

Hyperlinking to Other Websites (External Links)

Hyperlinking is the ability to provide links to other areas of your website or to other websites.

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

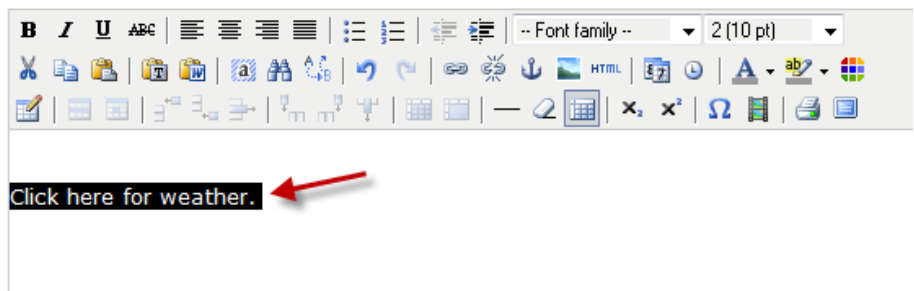
Any URL when fully typed (e.g., <http://www.google.com>) will automatically hyperlink when typed in the Text Editor.

You can connect a link to an external website from a particular word or phrase.

Instructions for linking to an external website from a particular word or phrase:

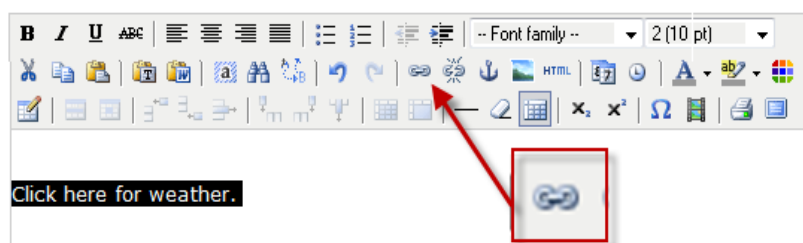
Step One:

Select the word, phrase or image with the mouse.



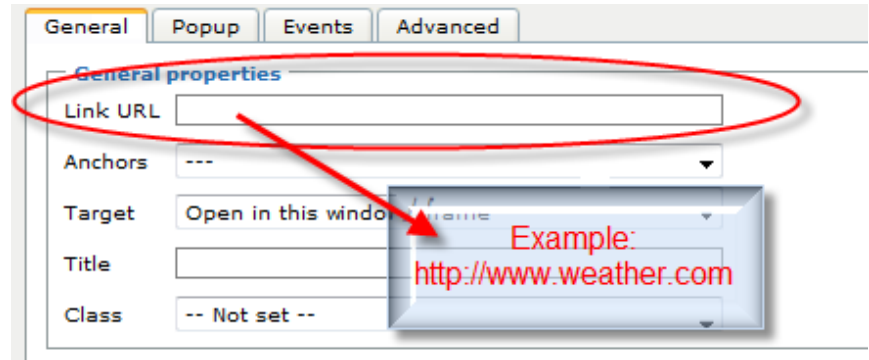
Step Two:

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.)



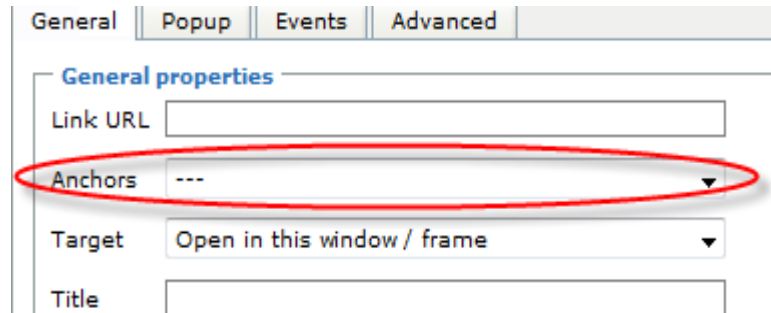
Step Three:

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



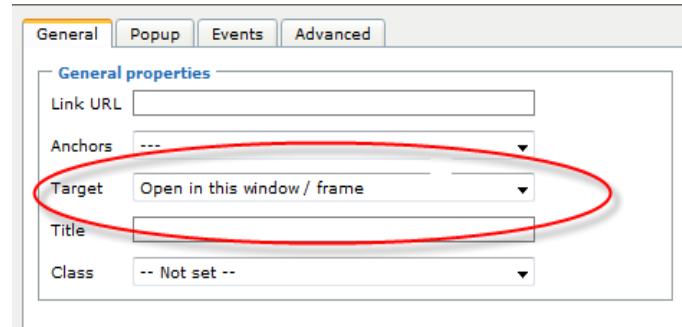
Anchors are used to jump to areas or headings/topics on a single page.

Anchors are discussed in detail in a separate Job Aid.



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

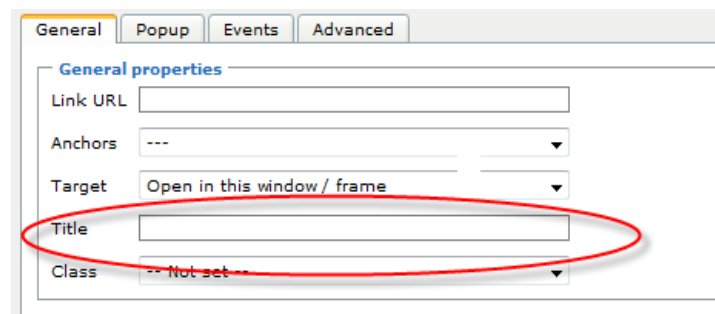
- Open in this window/frame, the website will open within the page you are viewing.
- Open in new window blank, the website will open in a new web page (preferred for external website links).
- The other two functions: Open in parent window frame and Open in top frame have been deactivated and are not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



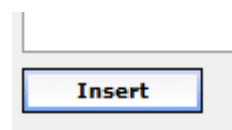
The screenshot shows a dialog box with tabs for 'General', 'Popup', 'Events', and 'Advanced'. Under the 'General properties' section, there are fields for 'Link URL', 'Anchors', 'Target', 'Title', and 'Class'. The 'Target' dropdown menu is highlighted with a red oval and is set to 'Open in this window / frame'.

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.



The screenshot shows the same dialog box as above. The 'Title' text field is highlighted with a red oval.



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.