

# How Do I Add A Link

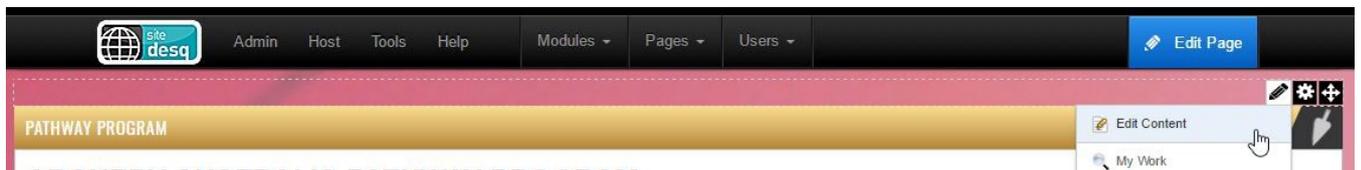
Last Modified on 20/02/2017 4:03 pm AEDT

Clients have the ability to create links to the following:

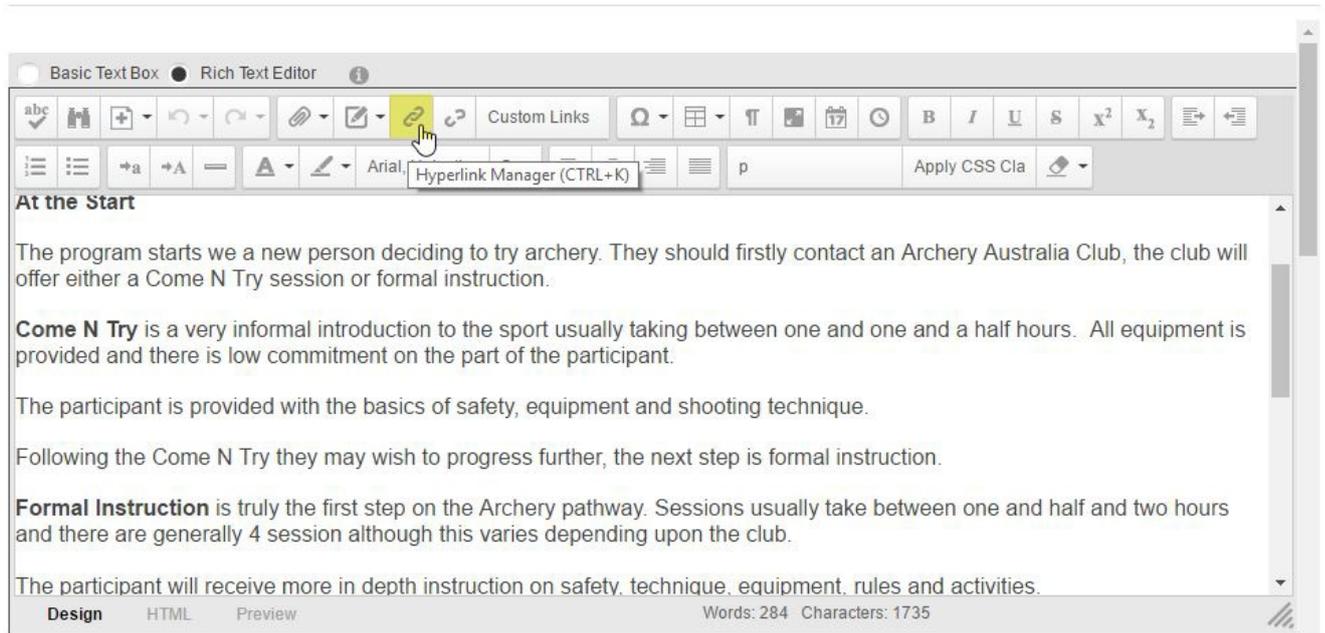
- An internal page on your website
- An external webpage
- A link to a file or PDF.

