

## CREATE LINKS-HYPERLINKS TO TEXT, IMAGES, BUTTONS, AND EXTERNAL PAGES

Links are used to allow visitors to the site access to another page or file on your site or on another site. Items can be linked to either text or images.

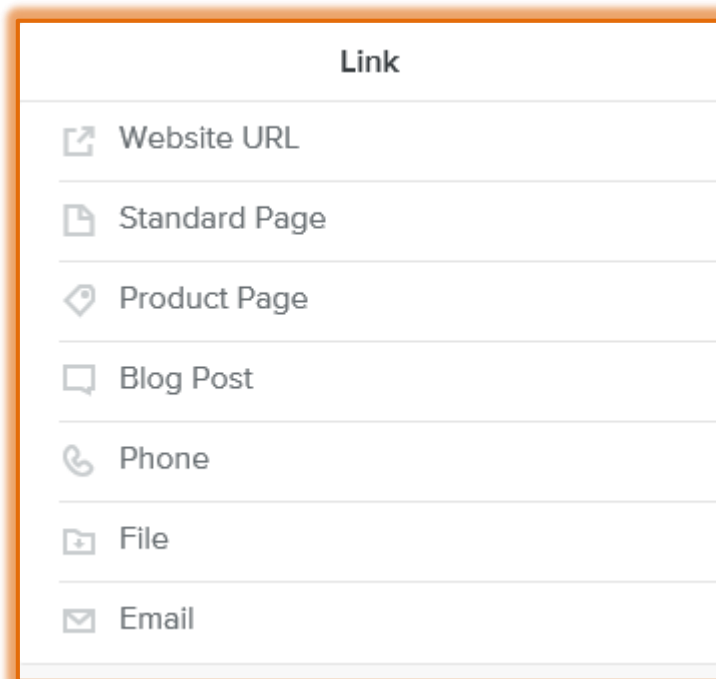
### TEXT LINKS

Any text that is entered into a Title or Text Element can be turned into a hyperlink.

- ✦ Highlight the text that is to be used for the link.
- ✦ Click the **Create Link** button on the **Text Toolbar** (see illustration below).



- ✦ The **Link** dialog box will display (see illustration below).



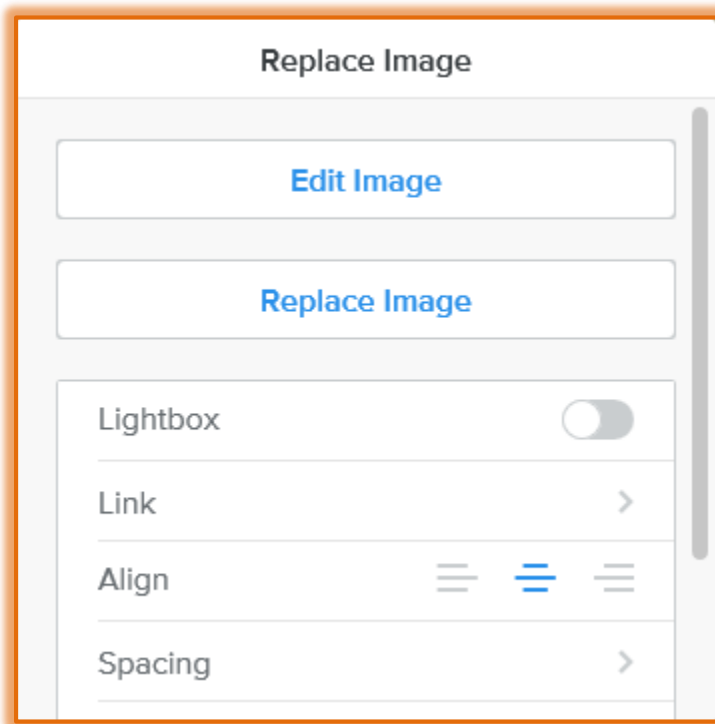
- ✦ Select the type of **Link** that is to be created.
  - ✦ **Website URL** - This option will create a link to another Web site. You have to insert the URL/Address for the site that is being linked to. Click the **Open link in new window** option if the site is not to open within your Web site.
  - ✦ **Standard Page** - This option is used to link to a specified page of your Web site. Click the list arrow to select the page to link to.
  - ✦ **Product Page** - If the site contains information regarding products available on the site, this option will insert a link to that product.
  - ✦ **Blog Post** - To link to a blog in your site, select this option. A list of blogs will display. Select from one of the blogs.
  - ✦ **Phone** - This option allows you to create a link to a specified phone number.
  - ✦ **File** - Use this option to link to a file that has been uploaded to the Web site. If the file is not in the list, click the **Upload New** link to select the file.

