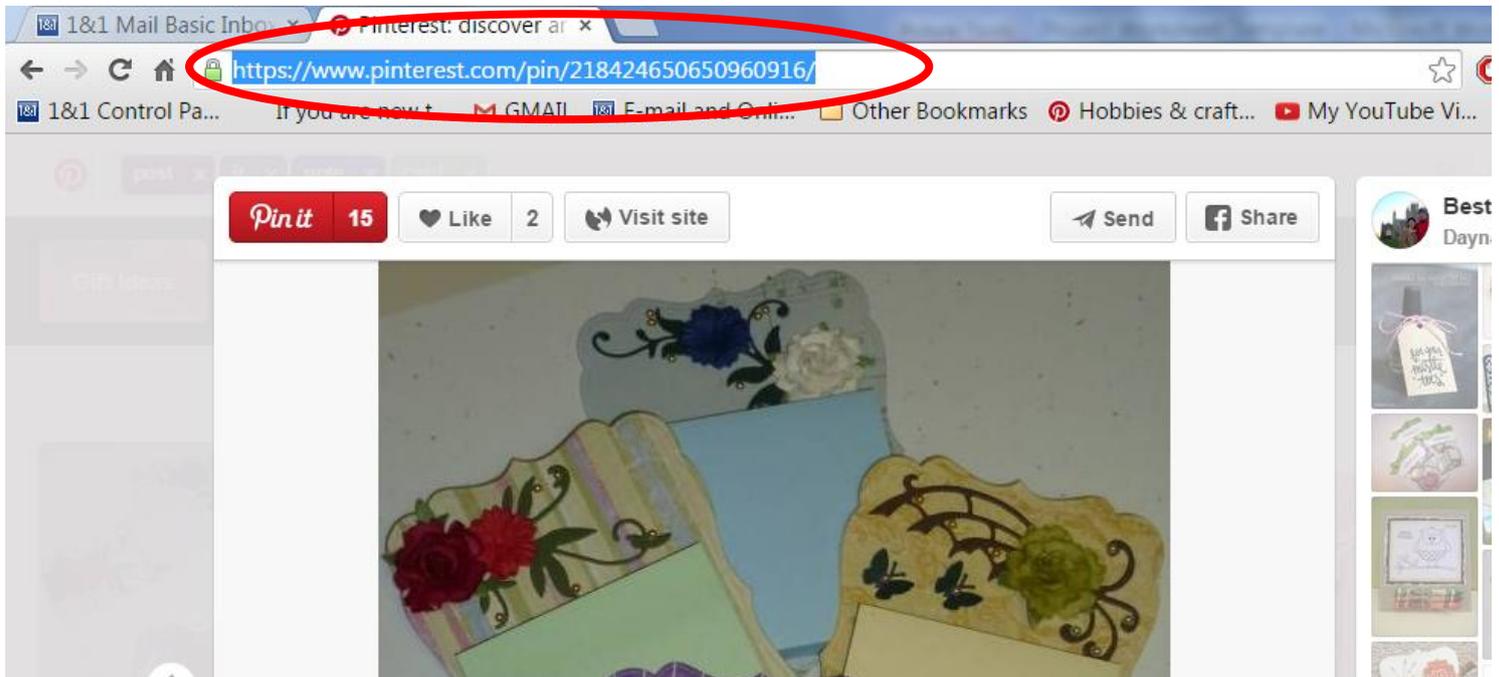## insert a link from the internet into an email

