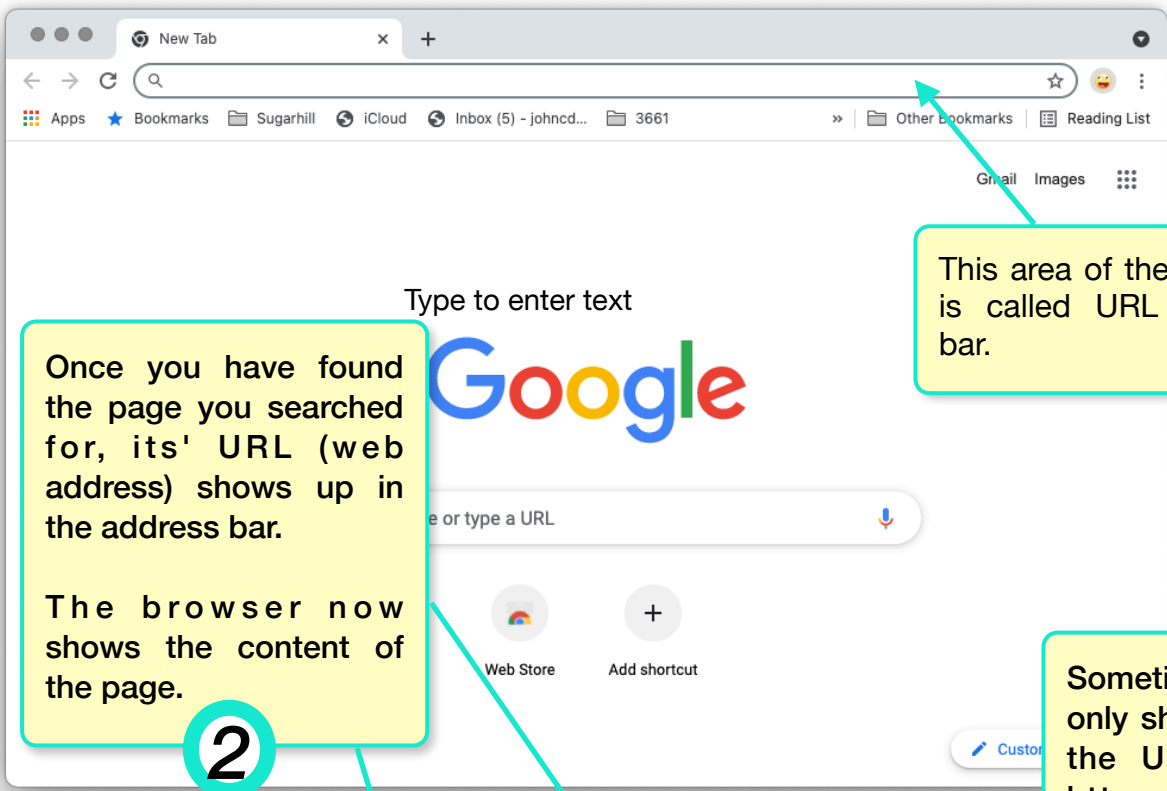
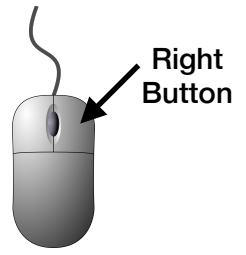


# Do you need help with how to copy a website's address and paste it in an email or website form? ...using the Right button on the mouse.

