

Important Content Update Message

We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

Add a Link

Last Modified on 12/10/2019 10:22 am EST

Version 14.19

Path: Activities > Internet/PDF Resources



Note: These links will *not* be available to attach to visit Templates. They are for quick access only.

How to Add a Link

You can copy and paste the URL of an online resource into your Web Directory. This allows you to quickly and easily access the page through Office Practicum at any time. To enter a link in the Web Directory, *from your toolbar in Office Practicum*, navigate to **Activities/Internet PDF Resources** and follow these steps:

1. In your web browser, highlight the URL address with your cursor, then right-click on the address and select **Copy** from the popup dropdown menu.
2. Once you have copied the address, go to OP and click on the **Web Links** tab of the Links window.
3. Click the **plus sign** button in the tool bar at the top of the window. A new web address entry will open.
4. Right-click in the **Web Site Address** field, and select **Paste** from the pop-up drop-down menu. The URL will appear in the field.
5. Select a **Category** from the dropdown, or simply type the name of a new Category in the blank field.

Version 14.10

Path: Activities > Internet/PDF Resources



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