



(646)758-6606

support@candootech.com

candootech.com

# Candoo Learning

## Opening a Web Address

To print this guide, go to "File" and click "Print".

### How to Open a Web Address

Sometimes a web address is not hyperlinked and you cannot click on it to be redirected to the site. You may come across a web address that looks similar to this: *https://www.candootech.com/*

In this instance, we will review how to insert the website into your web browser.

**Step 1-** Press and hold your mouse starting on the left side of the web address. Continue to hold the mouse button and drag the cursor to the end of the text, and let go of the mouse button. The website will be highlighted in blue as shown below.

<https://www.candootech.com/>

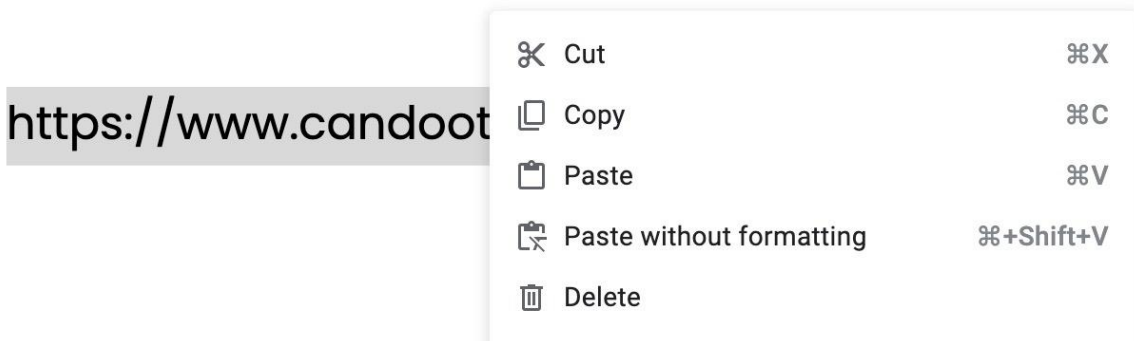


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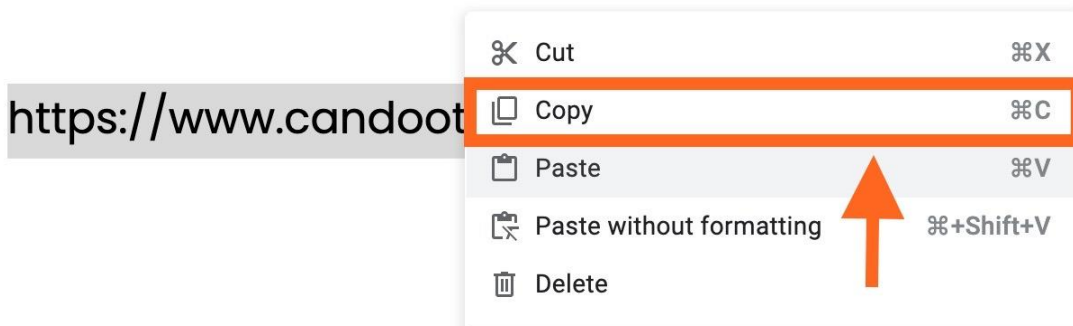
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**Step 2-** Once the web address is highlighted right-click (pressing down on the right mouse button) to bring up a menu of options.



**Step 3-** Click on Copy to copy the text.



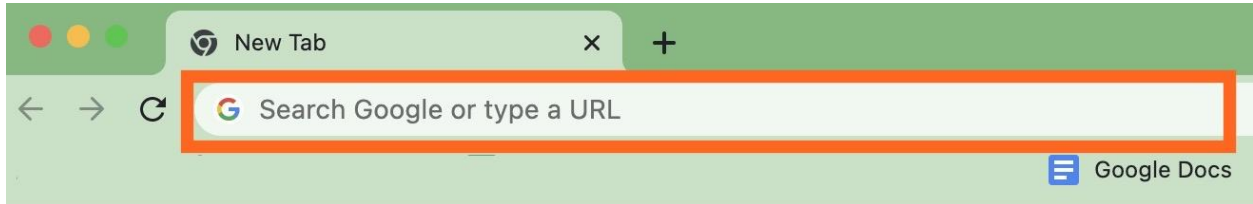
**Step 4-** Open your web browser and right-click on the search or enter the web address bar so a menu of options appears.



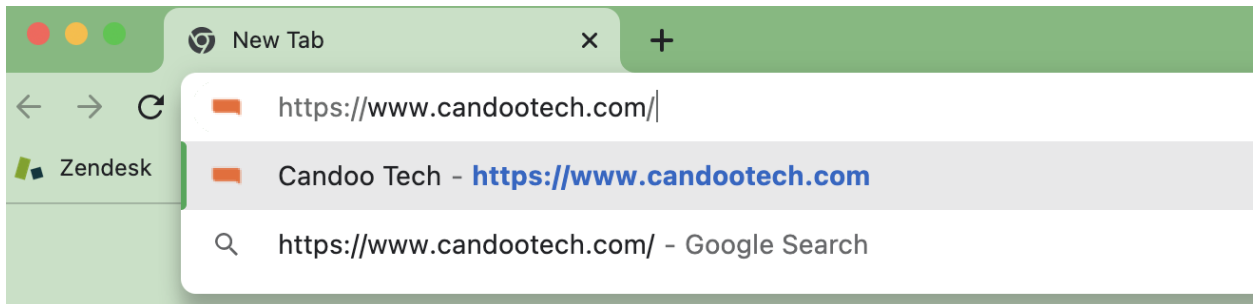
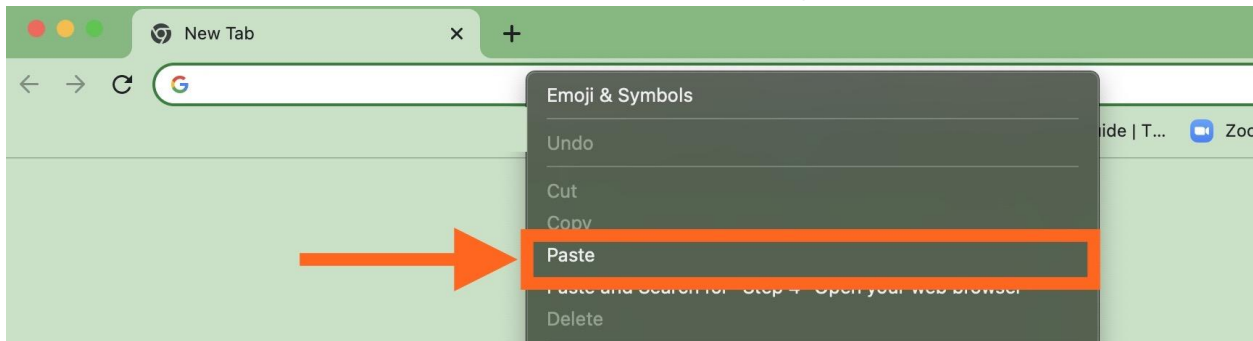
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**Step 5-** Click on Paste to insert the web address you just copied. Once the web address is added you can hit the enter or return key on your keyboard. This will load the webpage.



*If you need help or have any questions, call us at 646-758-6606 or email support@candootech.com*