

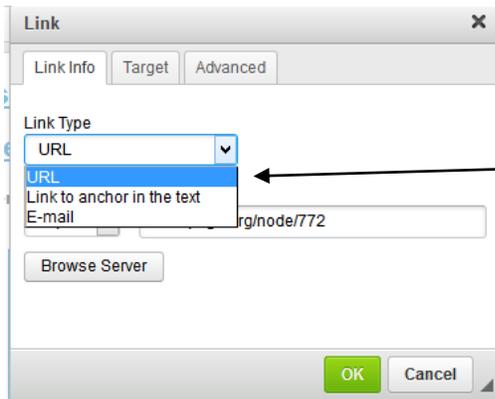
Making a Hyperlink

Definition: A hyperlink (often referred to as simply a link), is a navigation element that enable users to easily navigate to:

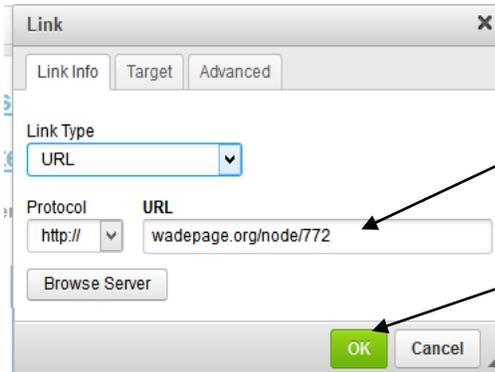
- Another page on our website (internal) or another website (external Link)
- Anchor on current page (**Anchor**s point to a place within a **page**)
- E mail
- File located in a our website

Making a link to another page on our website (internal) or another website (external Link)

- Navigate to the page you want to edit and click on the edit tab at the top.
- In the editor field, highlight or type the word(s) you would to make into a link.
- Click on icon link



Select <URL> for Link Type



Type or paste link on website DO NOT INCLUDE " www." For pages on our web site. Include "www." for external links

Click OK

Making a link to anchor on current page (Anchors point to a place within a page)

- Navigate to the page you want to edit and click on the edit tab at the top.
- In the editor field, find the text you would like to anchor
- Highlight the text
- Click on <Anchor icon>

A screenshot of the 'Anchor Properties' dialog box. It has a title bar with 'Anchor Properties' and a close button. Inside, there is a text input field labeled 'Anchor Name' containing the text 'Anchor1'. At the bottom, there are two buttons: 'OK' (highlighted in green) and 'Cancel'.

Type the name for your anchor such as "anchor1"

Click <OK>

A screenshot of the 'Link' dialog box. It has tabs for 'Link Info', 'Target', and 'Advanced'. The 'Link Type' dropdown menu is open, showing options: 'URL', 'Link to anchor in the text' (highlighted in blue), and 'E-mail'. There is a 'Browse Server' button and 'OK' and 'Cancel' buttons at the bottom.

Select Hyperlink Icon

Select <Link to anchor in the text>

Click <OK>

A screenshot of the 'Link' dialog box. The 'Link Type' is set to 'Link to anchor in the text'. Below it is a section titled 'Select an Anchor' with two sub-sections: 'By Anchor Name' and 'By Element Id'. Under 'By Anchor Name', 'Anchor1' is selected in a dropdown menu. There are 'OK' and 'Cancel' buttons at the bottom.

In the "select and Anchor box"

