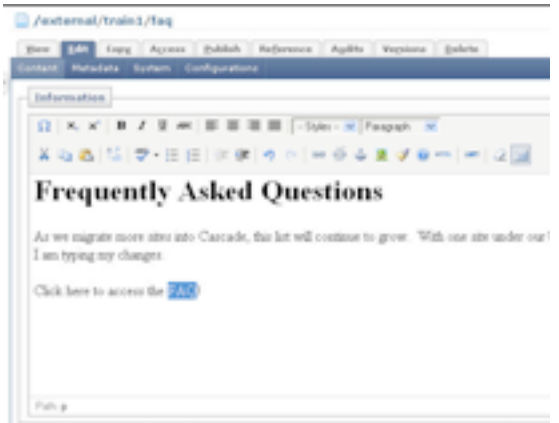
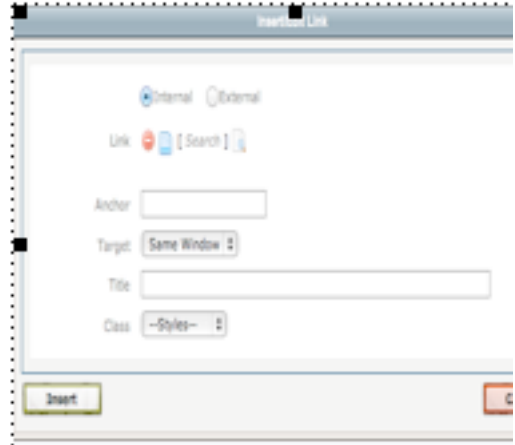


Inserting Internal Hyperlinks

This Tech-Tip will guide you through the necessary steps involved in creating hyperlinks. There are two types of hyperlinks – **internal** and **external**.

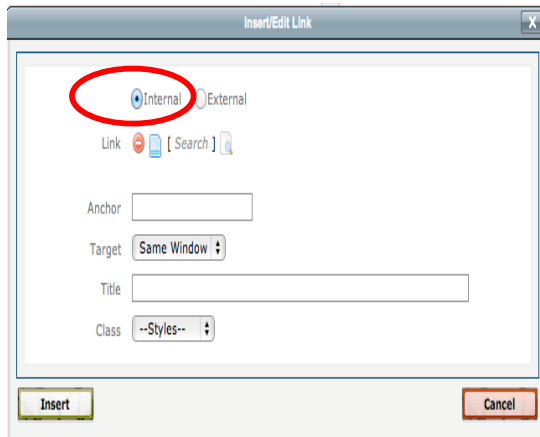
An internal hyperlink links to another page or asset within your site, while an external hyperlink links to a page or asset outside of your site. In this example, we will focus on internal hyperlinks.

Inserting Internal Hyperlinks

Step	Action	Result
1	While in <i>Edit</i> mode on your page, select the text (click and drag) that you would like to convert to a hyperlink.	
2	Click the Insert/edit link button on the WYSIWYG toolbar.	A dialog box appears. 

3

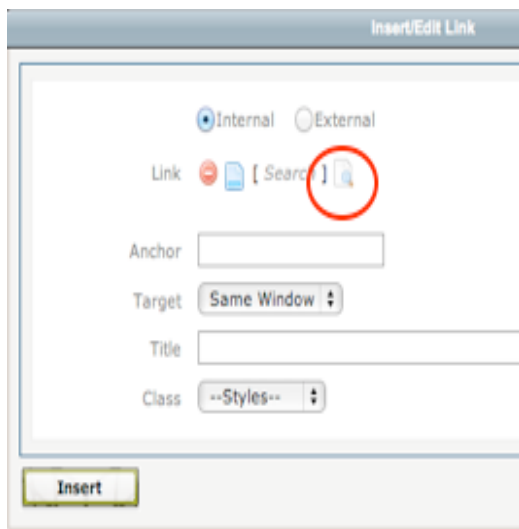
Be sure the **Internal** radio button is selected.



