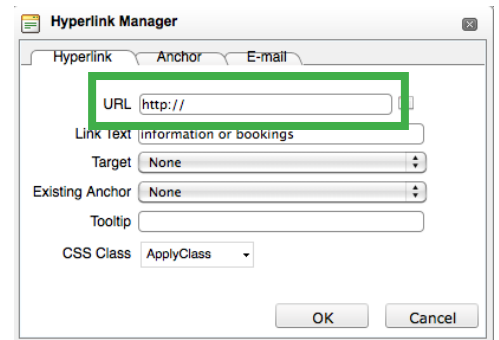


How to create a hyperlink to an external website, email address or website content

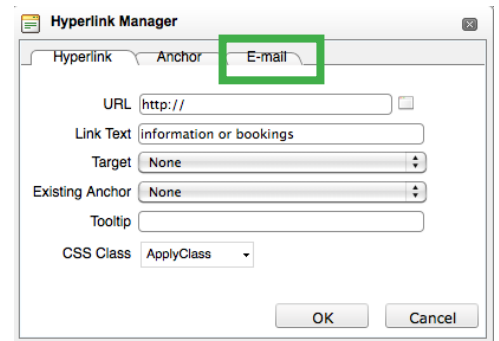
External Website

1. Within the **Text Editor**, select the text you wish to have as the link.
2. Click on the **Hyperlink Manager** icon in the toolbar. It looks like a globe with a link on it (pictured below).
3. Complete the **web address (URL)** or copy and paste. Make sure you keep the **http://**
4. If you'd like the external website to open in a new browser window/tab leaving your website still active, choose **Target > New window**. Click OK.



Email Address

1. Within the **Text Editor**, select the text you wish to have as the link.
2. Click on the **Hyperlink Manager** icon in the toolbar.
3. Click the **Email** tab at the top and enter the email address. Click OK.



Website Content

1. Within the **Text Editor**, select the text you wish to have as the link.
2. Click on **Custom Links** to the right of the globe icons in the editor toolbar.
3. Select from the list to link to internal **Web Pages, Literature, Web Apps** etc. Click on the **Plus** symbol to expand the list.



To **remove a link**, place your cursor within the link and click the **Remove Link** icon.

