



A Guide to Using Links

A link will enable you to take your visitors to another website or a different page within your site.

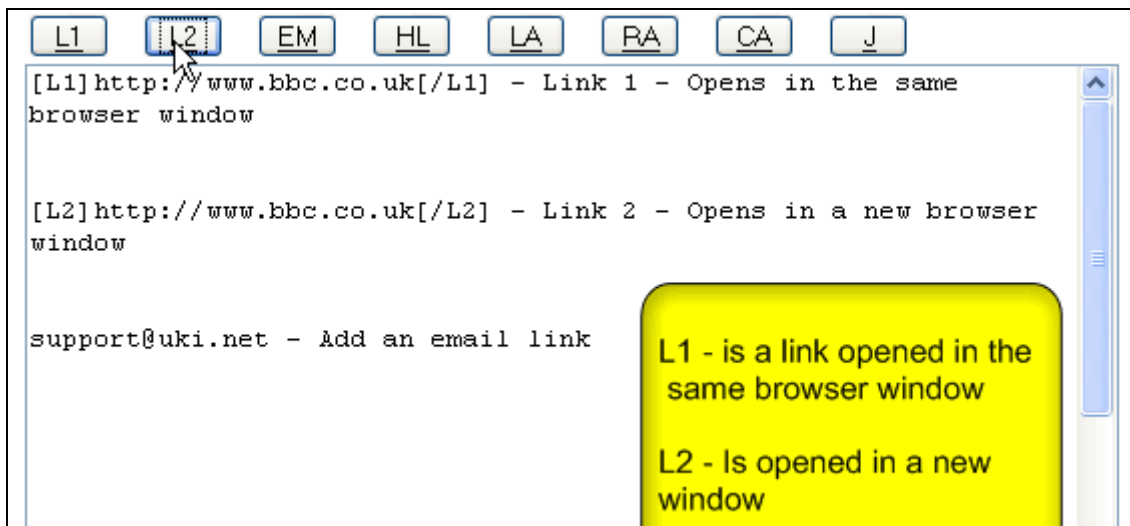
How do I add a link quickly and easily?

You can use the Text Effect buttons in the admin area to add links to your text. Highlight the text you want to put the link on and click the Text Effect button to automatically add the link.

L1 = New information opens in the same browser window

L2 = New information opens in a new browser window

EM = Adds an email link



The Text Effect links will only work if the text you have added the link to is the web or email address, for example;

This will work

[L1] <http://www.bbc.co.uk> [/L1]
[EM] myname@hotmail.com [/EM]

This will not work

[L1] Take a look at this link [L1]
[EM] email me [/EM]

How do I remove a Text Effect link?

Just delete the [L1] (at the start of where the link appears) and the [/L1] (at the end of where the link appears). These were inserted when you clicked the Text Effect button. Submit your changes and the link will be removed.

How do I add a link to any text?

You will need to add a little extra information to get the link to work if you don't want to use the Text Effect method.



Example Link - "[click here to visit another website](#)" or "[email me now](#)"

Open the link in the same browser window - Copy the code below into your web page

```
<a href="http://www.Insert_your_link_address_here">Insert your text here</a>
```

Open the link in a new browser window - Copy the code below into your web page

```
<a href="http://www.Insert_your_link_address_here" target="_blank">Insert your text</a>
```

Open an email link - Copy the code below into your web page

```
<a href="mailto:Insert_email_address_here">Insert your text here</a>
```