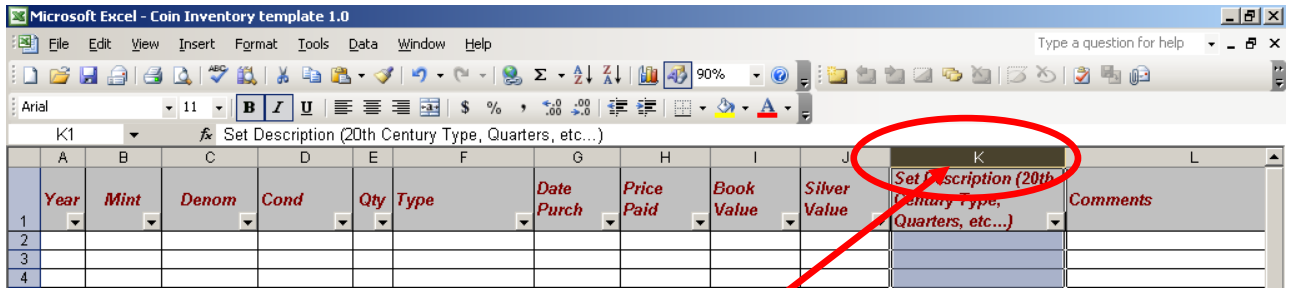


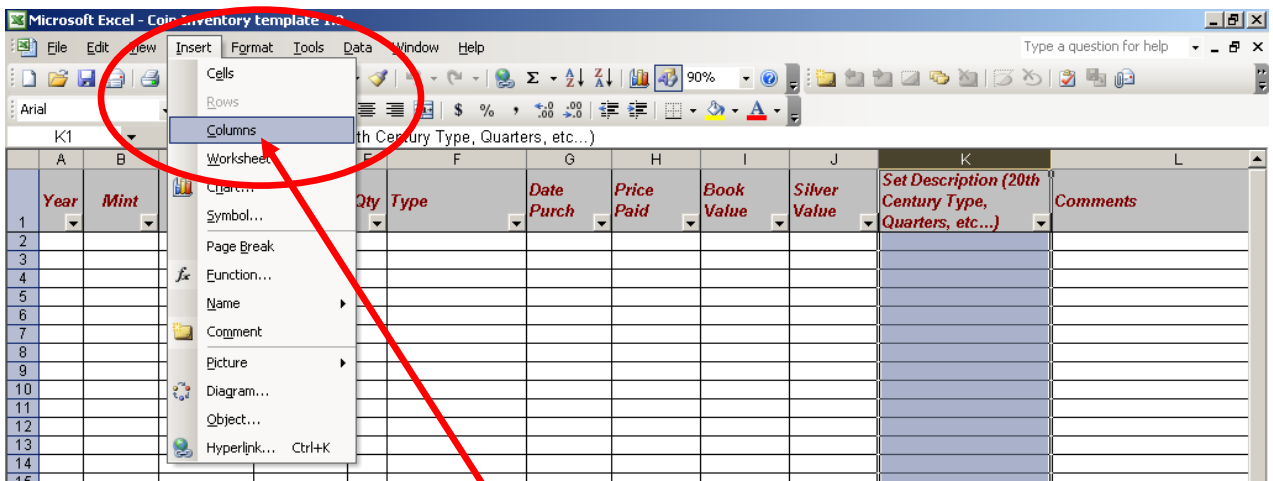
How to Add Links for Your Coin Pictures

Step 1. – Inserting a Column



Select the column where you wish to insert a column by clicking on the column letter. In the example above I clicked on the column letter "K"

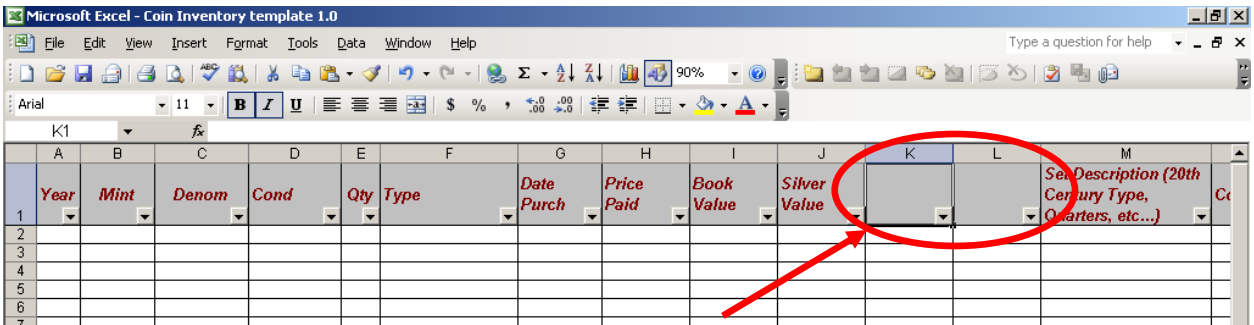
Step 2. - Inserting a Column



Select the "Insert" function on the menu bar. When the drop down menu appears choose the "Columns" item. Repeat steps 1 & 2 to insert a second column.