- ☞ **Email Address** – To create a link to your **Email Address** select this option.
- ✚ When the options have been chosen, click away from the text area to apply the link.
- ✚ To test the link, you need to **Publish** the site.

### IMAGE LINKS

Any image on the Web site can be turned into a link.

- ✚ Click the image that is to be used for the link.
- ✚ The **Replace Image Panel** will display (see illustration below).



- ✚ Click the **Link** button.
- ✚ The **Link** dialog box will display as shown in the illustration on the previous page.
- ✚ Select the type of **Link** that is to be created.
  - ☞ **Website URL** – This option will create a link to another Web site. You have to insert the URL/Address for the site that is being linked to. Click the **Open link in new window** option if the site is not to open within your Web site.
  - ☞ **Standard Page** – This option is used to link to a specified page of your Web site. Click the list arrow to select the page to link to.
  - ☞ **Product Page** – If the site contains information regarding products available on the site, this option will insert a link to that product.
  - ☞ **Blog Post** – To link to a blog in your site, select this option. A list of blogs will display. Select from one of the blogs.
  - ☞ **Phone** – This option allows you to create a link to a specified phone number.
  - ☞ **File** – Use this option to link to a file that has been uploaded to the Web site. If the file is not in the list, click the **Upload New** link to select the file.
  - ☞ **Email Address** – To create a link to your **Email Address** select this option.
- ✚ When the options have been chosen, click away from the text area to apply the link.
- ✚ To test the link, you need to **Publish** the site.

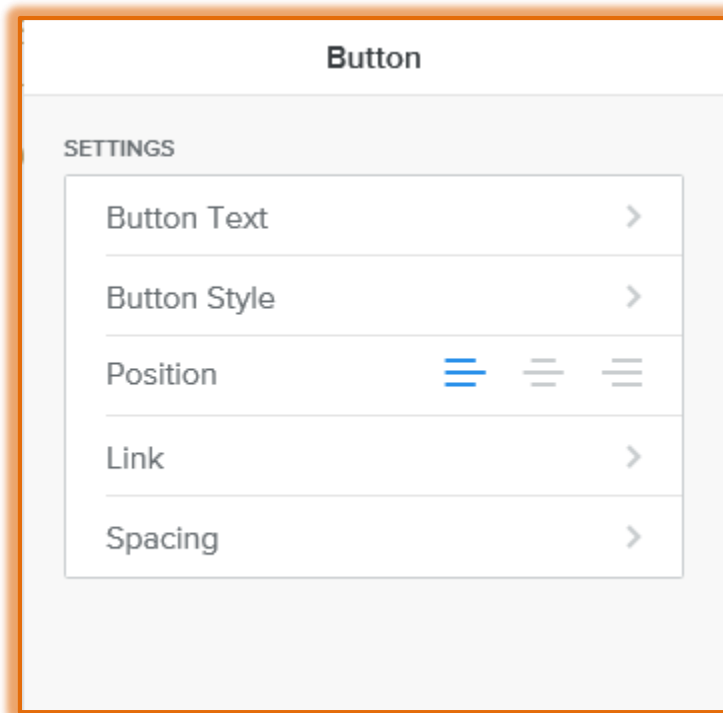
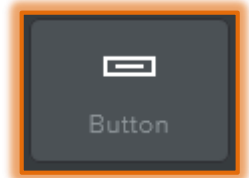
## NOTE:

- ✦ When the Email link is used, the visitor's mail program (Like Apple Mail or Outlook) will open directly so the visitor can write a message.
- ✦ If the visitor is not using one of these programs the link won't work.
- ✦ This is a browser issue, not a Weebly issue with links.
- ✦ The visitor will have to copy your email address or use a Contact Form if one has been added to the site.

## BUTTON LINKS

Button links can be used to link to other sites, pages on the site, files, and email address. These buttons are created using an element from the Elements Pane.