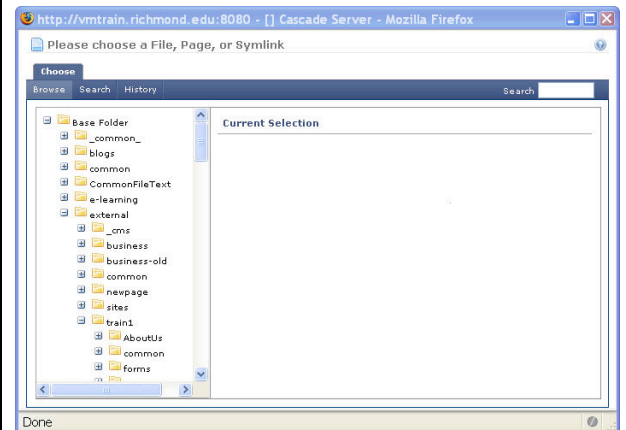
Note: Internal hyperlinks link to pages or assets **within** your site. While you may be able to view other sites, this link type is restricted to pages/assets within your site.

4

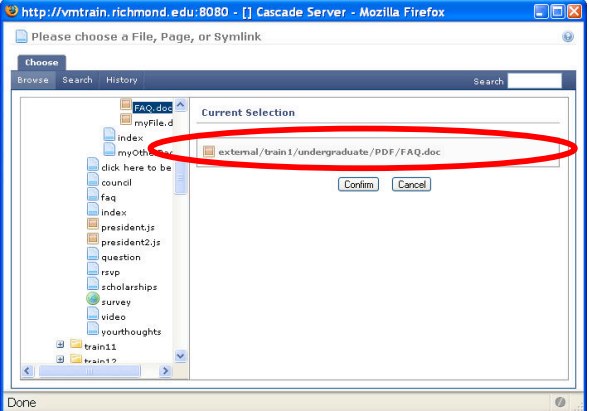
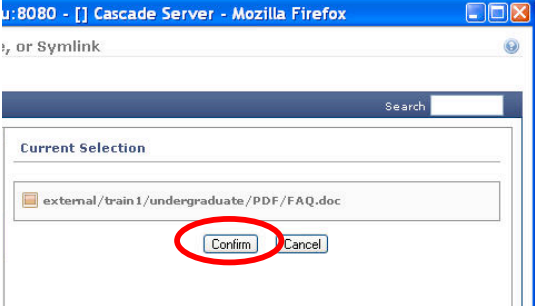
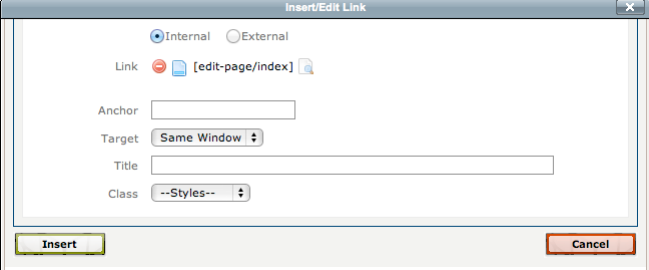
Browse for the page or asset within your site by clicking on the blue page icon.



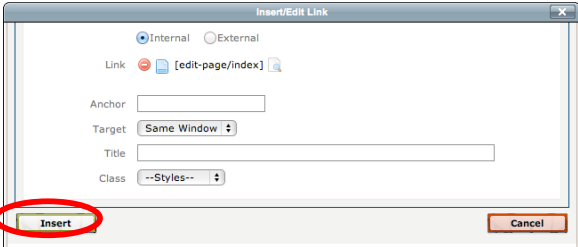
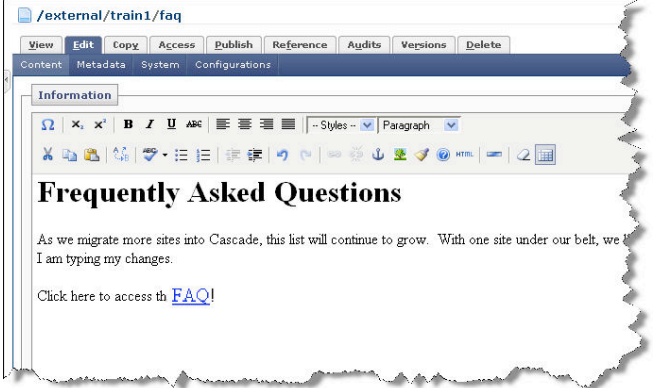
The *Please choose a File, Page, or Symlink* dialog box appears.