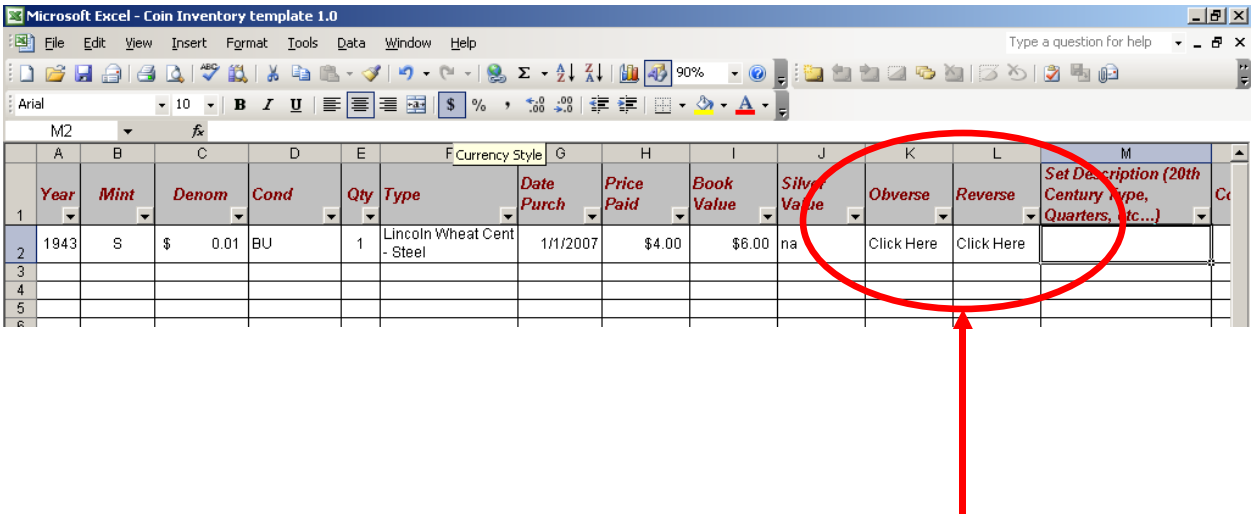
How to Add Links for Your Coin Pictures

Step 3. – Label Your Columns



Click on the first cell of the new column you just created, type “**Obverse**” and then enter. Repeat this step for the second column except this time type “**Reverse**”.

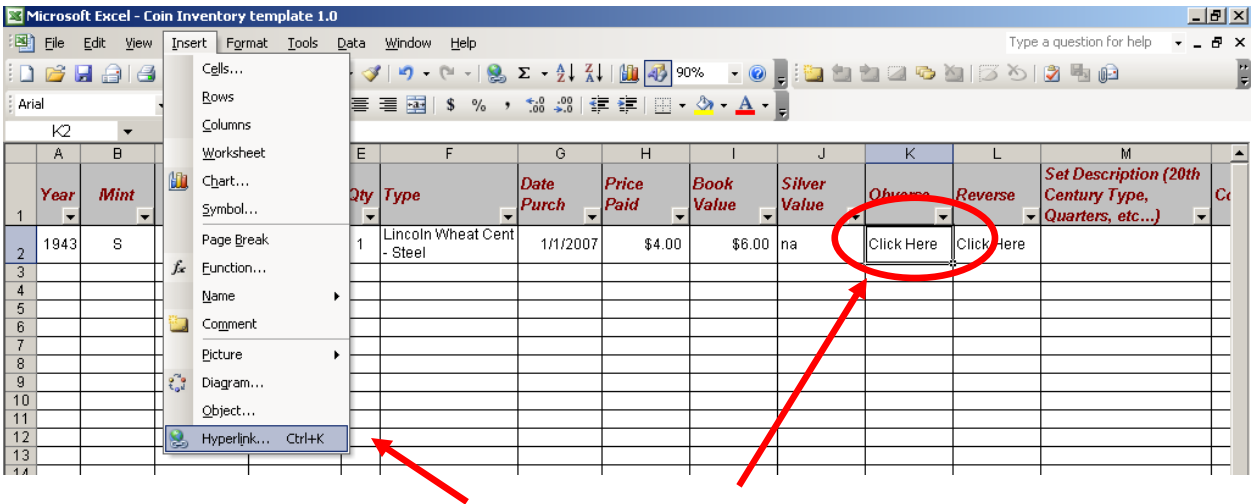
Step 4. - Inserting text for a link



When entering your coin information add the text “**Click Here**” in the Obverse and Reverse Columns.

