

Content Editor: Hyperlinking to External Site

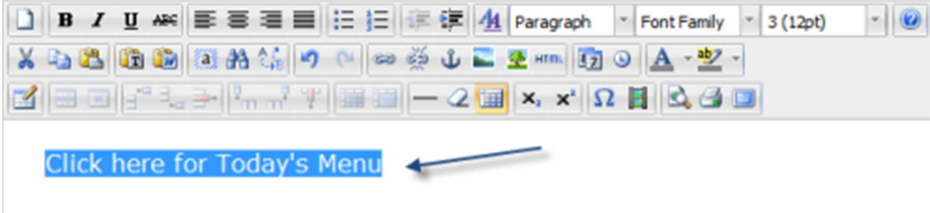
Hyperlinking to Other Websites (External Links)

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


- There must be a content 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 Content 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:

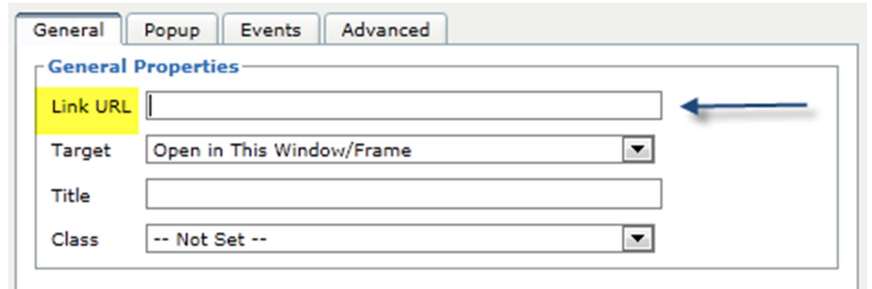
<ul style="list-style-type: none"> ▪ Select the word, phrase or image 	
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Step Two:

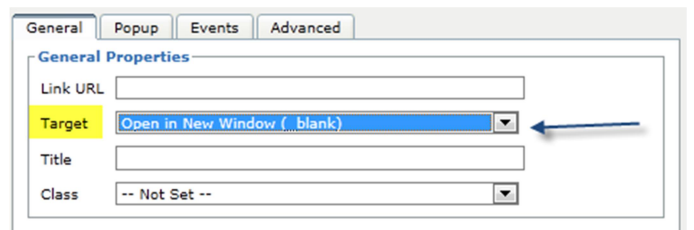
<ul style="list-style-type: none"> ▪ After the word or phrase has been selected, click the Insert/Edit Link button. (Please note that this button is only available when text has been highlighted.) 	
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Step Three:

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



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- 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 do not function at this time.



For External Links, You will Select Open in New Window

➤

- 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 content editor.

General Popup Events Advanced

General Properties

Link URL

Target Open in New Window (_blank) ▼

Title ←

Class -- Not Set -- ▼

Insert

If you are finished in the content editor, you will now choose “Update” or “Save” in the area you are working in.