## Creating a link to an internal page on your website

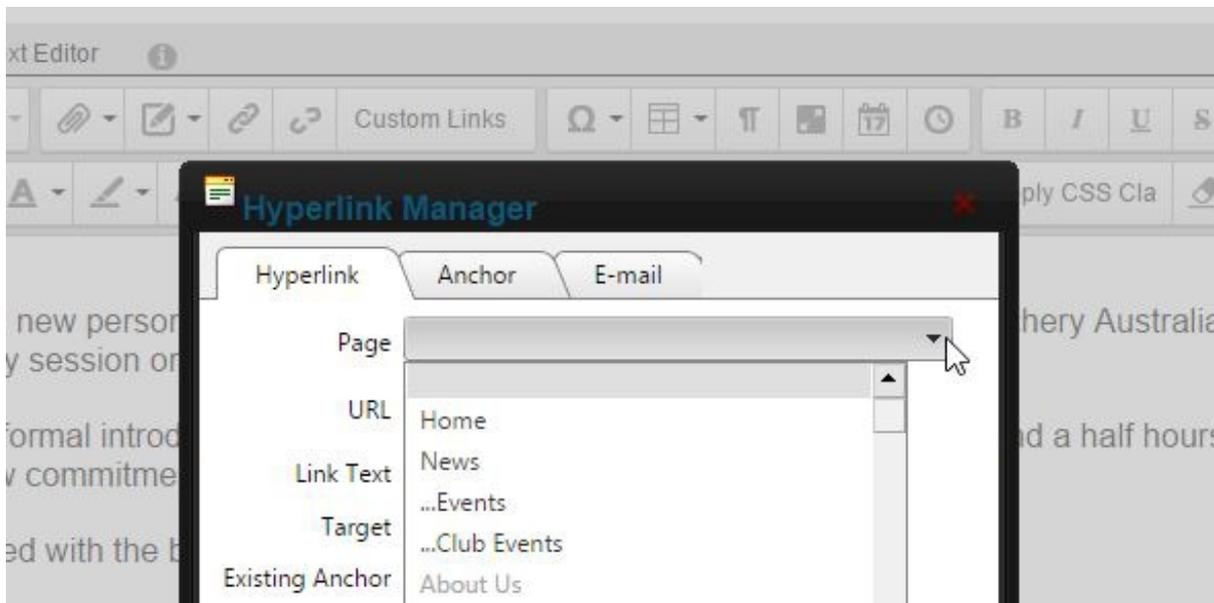
1. Select to edit the HTML module



2. Add content to the HTML module.
3. Select or highlight the content you wish to link. You can add links to text or an image.
4. Select the Hyperlink Manager icon (link icon) in the top panel of the editor window.