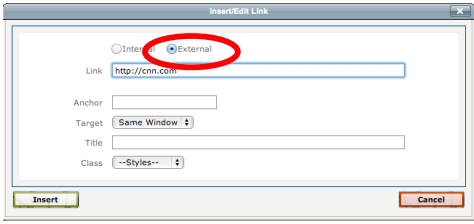
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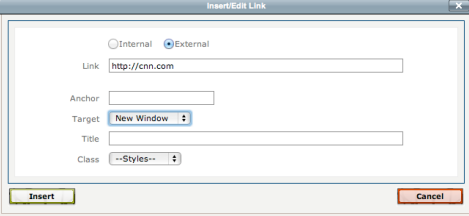
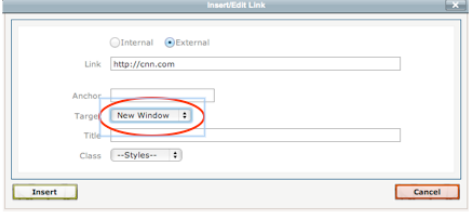
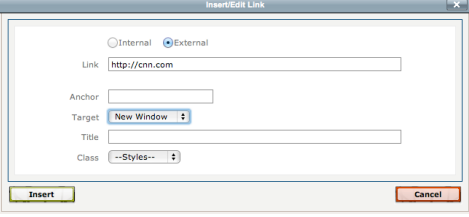
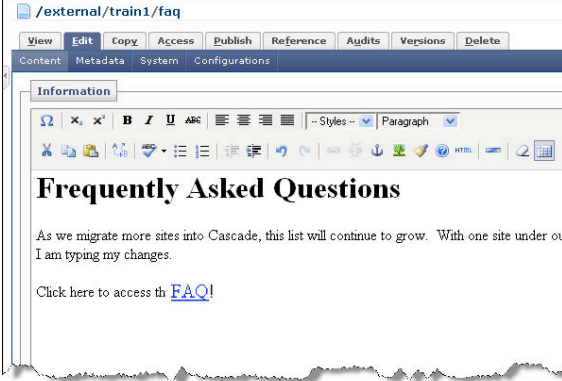
<p>5</p>	<p>Navigate to the desired page or file by clicking through the folder structure.</p>	<p>The path of the selected file displays in the right pane.</p> 
<p>6</p>	<p>Click the Confirm button to select the page/asset.</p> 	<p>The dialog box closes and the confirmed path is displayed adjacent to the Link label.</p>  <p><i>Note: If you find that this is not the correct file, you can click on the path to select another page/asset.</i></p>
<p>7</p>	<p>Make sure the <i>Target</i> field is set to Same Window.</p> <p><i>Note: Links pointing to pages from within the same site should open in the same window.</i></p>	

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<p>8</p>	<p>Click the Insert button.</p> 	<p>You return to the page in Edit mode with the new hyperlink visible.</p> 
<p>9</p>	<p>Scroll down and click the Submit button to save your changes.</p>	<p>Your page displays with the View tab active. Here you can see how your page will appear on the web.</p> <p><i>Note: You can test your link in this mode to ensure it points to the proper page/asset.</i></p> <p><i>Note: This change is not visible online until the page is published.</i></p>

Inserting External Hyperlinks

Step	Action	Result
<p>1 -2</p>	<p>Follow Steps 1 and 2 above.</p>	
<p>3</p>	<p>Be sure the External radio button is selected.</p>  <p><i>Note: External hyperlinks link to pages or assets outside of your site.</i></p>	

<p>4</p>	<p>Enter the complete URL (including the 'http://') of the website that you wish to link to in the <i>Link</i> field.</p>  <p><i>Note: It is much easier to open a new window, browse to the actual site and copy the URL from the address bar.</i></p>	
<p>5</p>	<p>Select New Window from the Target drop-down list.</p>  <p><i>Note: Links pointing to pages outside of your site should open in a new window.</i></p>	
<p>6</p>	<p>Click the Insert button.</p> 	<p>You return to the page in Edit mode with the new hyperlink visible.</p> 
<p>7</p>	<p>Scroll down and click the Submit button to save your changes.</p>	<p>Your page displays with the <i>View</i> tab active. Here you can see how your page will appear on the web and also test to see that the link works.</p> <p><i>Note: This change is not visible online until the page is published.</i></p>