

## Content Editor: Hyperlinking Internally

### Hyperlinking Inside Your Website (Internal Links)

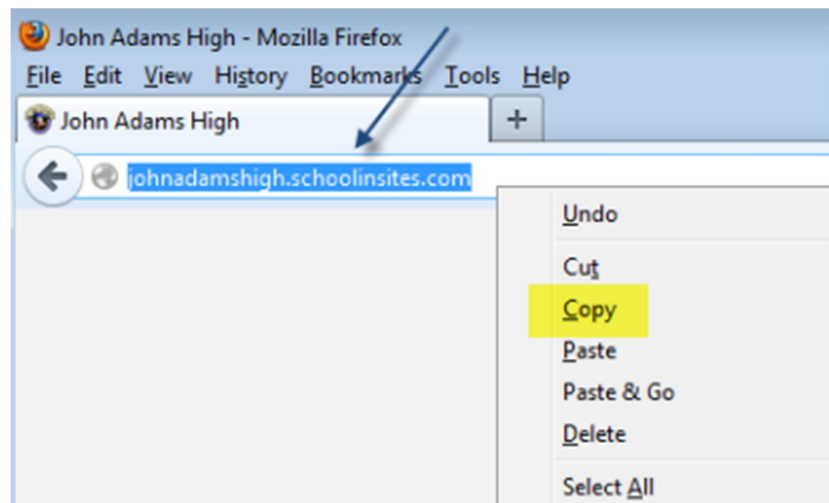
Hyperlinking is the ability to provide links to other areas of your website. This can be used as a great “cross-referencing” tool for related areas of your site. You may wish to create a series of “internal” links from your “home page” so as to successfully guide visitors to key areas of your site.

- There must be a Content editor box available to add a hyperlink.
- You can connect a link to another area of your website from a particular word or phrase.

Instructions for linking to another section of your website by a particular word or phrase:

#### Step One:

- Navigate to the public page of your website where you wish to send your visitor.
- Right-click and Copy the entire URL in the address bar.



**Step Two:**

- From the content editor where you wish to create the hyperlink, select the desired word, phrase or image with the mouse.



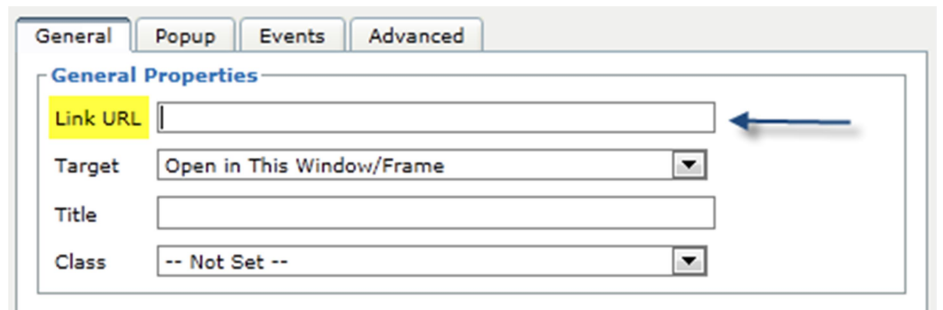
**Step Three:**

- 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.)

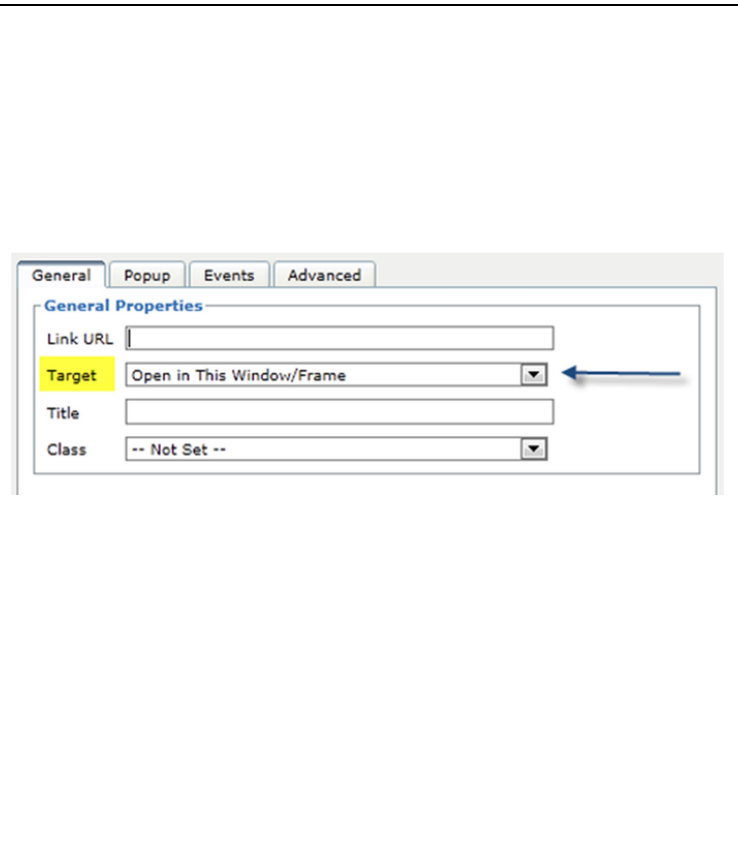


**Step Four:**

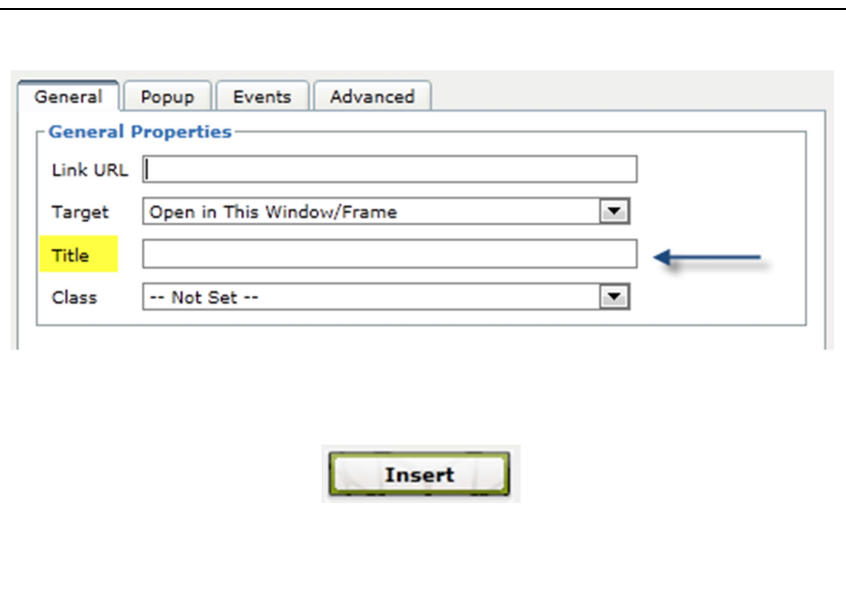
- Right- Click in the Link URL area.
- Paste the full string of copied characters in this field.



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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.



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