## WEALTH2K®

## **INSERTING A HYPERLINK IN TO AN IMAGE FOR USE**

Step 1: Locate the image that you would like to be linked to a website



Step 2: Right click on image

Step 3: Select "hyperlink"

Step 4: Select on left Link to "existing file or web page"

Step 5: Insert the web address that you would like it to point to in the address box

(For example see image below)

insert Hyperl	ink				? 🔀
Link to:	<u>T</u> ext to displ	ay: < <selection document="" in="">&gt;</selection>			ScreenTig
Existing File or	Look in:	C My Documents	Image:	Q 💕	
Web Page	Current	BlackBerry			Bookmark
Place in This	Folder	My Music			Target Frame
Document	Browsed Pages	My Scans My Videos			
Create <u>N</u> ew Document	Re <u>c</u> ent Files	desktop Readiris.DUS			
<b>B</b>	Addr <u>e</u> ss:	http://www.tampa.retirementtime	.com/rtindex/homepage.jsp	~	
E- <u>m</u> ail Address				ОК	Cancel

Step 6: Click "ok"

Step 7: Cut and paste the button in to your signature set up feature in your email system

\* This process is the most common way to insert a hyperlink in to an image for email signature use. Depending upon your email system this may or may not work due to the restrictions set by some email systems; specifically SMARSH.