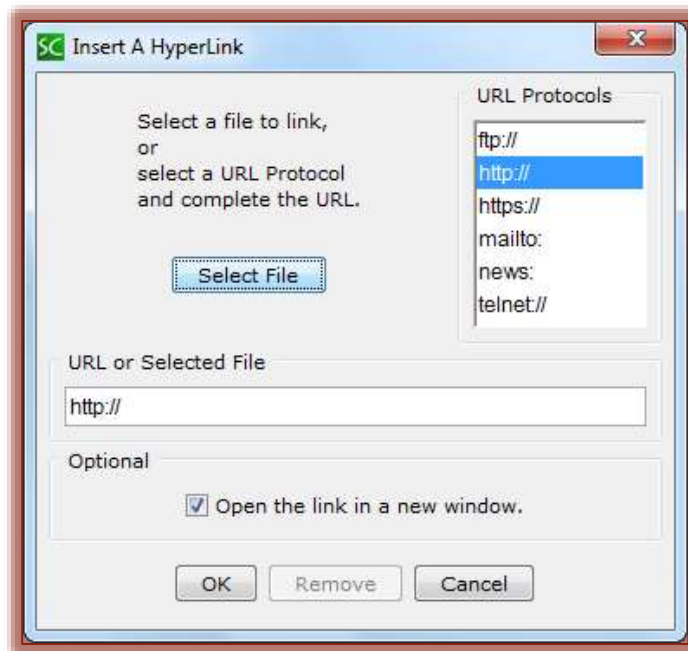


## SoftChalk-Hyperlink

In SoftChalk, it is possible to create hyperlinks to other Web sites, other files, or to a bookmark in a Lesson. Hyperlinks can be created for Plain Text items only. You cannot create a Hyperlink to a Heading Text.

### LINK TO WEB SITE

- ☰ Open your **Web Browser** and locate the site to which the **Hyperlink** is to be created.
- ☰ Copy the **Address/URL** for the site.
- ☰ Select the **Text** for which the **Hyperlink** is to be created.
- ☰ Do one of the following:
  - ☞ Click **Insert** on the **Menu Bar**.
  - ☞ Right-click on the selected text and move the mouse pointer over **Other**.
- ☰ Select **Hyperlink** from the list of options.
- ☰ The **Insert Hyperlink** window will display (see illustration below).



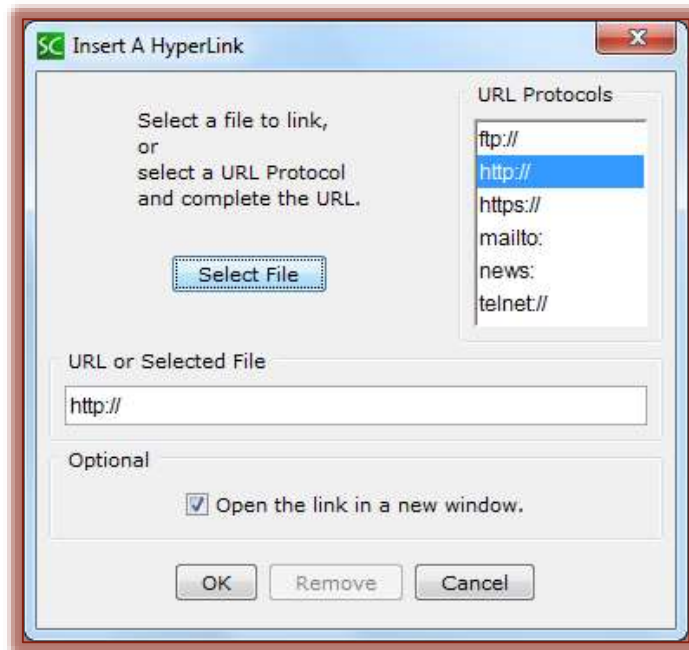
- ☰ In the **URL or Selected File** box, use **Ctrl+V** to paste the **Address/URL** into the box.
- ☰ It is recommended that you leave the **Open the link in a new window** option checked.
  - ☞ When the link is clicked the site will open in a different window in the Web Browser.
  - ☞ This is the best option when opening the site in eCollege or another Web page.
- ☰ Click the **OK** button to insert the **Hyperlink**.