5. Select the page you wish to link to in the Page drop down menu.



6. Select OK and then save the module

## Creating a link to an external webpage

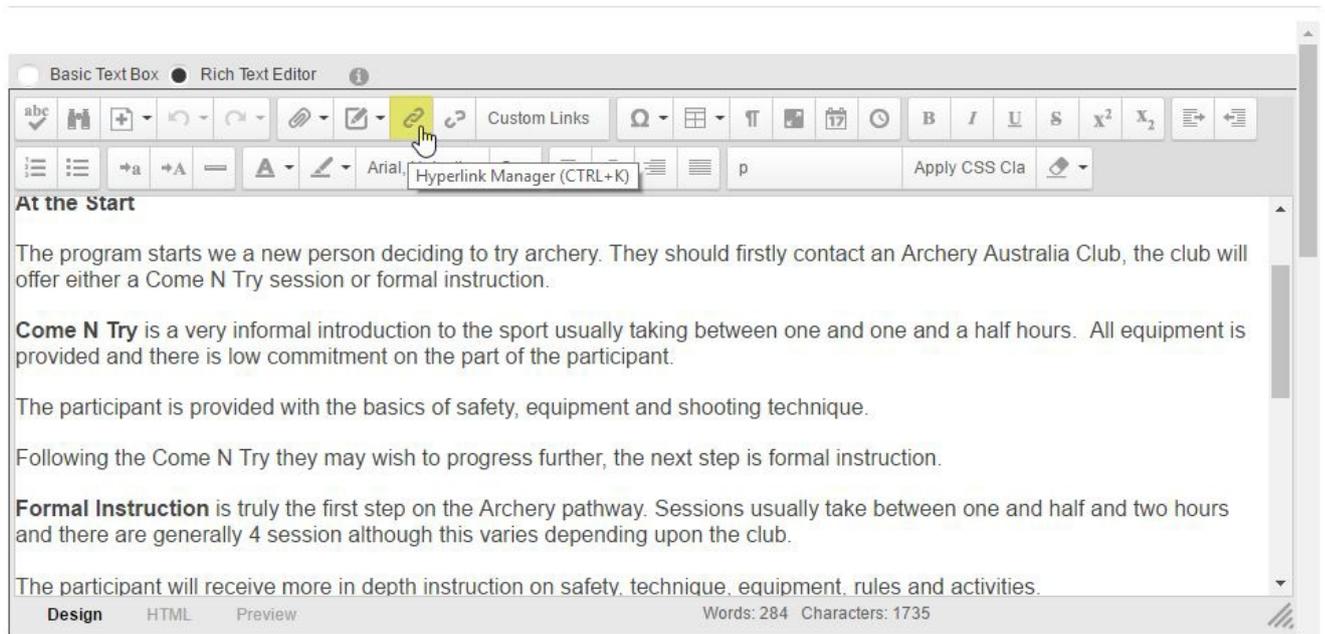
1. Select to edit the HTML module



2. Add the content to the HTML module.

3. Select or highlight the content you wish to link. You can add links to text or an image.

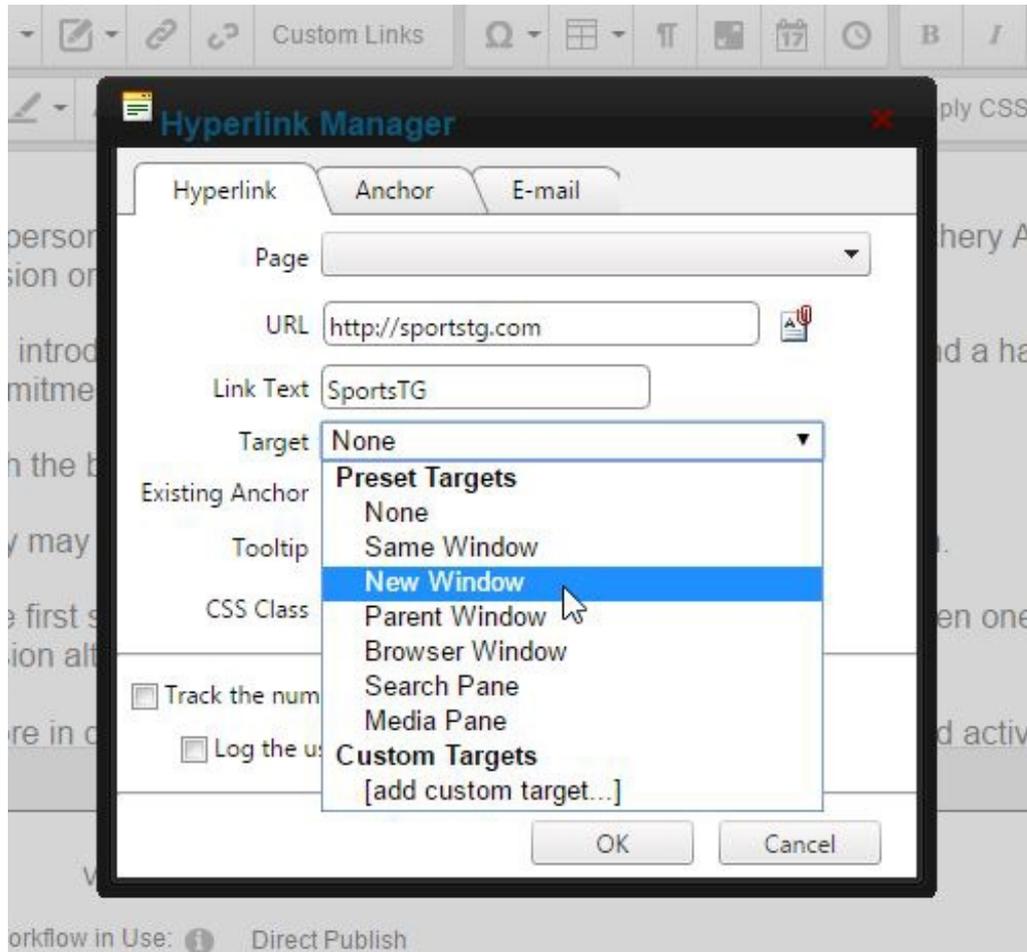
4. Select the Hyperlink Manager icon (link icon) in the top panel of the editor window.



5. Paste in the URL to your external page in the URL text field.

6. Update "Target" to be New Window. This is so the link will open a new tab and users

don't navigate away from your website.