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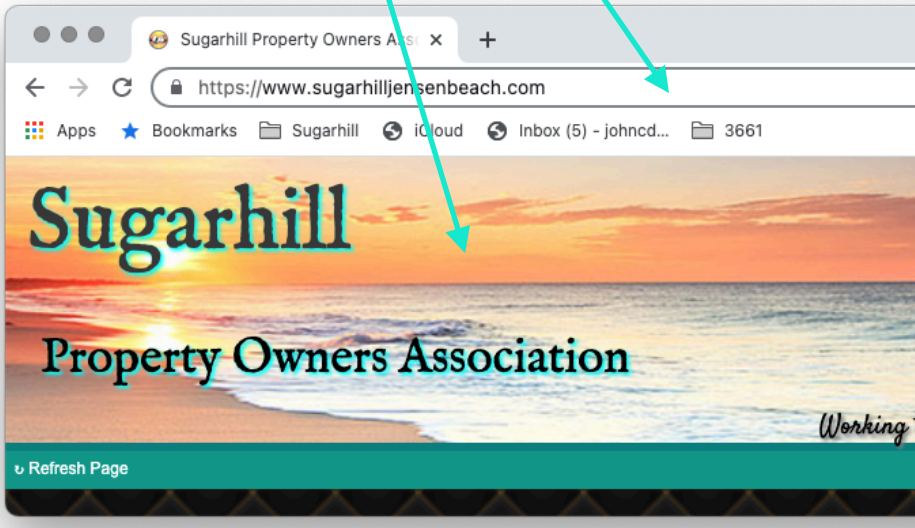
With this short tutorial I will attempt to make things easier for you when you are using our forms on the Sugarhill website. Once you know how to do the simple steps you can send anybody a link to a website by email or with a form

submission. I'll use an example using the Google Chrome web browser. Chrome is the most universally used browser accepted by Windows and Mac personal computer operating systems.

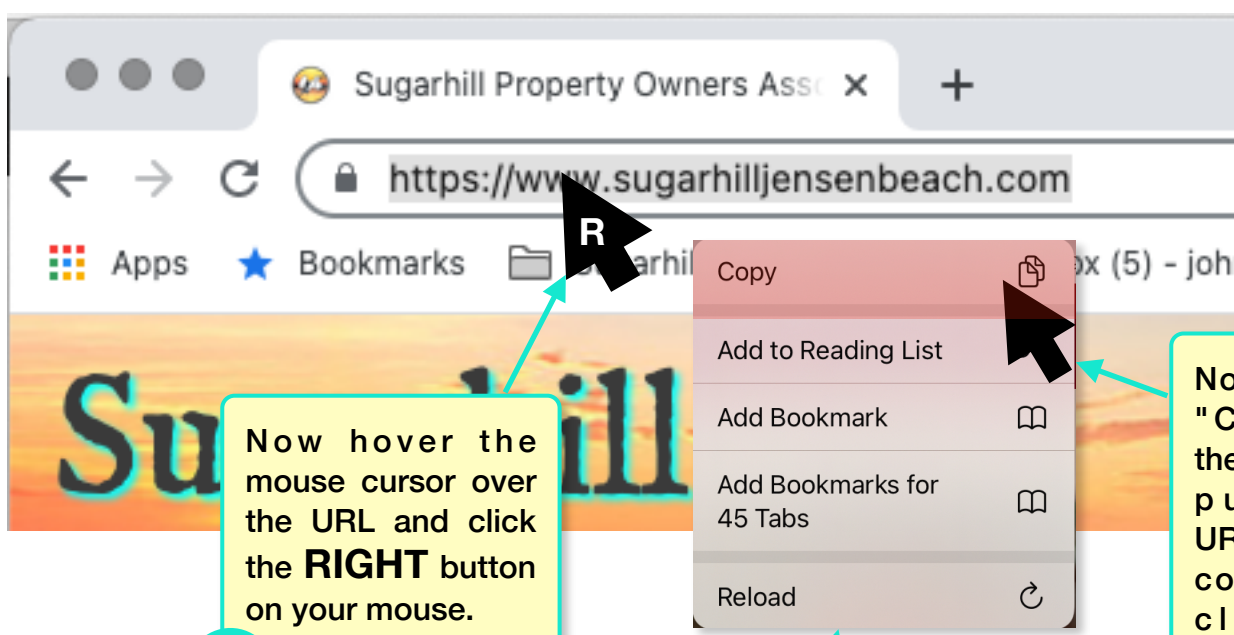
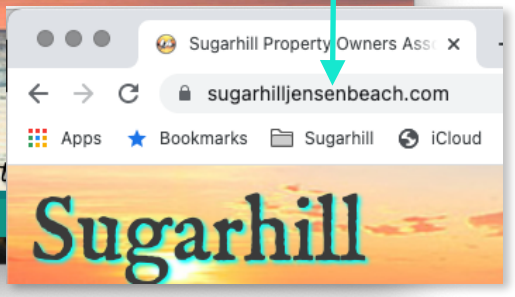


1 This area of the browser is called URL address bar.

2 Once you have found the page you searched for, its' URL (web address) shows up in the address bar. The browser now shows the content of the page.