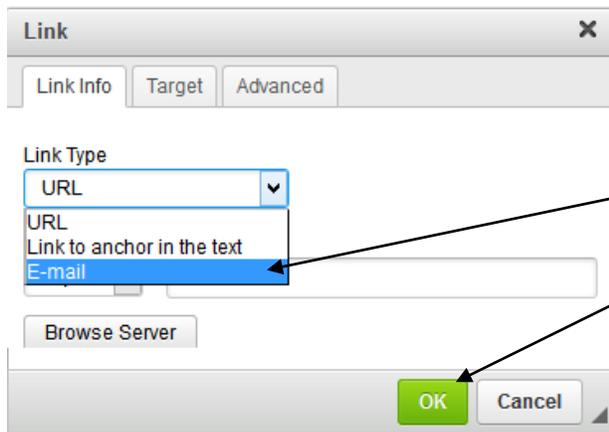
Chose the anchor by name

Click <OK>

Making link to an E mail or shrouding an email address to prevent spam

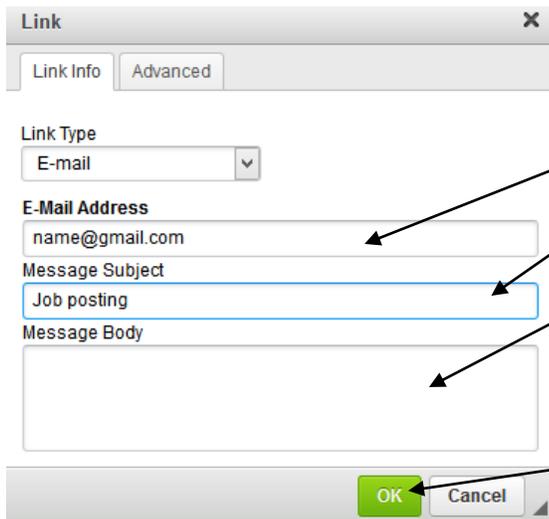
Don't **put email** addresses directly on the website! Spammers WILL lift those addresses .To prevent spammers from lifting email address from our site follow these instructions to hide or shroud the email address from spammers.

- Navigate to the page you want to edit and click on the edit tab at the top.
- In the editor field, find or type the text you would like to make into an e mail
- Click on the <link Icon>



Select <E mail> for <link Type>

Click <OK>



Type or paste e mail address

(optional) Enter subject

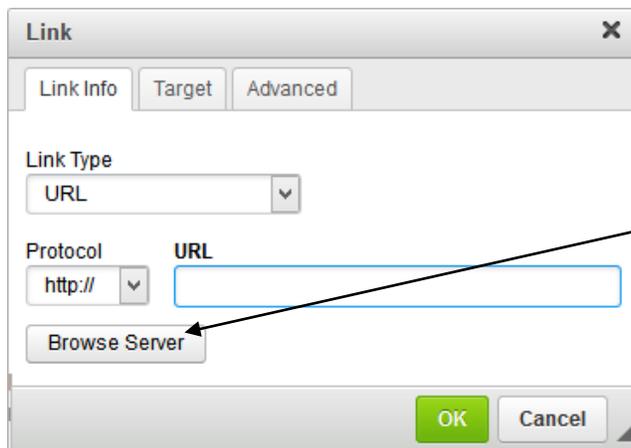
(optional) In <Message body> enter any text you would such as questions the sender would like addressed

Click <OK>

Making link to File located in a our website (such as a PDF or PowerPoint)

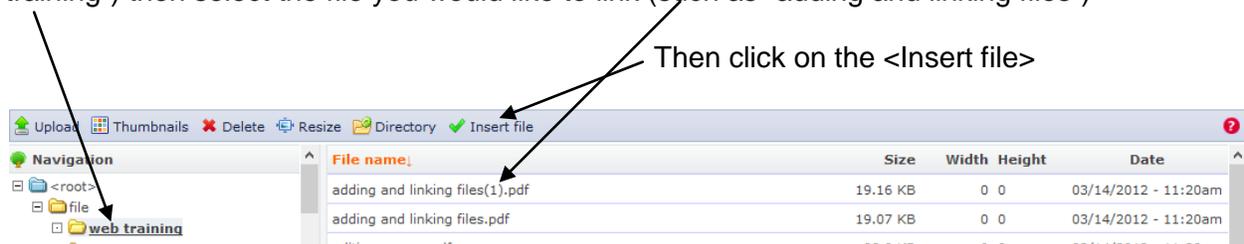
There will be occasions when you will need to add a file (such as flyers, brochure or handouts). It is recommended that you change the file to a PDF format this will assure that the user will get a print friendly version. The web site will not accept files larger than 2000 KB.

1. Click the edit tab on the page you would like to add a file to.
2. Highlight or type text
3. Click on the hyper link button

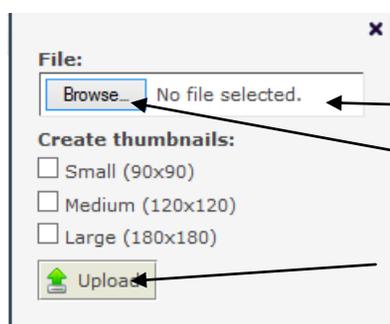


Select <Browse Sever button>

If the file already exist on the website server then open the name of the folder (such as "web training") then select the file you would like to link (such as "adding and linking files")



Then click on the <Insert file>



If file does not exist on the web server Click on the upload button to upload a file to the web server

Click on <Browse button> to find file on your PC

Open file (file name will appear opposite of the <Browse button>)
Click the <Upload button> (do not create any thumbnails)
Then click on the <Insert file>. On Next screen click