- ✦ Drag the **Button Element** to the page.
- ✦ The **Button** pane will display (see illustration below).
- ✦ Input the text for the button.
  - ✦ The text can be any length.
  - ✦ The ideal length is no more than five or six words.
- ✦ Click the **Link** button in the **Button** pane.



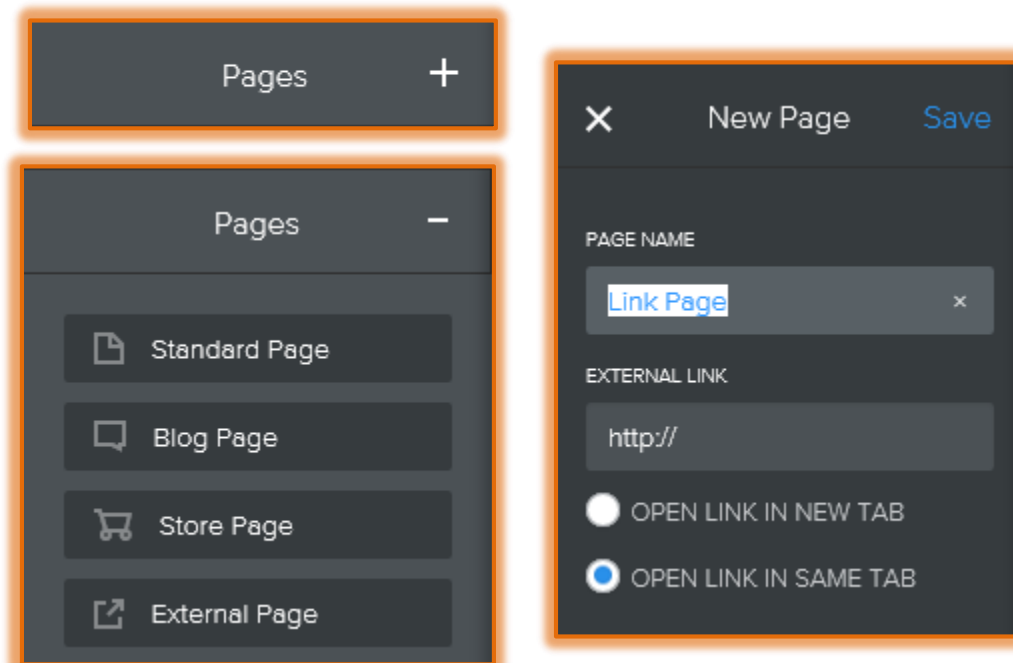
- ✦ The **Link** dialog box will display as shown in the illustration on the first page.
- ✦ Select the type of **Link** that is to be created.
  - ✦ **Website URL** - This option will create a link to another Web site. You have to insert the URL/Address for the site that is being linked to. Click the **Open link in new window** option if the site is not to open within your Web site.
  - ✦ **Standard Page** - This option is used to link to a specified page of your Web site. Click the list arrow to select the page to link to.
  - ✦ **Product Page** - If the site contains information regarding products available on the site, this option will insert a link to that product.

- ☞ **Blog Post** – To link to a blog in your site, select this option. A list of blogs will display. Select from one of the blogs.
- ☞ **Phone** – This option allows you to create a link to a specified phone number.
- ☞ **File** – Use this option to link to a file that has been uploaded to the Web site. If the file is not in the list, click the **Upload New** link to select the file.
- ☞ **Email Address** – To create a link to your **Email Address** select this option.
- ✚ When the options have been chosen, click away from the text area to apply the link.
- ✚ To test the link, you need to **Publish** the site.

### NAVIGATION LINKS

The Navigation Bar or Menu is a set of links that are used to open pages on your site. It is also possible to create a page that will link to an external page or site.

- ✚ Click the **Pages** tab.
- ✚ The **Pages** sidebar will display.
- ✚ Click the **Add Page** link. This is the plus sign to the right of the word Pages.



- ✚ Click the **External Page** option.
- ✚ A new **Link** page will be created.
- ✚ Input a **Name** for the page into the **Page Name** box.
- ✚ Input the **Web Address** for the page.
- ✚ Select from one of the following options:
  - ☞ **Open link in New Tab** – When this option is selected, a new tab will open to display the page.
  - ☞ **Open link in Same Tab** – Select this option to display the Web site in the Link tab.
- ✚ Click the **Save** button.
- ✚ The Web site must be **Published** for the link to work.