
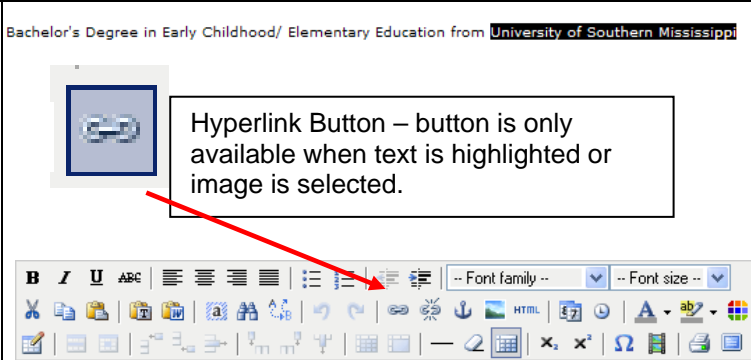


Hyperlinking to Outside Websites

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| <p>Hyperlinking is the ability to provide links to either 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. Any URL when fully typed (e.g., http://www.google.com) will automatically hyperlink when typed in the Text Editor.</p> | |
| 1. Log in to your site. |  |
| 2. Click on the section in the program where you would like to add the hyperlink. | (There must be a Text Editor box available to add the link(s) using the directions below.) |
| <p>To connect a link to a website (external) from a particular word or phrase*:</p> | |
| 3. Type the desired word or phrase. | |
| 4. Select (click, drag and highlight) the word, phrase (or image) with the mouse. | <p>Bachelor's Degree in Early Childhood/ Elementary Education from University of Southern Mississippi</p>  <p>Hyperlink Button – button is only available when text is highlighted or image is selected.</p> |
| 5. Click on the Insert Link button on the toolbar. | |
| 6. Type the full URL for the desired website in the box next to Link URL (must include the http://). | <p>General Popup Events Advanced</p> <p>General properties</p> <p>Link URL <input type="text" value="http://www.yahoo.com"/></p> <p>Anchors <input type="text" value="---"/></p> <p>Target <input type="text" value="Open in this window / frame"/></p> <p>Title <input type="text"/></p> <p>Class <input type="text" value="-- Not set --"/></p> <p><input type="button" value="Insert"/></p> <p><input type="button" value="Check Spelling"/> <input type="button" value="Update"/></p> <p>Save your new link and test on your public web page.</p> |
| <p>a. Target - determine how you want the website to appear. You should choose:</p> <ul style="list-style-type: none"> • Open in new window_blank, the website will open in a new web page (<i>preferred for external website links</i>). | |
| <p>b. Title (optional) – type the title of the link. This will constitute the “bubble” or “tool tip” that will appear when the visitor places their mouse over the link.</p> | |
| 7. Click <input type="button" value="Insert"/> . | |
| 8. Click <input type="button" value="Update"/> . | |

***NOTE: Any URL when typed in the text editor will create a hyperlink to that website. Embedding links into words or images create a more professional and clean appearance.**