

Hyperlinking Using Images or Graphics

Hyperlinking is the ability to provide links to other areas of your website or to other websites. You can link images or graphics just like text. Using the "tool tip" or "Title" area of your hyperlink you can also inform the visitor of the nature of the linked image or graphic.

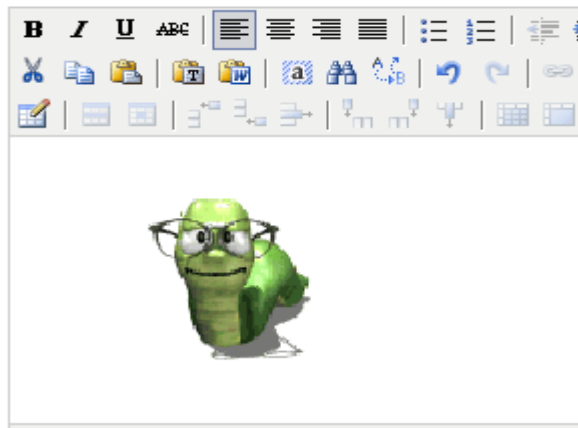
There must be a Text Editor box available to add a hyperlink.

You can connect a link to an external website or another area of your website from an image or graphic.

Instructions for linking to an external website or another area of your website from an image or graphic:

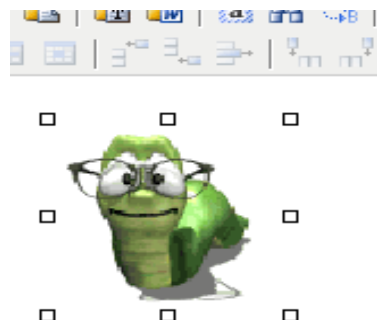
Step One:

Insert an image in text editor from the image gallery. (See instructions for *Inserting Images from the Image Library* for complete instructions.)



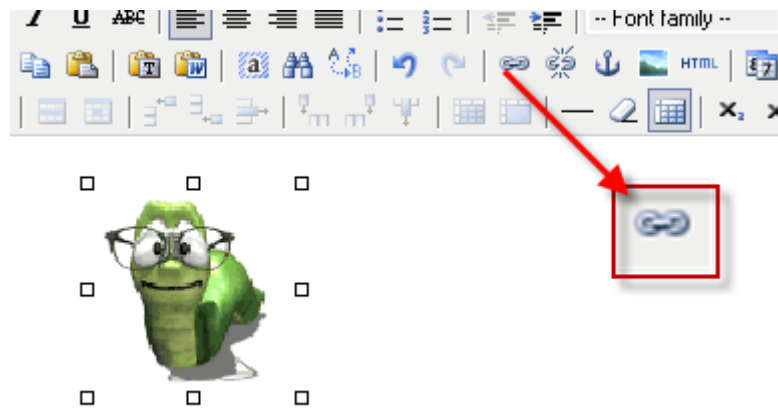
Step Two:

Select (click) the image.



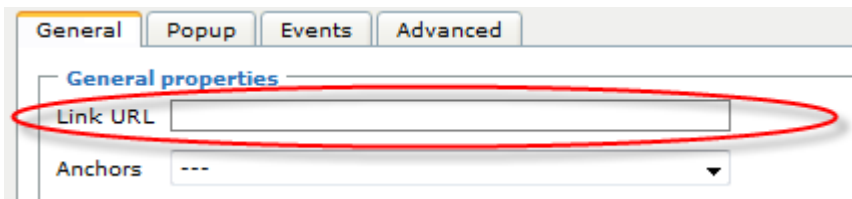
Step Three:

After the image has been selected, click the Insert/Edit Link button. (Please note that this button is only available when the image has been selected.)



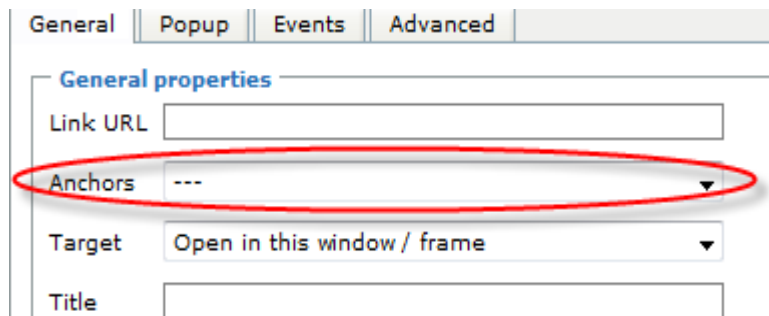
Step Four:

Insert the entire URL for the desired website in the box next to Link URL. (The web address must include the http://)



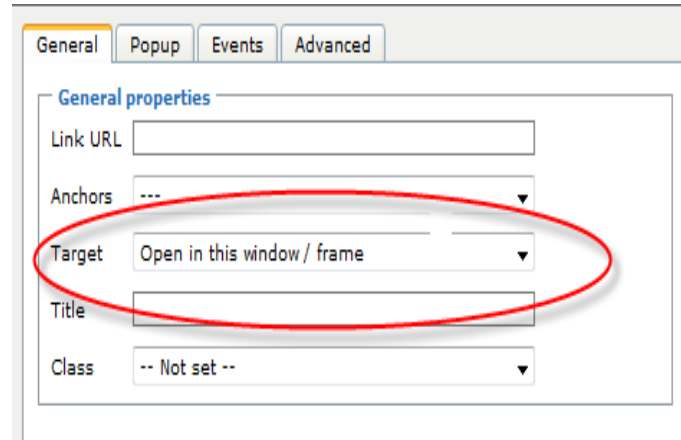
Anchors are used to jump to areas or headings/topics on a single page.

Anchors are discussed in detail in a separate Job Aid.



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 --- ▾

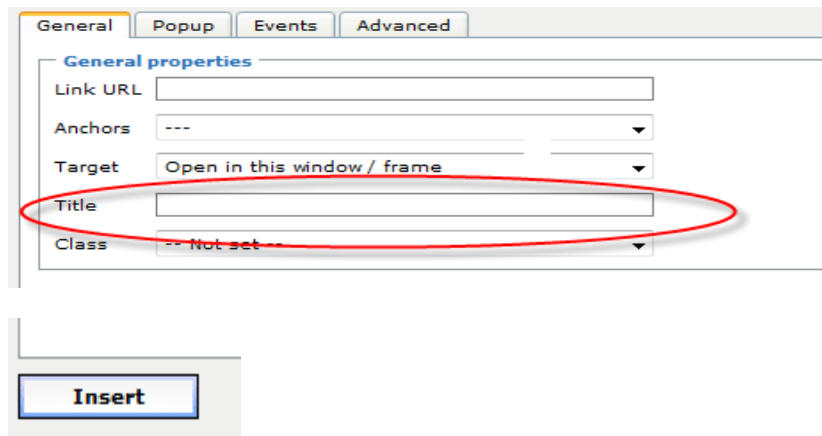
Target **Open in this window / frame** ▾

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 working 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.