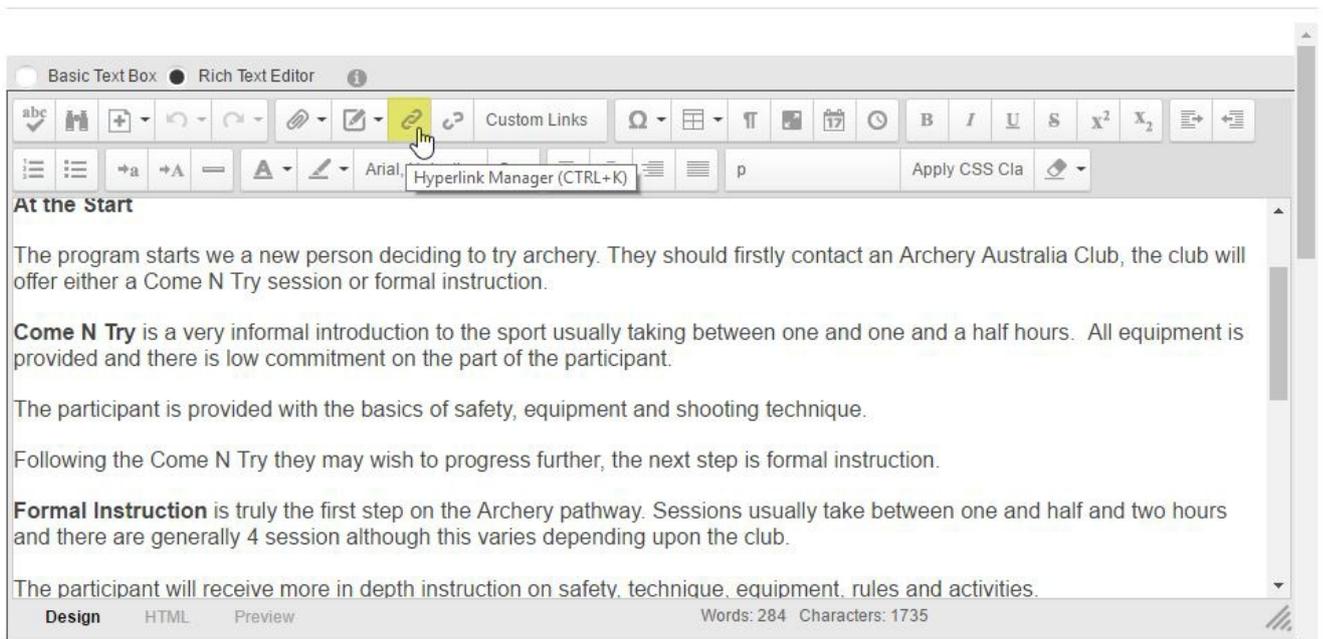
7. Select OK and then save the HTML module

## Creating a link to a file or PDF

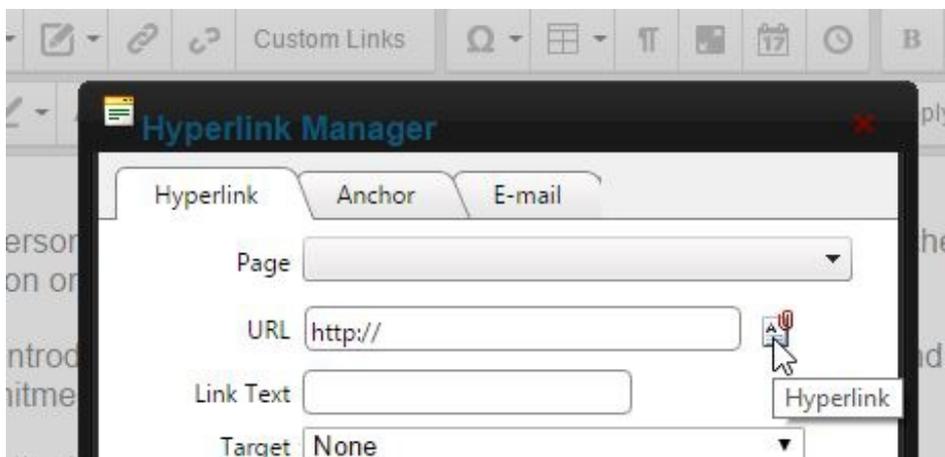
1. Select to edit the HTML module



2. Add the content to the HTML module.
3. Select or highlight the content you wish to link.
4. Select the Hyperlink Manager icon (link icon) in the top panel of the editor window.