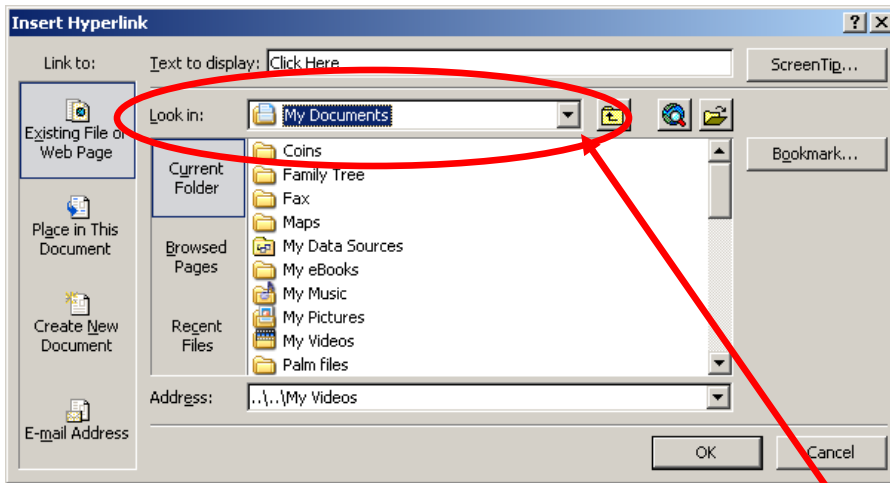
How to Add Links for Your Coin Pictures

Step 5. – Adding a Link



Click on the cell you would like to apply the first link. Select the “**Insert**” function on the menu bar. When the drop down menu appears choose the “**Hyperlink**” function.

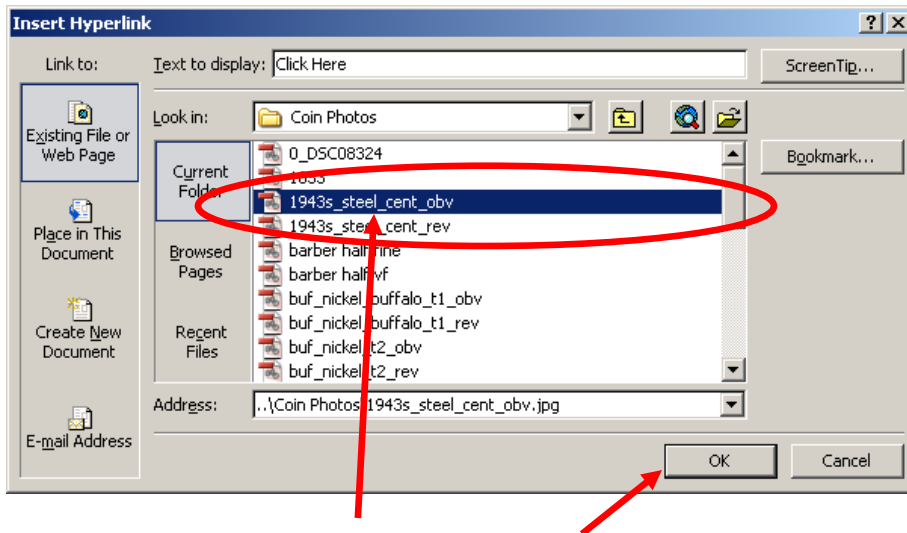
Step 6. – Creating the Link



When the following menu appears, choose the dropdown and navigate to the folder where you keep your photos.

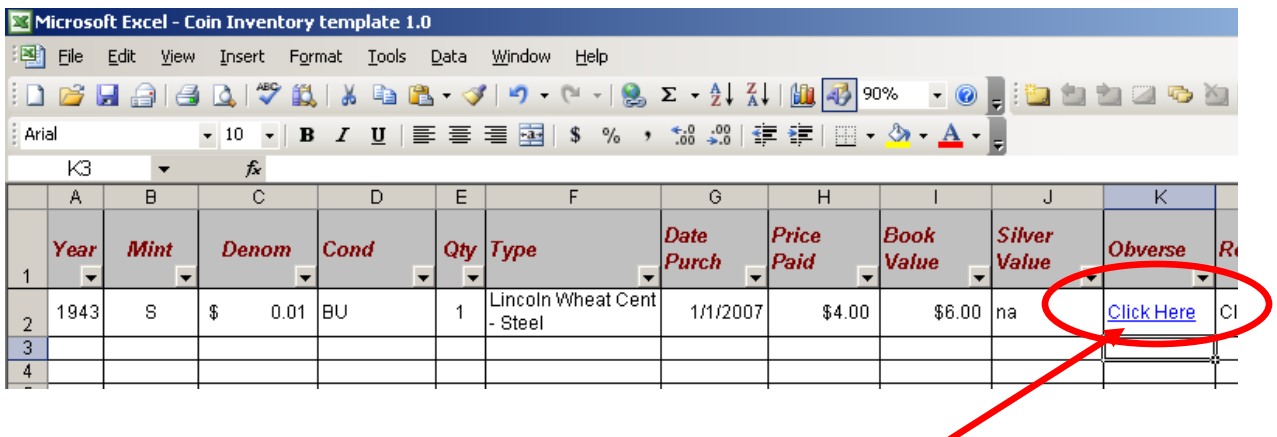
How to Add Links for Your Coin Pictures

Step 7. – Creating the Link



Select the file you want and then click the “OK” button.

Step 8. – Your Done!



Your hyperlink should appear as blue underlined text. Click on it and try it out! Congrats, you just linked your coin photo to your inventory.