

CREATE LINKS-HYPERLINKS TO TEXT

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.

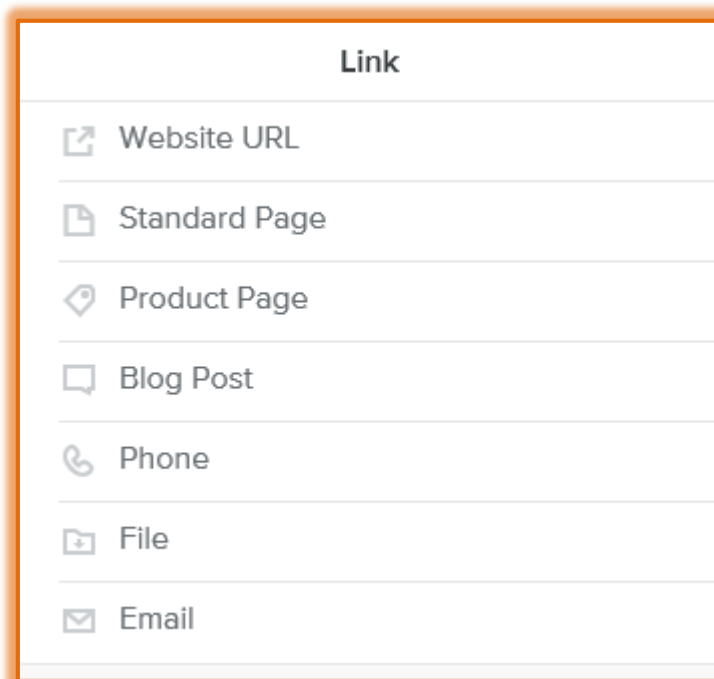
TEXT LINKS

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.