

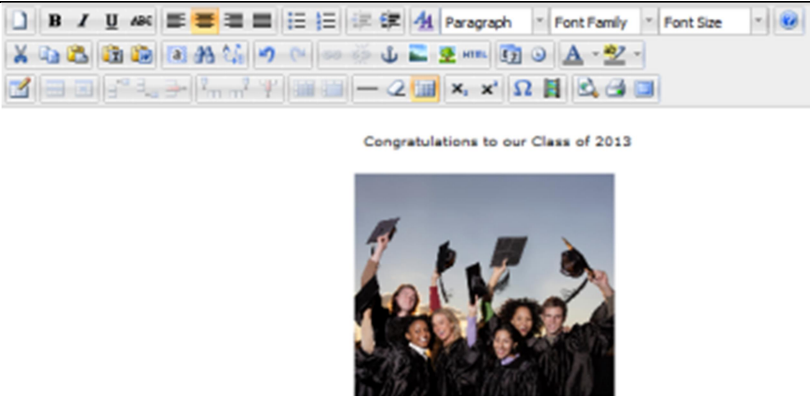
Content Editor: Hyperlinking From Images

Hyperlinking Using Images or Graphics


Hyperlinking is the ability to provide links to other areas of your website or to other websites. You can link images or graphics just like text. Using the “tool tip” or “Title” area of your hyperlink you can also inform the visitor of the nature of the linked image or graphic.

- There must be a Content Editor box available to add a hyperlink.
- You can connect a link to an external website or another area of your website from an image or graphic.

Step One:

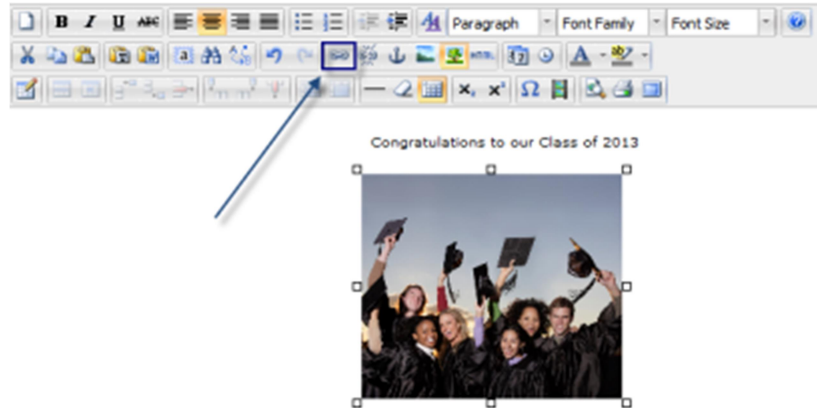
<ul style="list-style-type: none"> ▪ Insert an image in content editor from the image gallery. (See instructions for <i>Inserting Images from the Image Library</i> for complete instructions.) 	
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Step Two:

<ul style="list-style-type: none"> ▪ Select the image by clicking on it. You should then see the square boxes surrounding the image. 	
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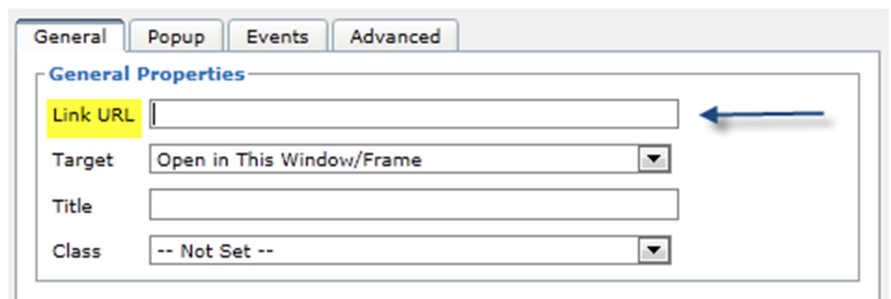
Step Three:

- After the image has been selected, click the Insert/Edit Link button. (Please note that this button is only available when the image has been selected.)



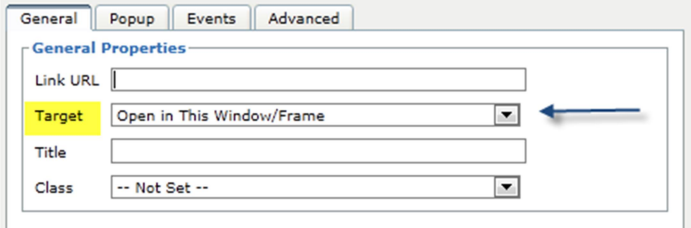
Step Four:

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



➤ 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.



General | Popup | Events | Advanced

General Properties

Link URL

Target **Open in This Window/Frame** ▼

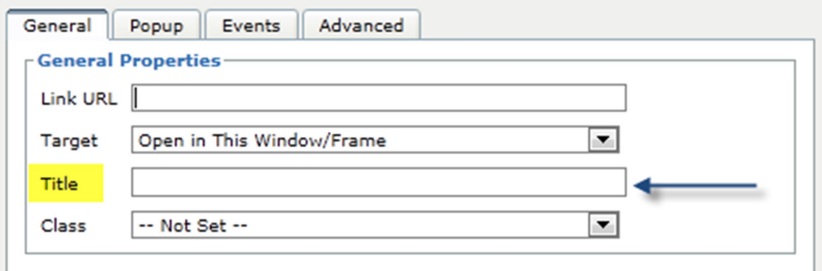
Title

Class -- Not Set -- ▼

➤

- 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 This Window/Frame ▼

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.