

## Page Linking...

A. Linking from one page to another in your site (loading in the same window)...

Highlight/Select the text or image you wish to be the link.

Click the "insert link" button (5th button from the left on the second row of buttons).

Locate the page you wish to link to, either in the main folder displayed by default in the popup, or in one of the site's subfolders found in the dropdown menu in the popup.

Click the "select" button opposite the page to be linked to.

The link will now have been added.

B. Linking from one page to a page on a different website (loading in a new window)...

Highlight/Select the text or image you wish to be the link.

Click the "hyperlink" button (12th button from the left on the first row of buttons).

In the popup under the "source" dropdown select "http://".

Under the "source" field type in the website address.. ie. "[www.e-c.co.nz](http://www.e-c.co.nz)".

Under the "target" dropdown select "blank"... this will cause the page linked to to appear in it's own browser window.

Click "insert", the link will now have been added.

C. Linking from one page link to a different place on the same page...

Locate the content on the page you wish to link TO.

Place the cursor at the beginning of this content then click the "bookmark" button (11th button from the left on the first row of buttons).

In the bookmark popup type a single word in the "name" field relating to the content.. ie. greatwhite.

Now select/highlight the text or image you wish to be the link to the in-page content and click the "hyperlink" button.

Click the radiobutton to the left of "Bookmark", then from the bookmark dropdown menu select the bookmark text (ie. greatwhite) you entered in the above step.

Click "insert", the link will now have been added.

D. Linking from one page link to a specific place on a different page within your site...

First add a bookmark to the specific area in the page you wish to link to as described above.

Then go to the page you wish to link from, add a link to the page containing the bookmark using the method in "A." above.

Now, click on that link again and select the "hyperlink" button; in the popup you will see the source fields are already filled in - you will just need to add the code to

the end of that link that will point to the bookmark you added to the destination page.

So... if the bookmark was named "greatwhite" then you will have to add "#greatwhite" to the end of the address...

ie. [www.e-c.co.nz/diveplanet/default.asp#greatwhite](http://www.e-c.co.nz/diveplanet/default.asp#greatwhite)

Then click OK, the link will now have been added.