

## Hyperlinking to Files

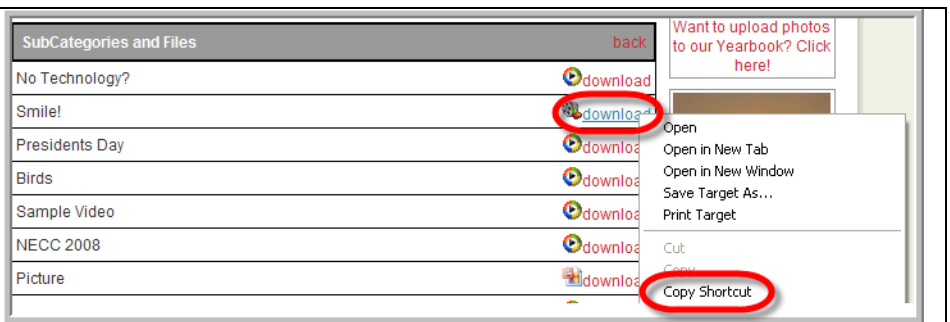
Hyperlinking is the ability to provide links to other areas of your website or to other websites. You may also use this function to direct website visitors directly to a file on your website. This could be a Word document, a PDF file, a video or any file that has been previously uploaded to your website.

- There must be a Text Editor box available to link to a file
- You can link to a file from a particular word or phrase or even an image.

### **Instructions for linking to a previously uploaded file from a particular word or phrase:**

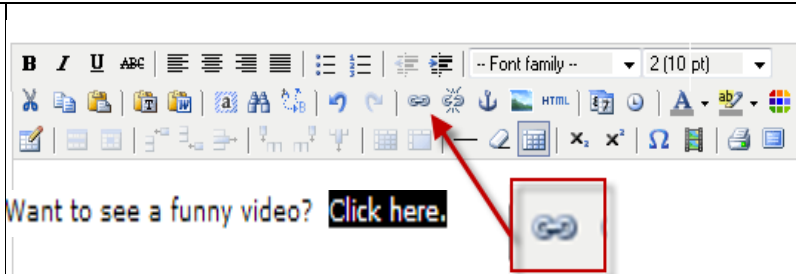
#### Step One:

- a. Navigate to the desired area of your site to locate the desired file.
- b. Right-click the *download* link and choose *Copy Shortcut* from the resulting menu.



#### Step Two:

- c. Navigate to the desired area of your site where you wish to insert the link.
- d. Type the desired word or phrase.
- e. Select word or phrase and click the *Insert/Edit Link* button. (Please note that this button is only available when text has been highlighted.)



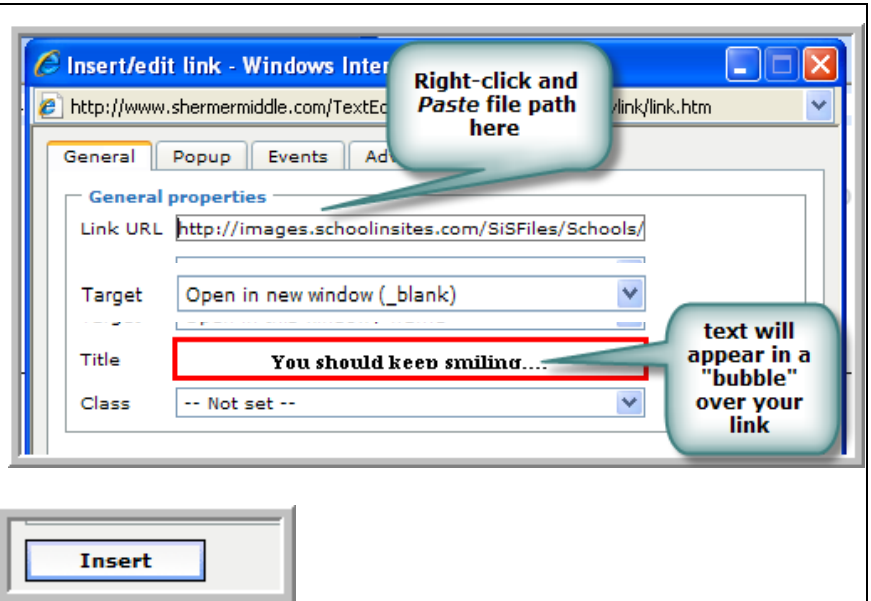
**Step Three:**

f. *Paste* the previously copied shortcut to the file in the **Link URL** field.

g. Select Open in new window (\_blank) from the **Target** field.

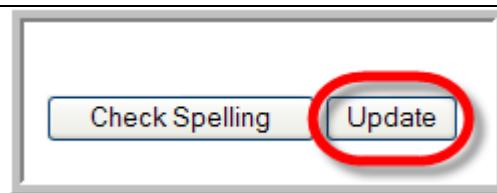
h. Enter desired text as a helpful hint to be displayed over your link (viewable from your website when the visitor “hovers” over the link).

i. Click *Insert*.



**Step Four:**

j. Click Save or Update from your website program.



**Step Five:**

k. Test from the website.



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