



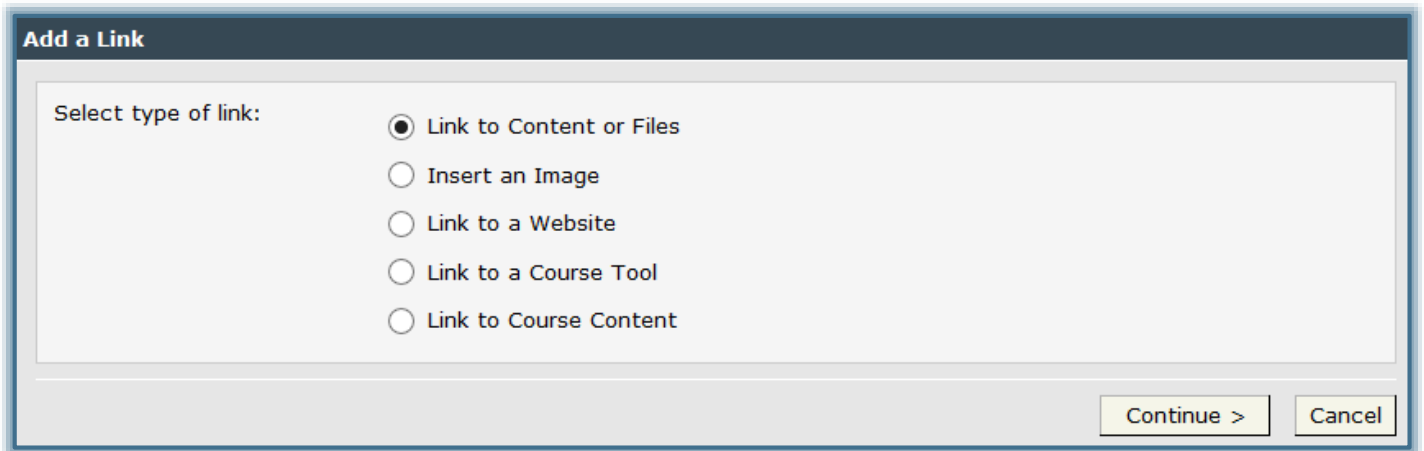





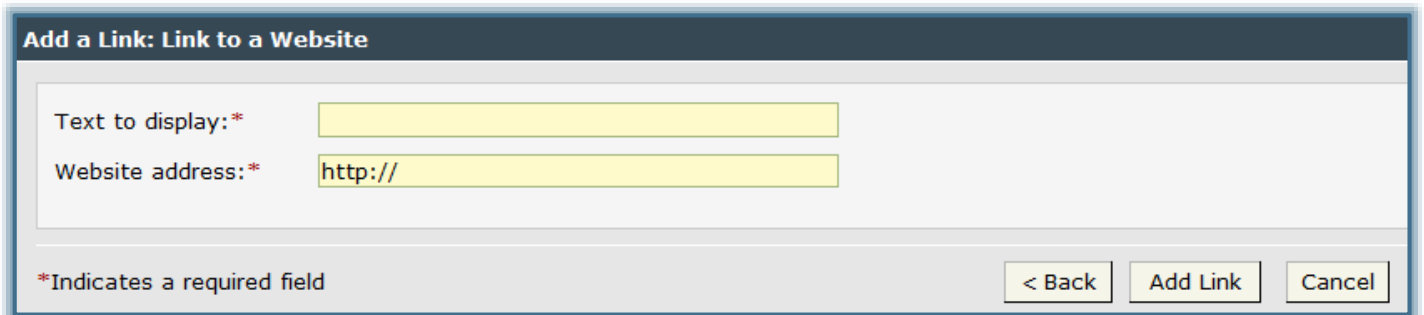
## Link to a Website








There are places in a course where it might be beneficial to add links to external files or Web pages, or to add files directly into a course. There also may be times where it would be helpful to link from one section of a course to another section. The Visual Editor toolbar is used to add links to external files, images, and Websites. The same process for adding links is consistent throughout the whole course.

-  Click the **Author** tab on the **Navigation Tree**.
-  Click the item where the link is to be created.
-  Click the **Add a Link** button on the **Visual Editor Toolbar** (see illustration at right).
-  The **Add a Link** window will appear (see illustration below).

A dialog box titled 'Add a Link' with a dark blue header. The main area is light gray and contains the text 'Select type of link:' followed by five radio button options: 'Link to Content or Files' (selected), 'Insert an Image', 'Link to a Website', 'Link to a Course Tool', and 'Link to Course Content'. At the bottom right, there are two buttons: 'Continue >' and 'Cancel'.

-  Click the **Link to a Website** option button.
-  Click **Continue**.
-  The **Add a Link: Link to a Website** window will display (see illustration below).

A dialog box titled 'Add a Link: Link to a Website' with a dark blue header. The main area is light gray and contains two text input fields. The first is labeled 'Text to display:\*' and is empty. The second is labeled 'Website address:\*' and contains 'http://'. Below the fields, there is a note '\*Indicates a required field'. At the bottom right, there are three buttons: '< Back', 'Add Link', and 'Cancel'.

-  In the **Text to Display** box, input information the students will click to open the Web site.
-  In the **Website Address** box, input the address for the Website.
  -  Input the **Website Address** after **http://**.
  -  Do not erase **http://** from the box.
  -  This text must be part of the Web address in order for the link to work.
-  Click **Add Link**.
-  Click **Save Changes** in the **Visual Editor** window.