### LINK TO ANOTHER FILE

With this option, it is possible to link to Word, Excel, PowerPoint, or PDF files, among others. When a file is inserted, a copy of the file is placed in the SoftChalk Lesson Folder when you save the Lesson. The original file will remain in the original folder. If corrections are made to the file, you will have to create a new Hyperlink or Update the Hyperlink.

- ☰ Select the **Text** for which the **Hyperlink** is to be created.
- ☰ Do one of the following:
  - ☞ Click **Insert** on the **Menu Bar**.

- ☞ Right-click on the selected text and move the mouse pointer over **Other**.
- ☞ Select **Hyperlink** from the list of options.
- ☞ The **Insert Hyperlink** window will display (see illustration below).



- ☞ Click the **Select File** button.
- ☞ The **Open** window will display.
- ☞ Navigate to the area where the file is stored.
- ☞ Select the **File** for the **Hyperlink**.
- ☞ Click the **Open** button.
- ☞ It is recommended that you leave the **Open the link in a new window** option checked.
  - ☞ When the link is clicked in the Web Browser the site will open in a different window.
  - ☞ This is the best option when opening the site in eCollege or another Web page.
- ☞ Click the **OK** button to insert the **Hyperlink**.

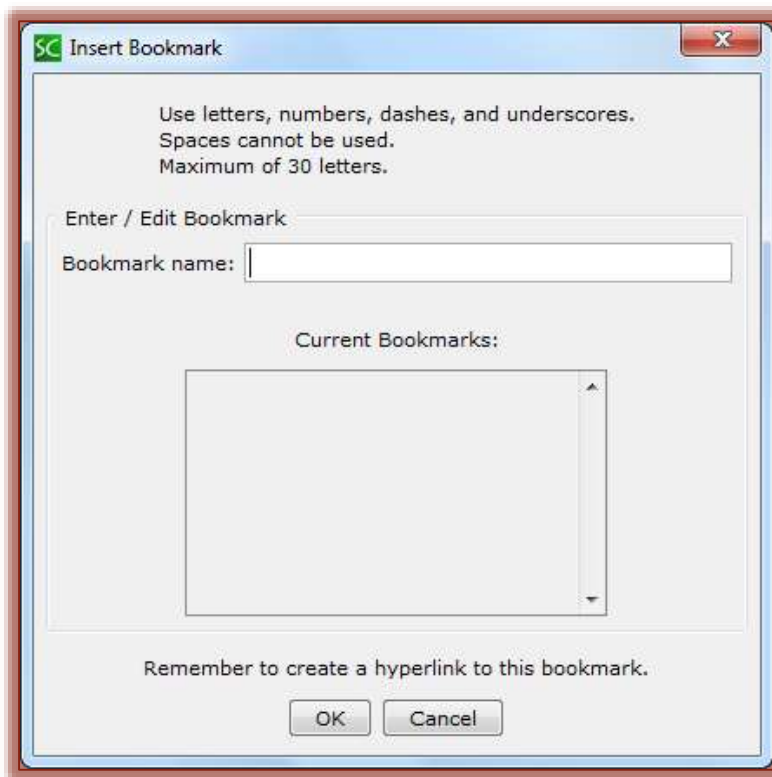
**IMPORTANT:** If you have issues linking to a file, check to see if you have any unusual characters, such as a period, ampersand (&), or pound (#) sign, in the file name. The best policy for naming files is to use only alpha characters, numbers, underlines, or hyphens.

### INTERNAL LINKS (BOOKMARKS)

It is possible to create a link from one part of a Lesson to another by creating a Bookmark and then linking to the Bookmark. Bookmarks cannot be created for hyperlinked items.

