

## Hyperlinking inside your Website (Internal Links)

Hyperlinking is the ability to provide links to other areas of your website or to other websites. This can be used as a great “cross-referencing” tool for related areas of your site. You may wish to create a series of “internal” links from your “home page” so as to successfully guide visitors to key areas of your site.

There must be a Text Editor box available to add a hyperlink.

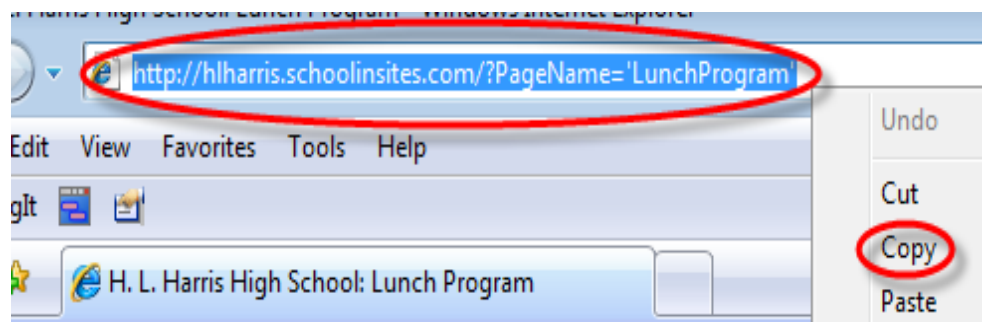
You can connect a link to another area of your website from a particular word or phrase.

### Instructions for linking to another section of your website by a particular word or phrase:

#### Step One:

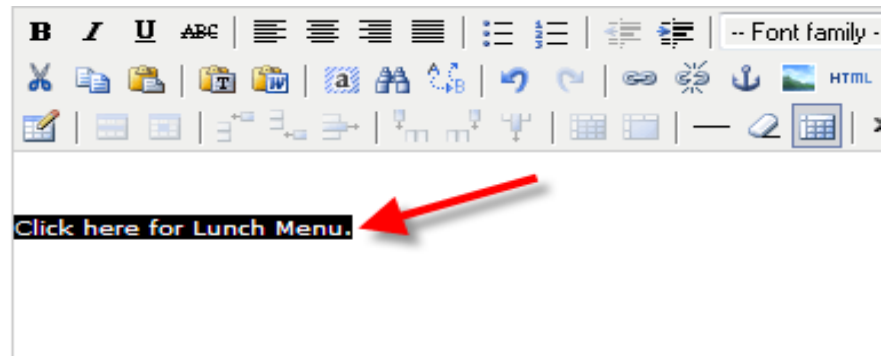
Navigate to the public page of your website where you wish to send your visitor.

Right-click and Copy the entire URL in the address bar.



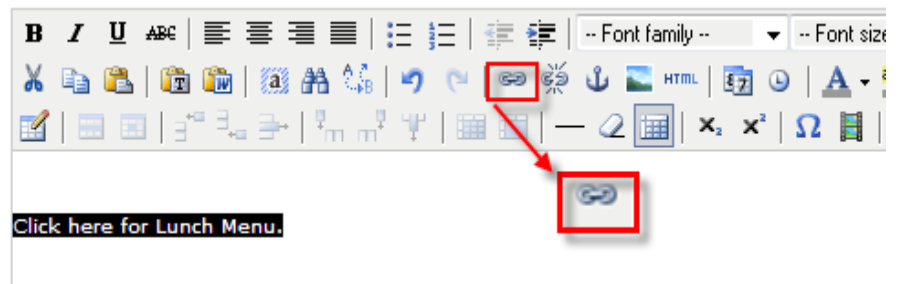
### Step Two:

Go to the text editor where you wish to create the hyperlink. Select the desired word, phrase or image with the mouse.



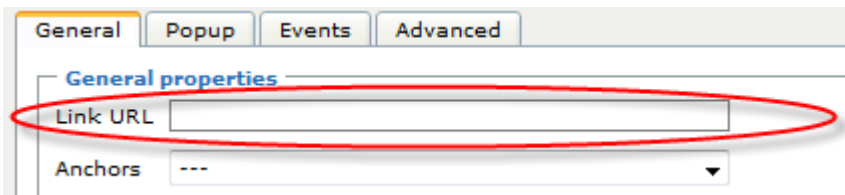
### Step Three:

After the word or phrase has been selected, click the Insert/Edit Link button. (Please note that this button is only available when text has been highlighted.)