I am using the website Pinterest to show you how to insert an automatic link to this exact page in an email, here I have taken a 'picture' of the screen so you can see exactly what I am doing & can follow along.
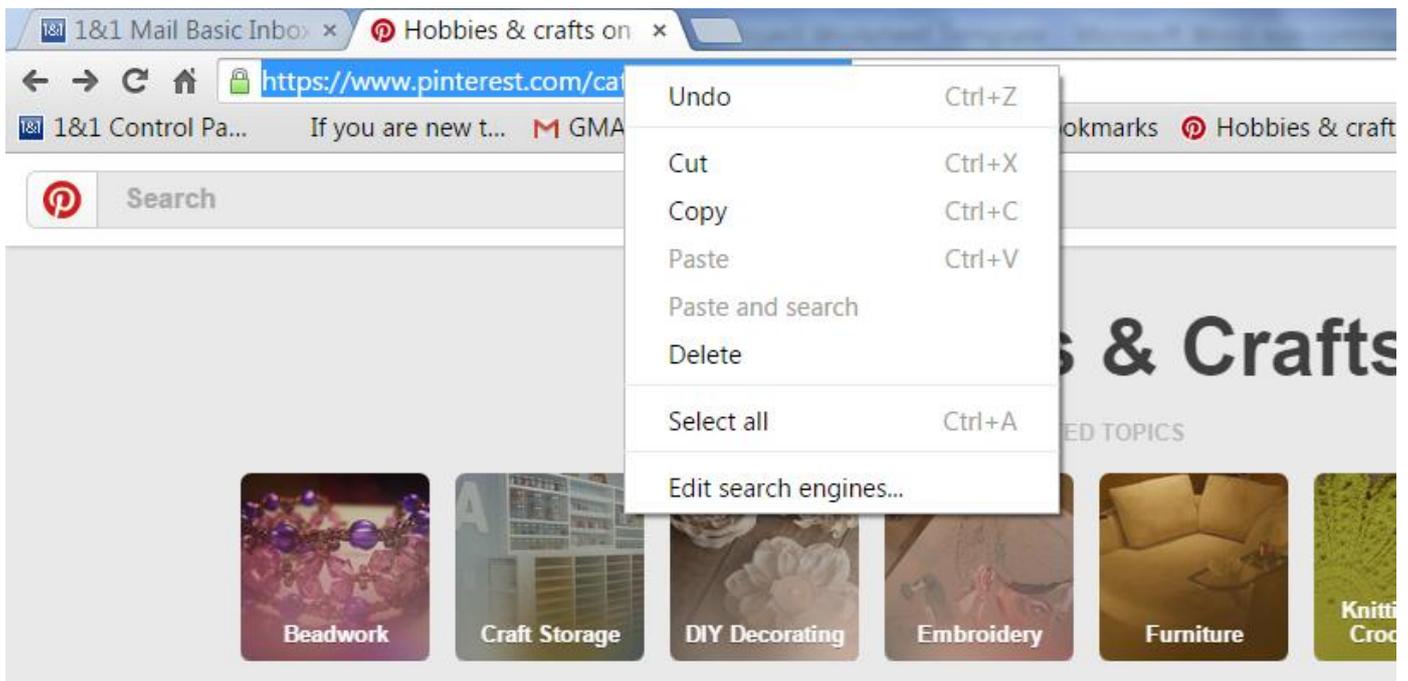

It is the area I have highlighted with a red oval in the picture above that we will be working with, this is the websites 'street name & number'. The street name being the first part of the 'address' – www.pinterest.com & the 'house number' being everything else after that.

When you type a web address into a document or email your computer automatically knows that it is a web address because of the 'www.' & the format of the wording afterward 'pinterest.com' & as soon as you press the space bar after typing the address it will highlight it in blue type with an underline (as in www.pinterest.com,) so that anyone reading the document via the computer can link straight to that address, by hovering their mouse over the link & using the 'CTRL' button & the right click of the mouse together.

But to create a link to the actual page within a website you need to insert the entire address. It is really easy to do this as you simply copy the 'street name & number' of the page you want to link to, in this case a Pinterest page & paste it into your email.

To do this simply click your left mouse button at the end of the 'address' & keep it depressed while you drag it back to the beginning of the address (or beginning to end, the computer doesn't mind which way you do it). Release the button to leave the blue highlight – as in the photo of the screen above.

Move the mouse so that the pointer is over the blue highlighted text & click the right mouse button to bring up the 'drop down menu' as I have done in the picture of the screen above, & select 'Copy'. Now return to your email & insert the 'link' simply by clicking the right hand mouse button again & select 'Paste' ....

https://www.pinterest.com/categories/diy_crafts/

This time your computer may not 'highlight' the address, but don't worry, it will still work in the same way when the person receiving the email simply uses the Ctrl button & a click of the right mouse button together which will take them directly to that page.