#### Insert a Bookmark

- ☞ Click where the **Bookmark** is to be inserted.
- ☞ Do one of the following:
  - ☞ Click **Insert** on the **Menu Bar**.
  - ☞ Right-click where the **Bookmark** is to be inserted and move the mouse pointer over **Other**.
- ☞ Select **Bookmark** from the list of options.
- ☞ The **Insert Bookmark** window will display (see illustration on next page).



- ☰ Input a **Name** for the **Bookmark**.
  - ☞ The **Name** can be up to 30 characters.
  - ☞ The **Name** cannot contain any spaces.
  - ☞ Letters, hyphens, numbers, and underscores can be used in the **Name**.
  - ☞ Other characters such as periods, pound (#) signs or ampersands (&) cannot be used.
- ☰ Click the **OK** button to add the **Bookmark** to the **Lesson**.
- ☰ The **Bookmark Icon** will appear in the **Lesson** (see illustration at right).

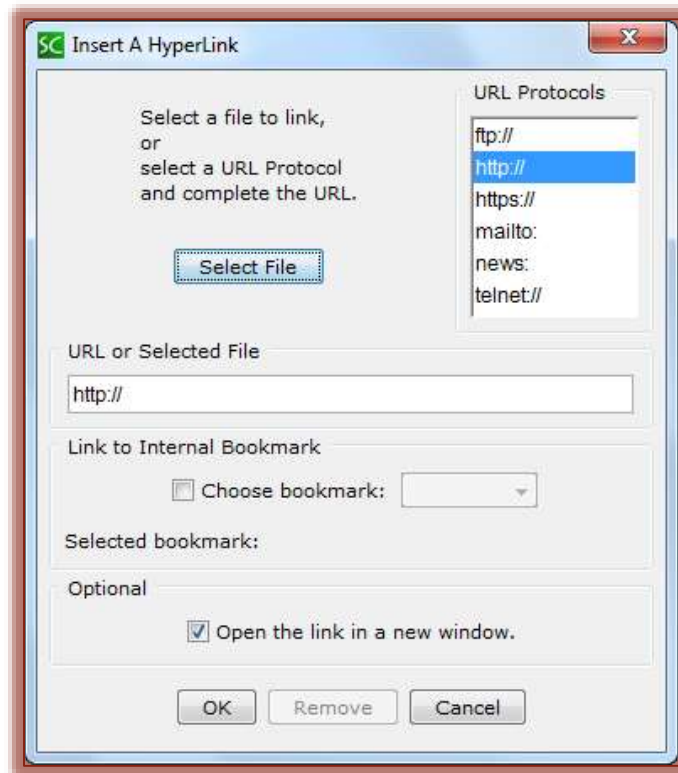


### LINK TO A BOOKMARK

- ☰ Select the text for which the **Hyperlink** is being created.
- ☰ Do one of the following:
  - ☞ Click **Insert** on the **Menu Bar**.
  - ☞ Right-click on the selected text and move the mouse pointer over **Other**.
- ☰ Select **Hyperlink** from the list of options.
- ☰ The **Insert Hyperlink** window will display (see illustration on next page).
- ☰ Click the **Choose Bookmark** check box.
- ☰ In the **Bookmark** list, select the **Bookmark** to which the text is to link.
- ☰ Click **OK** to return to the **Main Editing Window**.

### MODIFY BOOKMARK

- ☰ Right-click on the **Bookmark** icon (see illustration at right).
- ☰ Choose **Modify Bookmark**.
- ☰ Make the necessary changes.
- ☰ Click **OK** to save the changes.



## REMOVE BOOKMARK

- 📖 Right-click on the **Bookmark** icon (see illustration at right).
- 📖 Click **Remove Bookmark**.
- 📖 The **Bookmark** will be removed from the **Lesson**.
- 📖 Do one of the following to reinsert the Bookmark:
  - ⌘ Click **Edit** on the **Menu Bar** and then select **Undo**.
  - ⌘ Use the key combination **CTRL+Z**.