

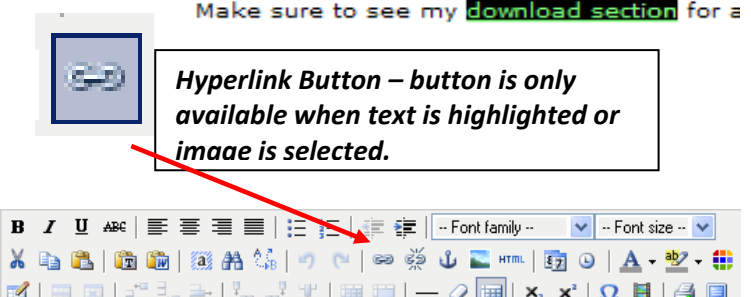
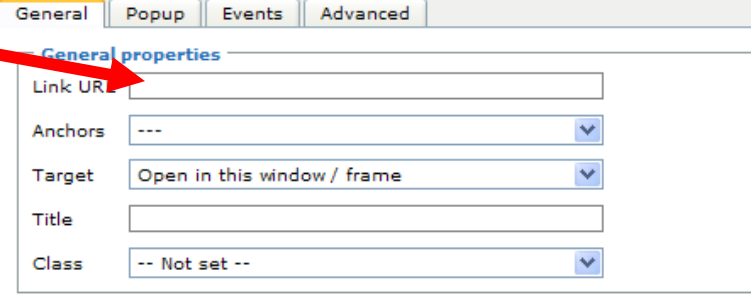


## Hyperlinking Inside your Website (Internal Links)

<p><b>Hyperlinking</b> 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. 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.</p>	
<p>1. Log in to your site.</p> <p>Click on <b>Teacher Section</b> (or other section where the Text Editor is present).</p>	
<p>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>	<p><i>*In this example, the Teacher’s section (Education page) is used and we are linking to the File Downloads area, Classroom Handouts category. Internal links are best created in highly visible areas of the page.</i></p>
<p>3. Navigate to the <b>public</b> page of your website where you wish to send your visitor (the Files area is used in this example).</p> <p>4. Right-click and <b>Copy</b> the URL in the address bar.</p>	
<p>5. Type the desired text in the text editor.</p> <p>6. Select (click, drag and highlight) the word, phrase (or image) with the mouse. (In this example, the words “<b>download section</b>” are highlighted).</p> <p>7. Click on the <b>Insert Link</b> button on the toolbar.</p>	<p>Make sure to see my <b>download section</b> for a</p>  <p><b>Hyperlink Button – button is only available when text is highlighted or image is selected.</b></p>
<p>8. Right-click in the Link URL area and <i>paste</i> the full string of characters in this field.</p> <p><b>a. Target</b> - determine how you want the website to appear. You should choose:</p> <ul style="list-style-type: none"> <li>• <b>Open in this window/frame</b>, the website will open within the page you are viewing. (preferred for internal website links)</li> </ul> <p><b>b. Title (optional)</b>– 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>	 <p><b>General properties</b></p> <p>Link URL: _____</p> <p>Anchors: ---</p> <p>Target: Open in this window / frame</p> <p>Title: _____</p> <p>Class: -- Not set --</p>
<p>9. Click <b>Insert</b>.</p> <p>10. Click <b>Update</b>.</p>	