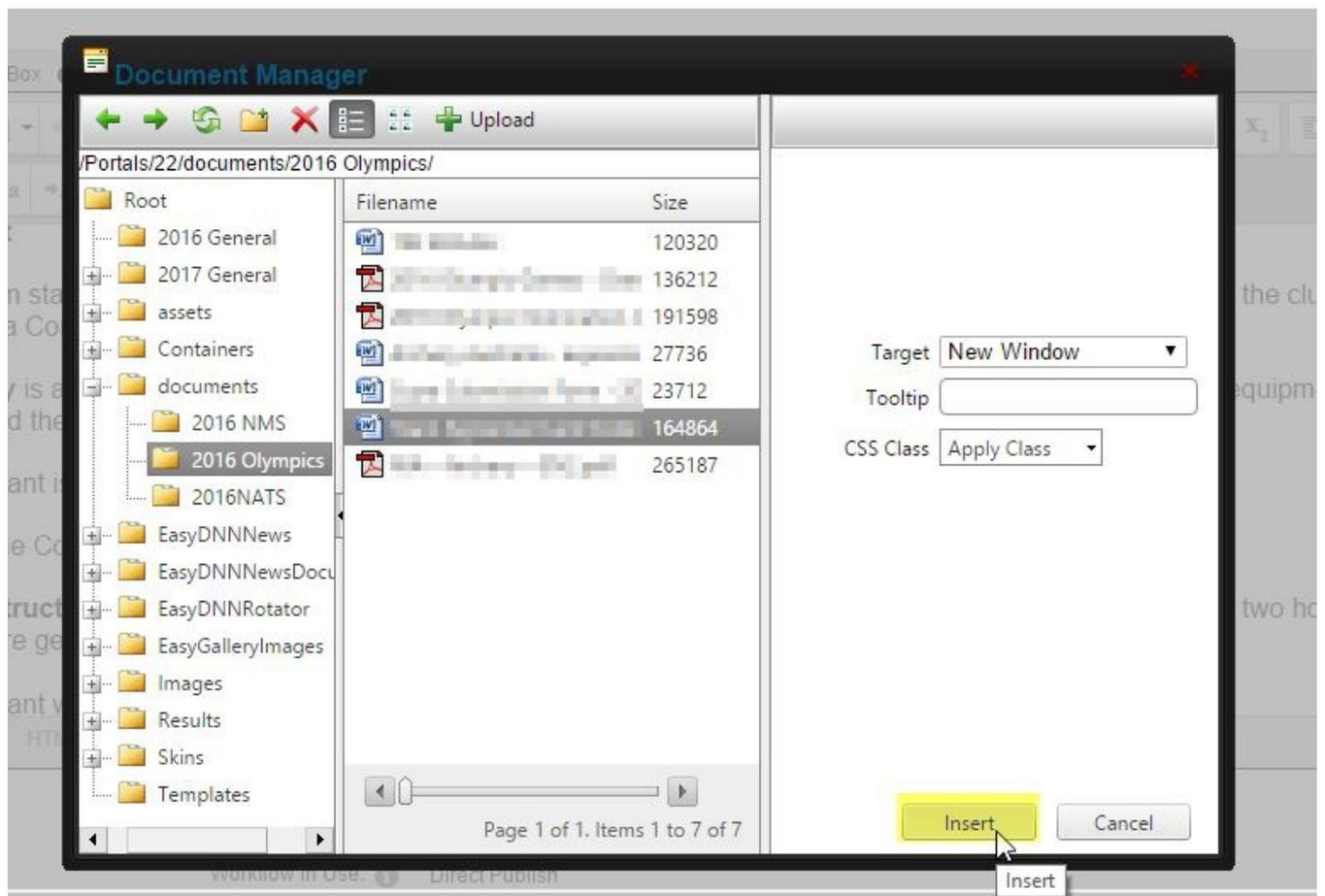
5. Select the Document icon to the side of the URL field.



6. Select Upload and choose the file from your desktop

7. Select the tab "Target" select "New Window." This is so the file will open in a new window when the link is selected and so users don't navigate away from your website.

8. Select Insert



9. Select OK and then save the HTML module

## Related Articles

[template("related")]