3 Sometimes the browser only shows a portion of the URL without the https://www. This is because browsers are trying to shorten these URL addresses to make the internet less confusing for the user.



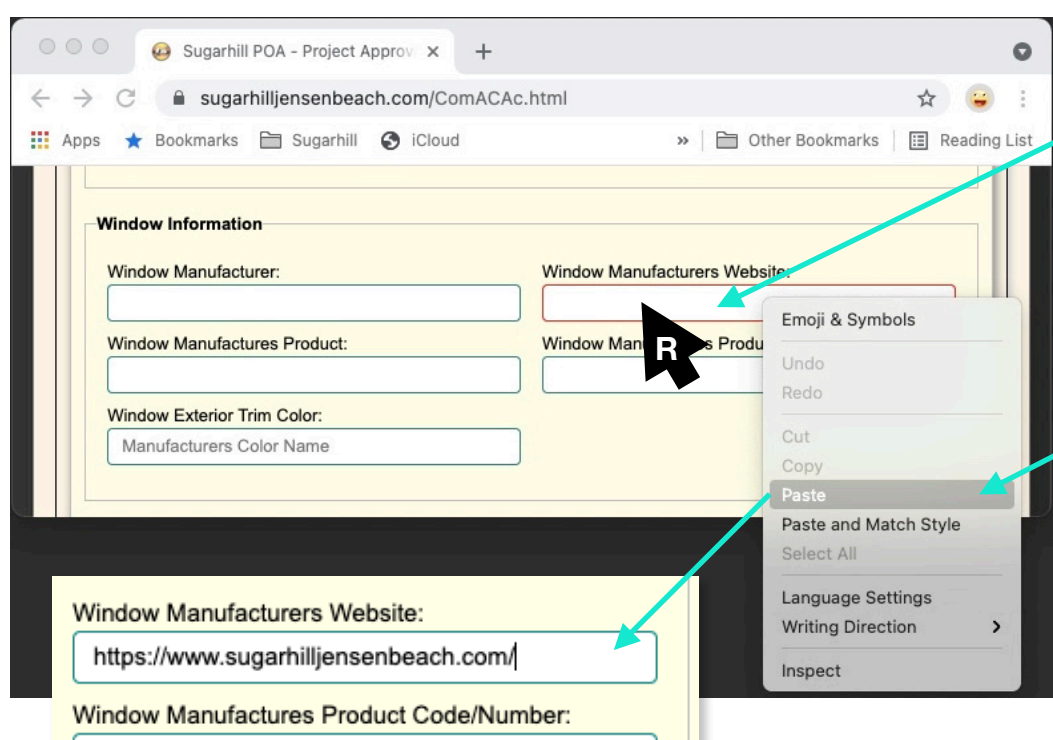
4 Now hover the mouse cursor over the URL and click the RIGHT button on your mouse.

5 When you right click a URL address, a box like this one opens.

6 Now select "Copy" in the list. This puts the URL into the computers' clipboard memory.

Now that the URL address is in your computers' clipboard memory you can RIGHT click into any field in a form or in the body of an email. Another box with selectable items will open. Look on the list for the "Paste" option and select it. That

will put the content of the computers' clipboard memory into that field or email body. When you send the form or email it will send the URL to the receiver where it will become an automatic link to the URL.



7 In this example I have Right clicked in an empty field in a form on our website. The right click produced the list of options and "paste" is one of them. Clicking Paste enters the computers' clipboard content (that was acquired earlier) into the field.



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