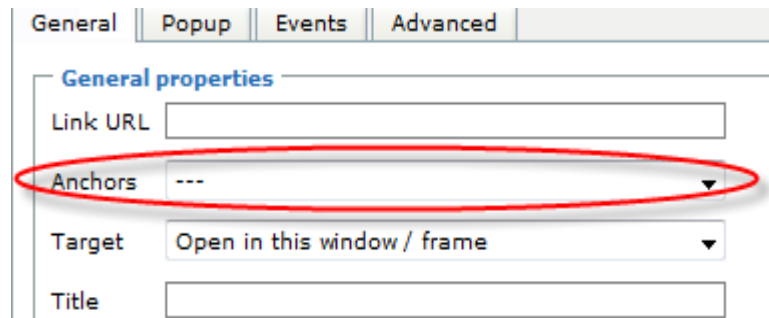
### Step Four:

Right- Click in the Link URL area.  
  
Paste the full string of copied characters in this field.



Anchors are used to jump to areas or headings/topics on a single page.

Anchors are discussed in detail in a separate Job Aid.



General | Popup | Events | Advanced

General properties

Link URL

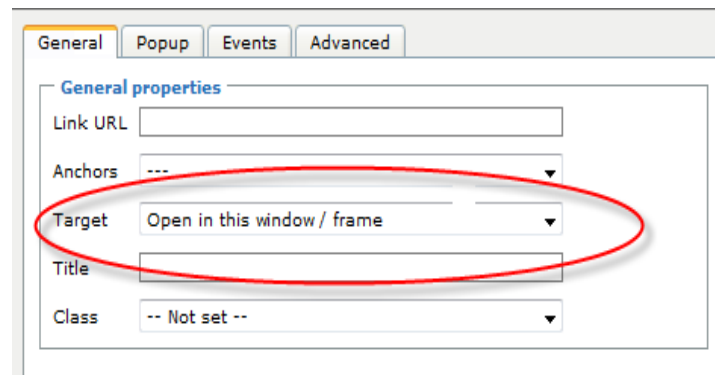
Anchors --- ▼

Target Open in this window / frame ▼

Title

Complete Target information - determine how you want the website to appear:

- Open in this window/frame, the website will open within the page you are viewing.
- Open in new window\_blank, the website will open in a new web page (preferred for external website links).
- The other two functions: Open in parent window frame and Open in top frame have been deactivated and are not an option at this time.



General | Popup | Events | Advanced

General properties

Link URL

Anchors --- ▼

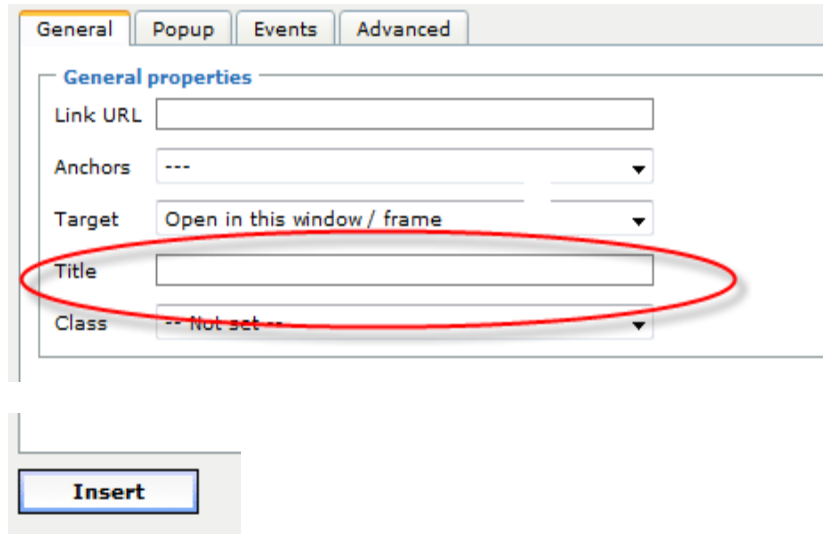
Target Open in this window / frame ▼

Title

Class -- Not set -- ▼

Type in the Title of the link. This will constitute a “bubble” or “tool tip” that will appear when a visitor places their mouse over the link.

Click Insert. This saves your link within text editor.



General Popup Events Advanced

General properties

Link URL

Anchors --- ▾

Target Open in this window / frame ▾

Title

Class -- Not set -- ▾

Insert

If you are finished in the text editor, you will now choose “Update” or “Save” in the area you are in.

When you go to your actual website, remember you may have to hit Ctrl F5 or Refresh before you see the hyperlink on the website.