

How to add a link within your web page

Overview: -

When adding links to your web pages you can have “in-page” links within the page content as well as your “Main Navigation Menu” that runs down the side and across the bottom of the web pages – to add your “Main Navigation Menu” see the “How to add page navigation” document.

The in-page links are not limited to text alone, you can also attach them to images within your page - to add images see our “How to add an image to a web page” document.

- 1) Login to the admin system at the following web address with the username and password that has been sent to you
www.e-c.co.nz/admin/

Hint: - *You may want to bookmark this page as this is the page you will use every time you want to edit your web site.*

Result: - This will load the main admin menu

- 2) Click on the editor “Add / Edit” Button as below: -



Result: - This will load the main Editor menu

- 3) Click on the highlighted name of the page you wish to add the in-page link to – or use the directories on the left of this page to navigate through to subdirectory then display on the page name.

Result: - This will load the main Editor window

- 4) Select the text you wish to add the link to by either double clicking on it (if it is a single word) or hold down the left button on your mouse at the start of the text area you want linked and drag over the words to highlight the area. If it is an image you want to attach the link to, just single click on it to select it.

Gallery...

gallery you will find many fabulous examples of

included a selection of my **Drawings**, Paintings



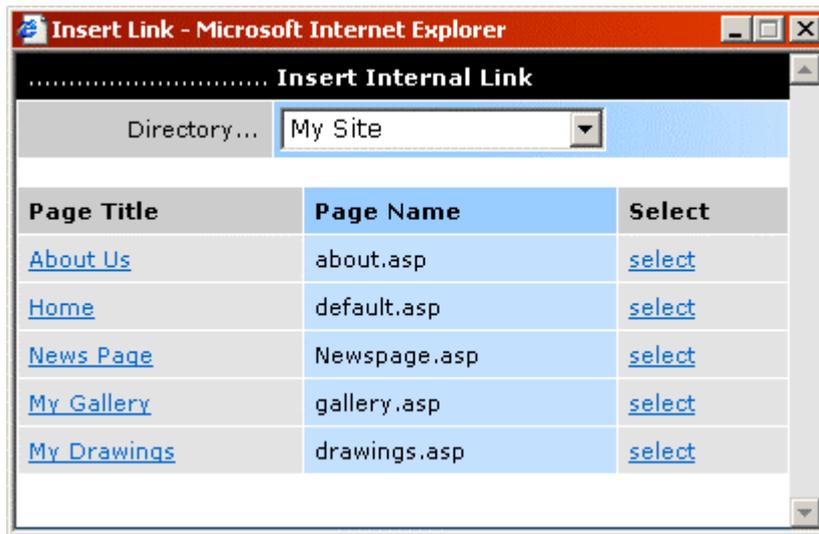
Result: - You will now have selected the text/image you wish to have linked – eg. The word “Drawings” above.

5) Click the "Insert Internal Link" Button as shown below: -



Result: - A pop up window will be opened with a dropdown menu named "Directory" at the top, and a list of all pages previously created (if any) below it.

6) The pop-up window will look similar to this...



7) As well as your main folder the "Directory" dropdown menu also lists the subfolders you may have created. Select the folder that contains the page you wish to link to, locate the page (under "Page Title") then click the appropriate "select".

Hint: - *If you wanted to link to another website, not a page within your own, then see "12)" below.*

Result: - You will be returned to editor window with your selected text underlined and coloured. It will now be a working link when the webpage is viewed in a browser.

It will look like this...

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If the link was added to an image on your page you will notice that it now has a coloured outline.



8) Sometimes a coloured outline around your linked image could be what you're after, but more often than not you will not want this outline to be visible. To remove it you will have to manipulate the actual HTML code of the page.

9) Click the "Edit HTML" check box



Result: - The editor window will change from WYSIWYG (What you see is what you get) style to a page displaying the actual underlying HTML code.

10) Place your cursor at the start of the first line of code and left click once. Hit "Ctrl" + "F" – A popup window called "Find" will appear, type the full name of your image into the "Find what:" text area – as listed under the "Insert Image" popup, eg. Car-Drawing.jpg - then hit the "Find Next" button.



Hint: - You could manually search through the code for your image name, but if your page is a long one, this could take some time – I recommend the above "Find" method.

11) When you have located your image name within the code you will notice that it is surrounded by a few other bits of data. It will look similar to this...

```
<IMG src="http://web.e-c.co.nz/myimages/Car-Drawing.jpg">
```

If you have more than one instance of the image displayed on the page but only one is linked, you will have to make sure you are dealing with the correct one. It will have code similar to this surrounding it...

```
<A href="http://web.e-c.co.nz/drawings.asp"><IMG src="http://web.e-c.co.nz/myimages/Car-Drawing.jpg"></A>
```

All you have to do to get rid of your coloured outline is add "**border=0**" - that's "border equals numeral zero". It should look like this...

```
<IMG src="http://web.e-c.co.nz/myimages/Car-Drawing.jpg" border=0>
```

...then click the "Edit HTML" check box to untick it.

Result: - The editor window will change back from displaying the HTML code to WYSIWYG and you will see that your image now has no coloured border.

Hint: - *The above code will actually be in black and white in the editor – it has been displayed in colour above just for readability.*



- 12) If your aim is to add a link to another website, not another page within your own site, the process is very much the same. Instead of clicking the "Insert Internal Link" Button as shown at step "5)", click the "Link" button.



Result: - A popup will appear titled "Hyperlink"



- 13) Type in the web address you wish to link to in the "URL" field then click "OK".

Result: - The popup will close and you will return to the editor screen. The results will look just as they did for the previous link addition, and if it was a linked image – you can remove the coloured outline in the same manner mentioned above.

For more help see www.e-c.co.nz/help/

Or email help@e-c.co.nz