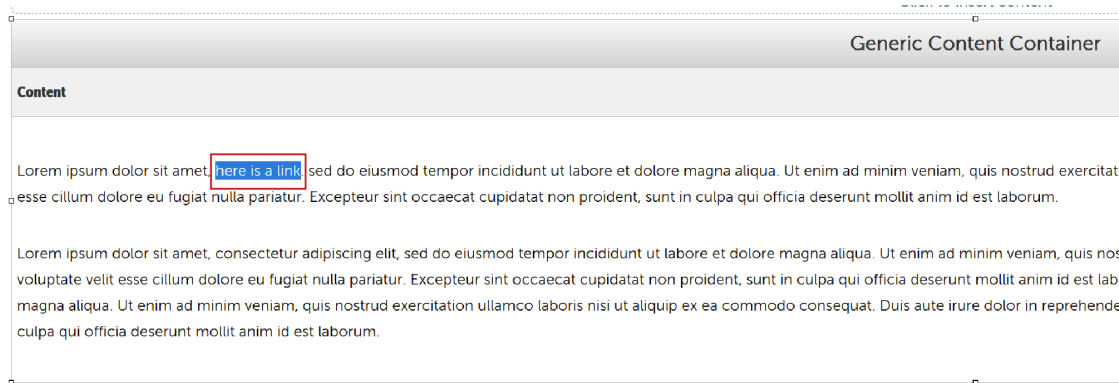


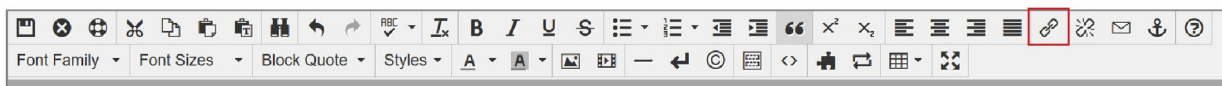
Adding Links to a Web Page

Revised 3/21/19

1. Select (highlight) the text you would like to link on the page you're editing.

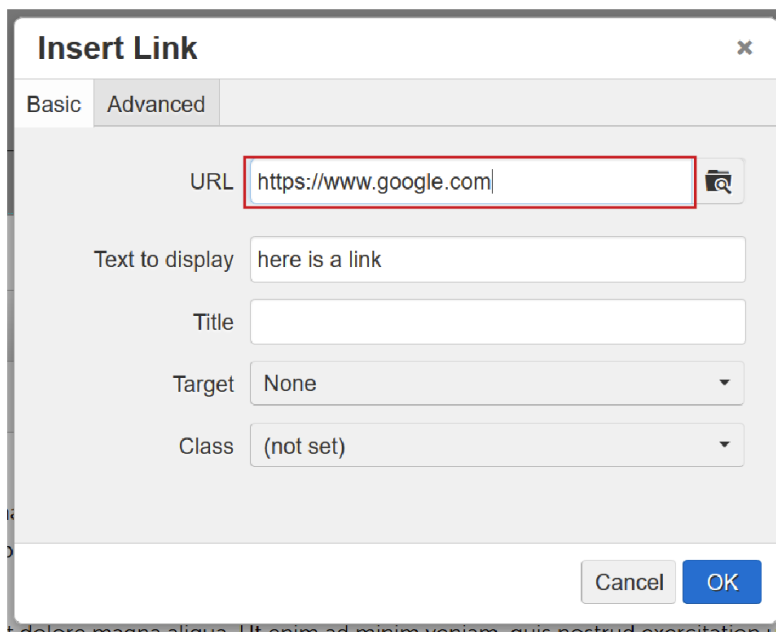


2. Click on the *Insert/edit Link* tool.

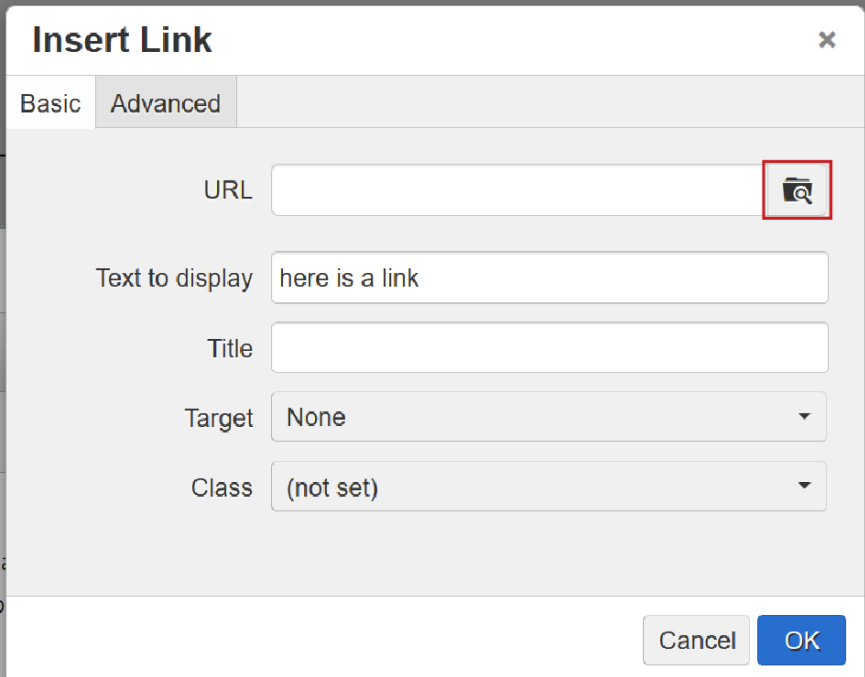


3a. If you're adding a link to an external website (not Bowie State), type it in the URL field, then click **OK**.

Be sure to include the *http://* or *https://*.



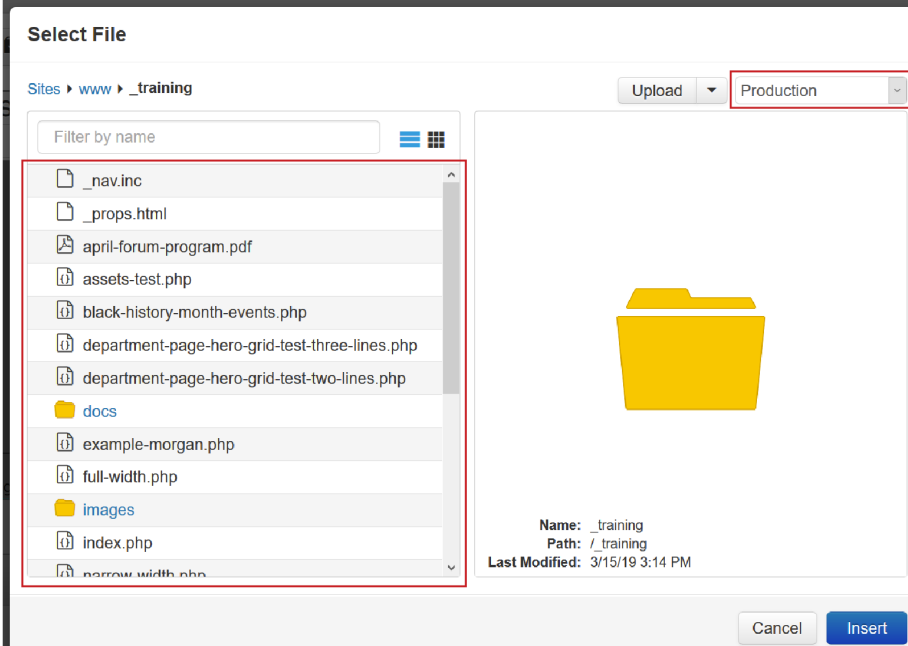
3b. If you're linking to another page on the Bowie State website, click the *Browse* icon in the dialog box that appears.



The "Insert Link" dialog box is shown with the "Basic" tab selected. It contains the following fields and controls:

- URL:** A text input field with a "Browse" icon (magnifying glass over a document) to its right, which is highlighted with a red box.
- Text to display:** A text input field containing the text "here is a link".
- Title:** An empty text input field.
- Target:** A dropdown menu currently set to "None".
- Class:** A dropdown menu currently set to "(not set)".
- Buttons:** "Cancel" and "OK" buttons at the bottom right.

You can choose from the list of files on the left. If you need to access files outside your section, choose "Production" from the Environments pulldown menu in the upper right. Click *Insert*, then *OK*.



The "Select File" dialog box is shown with the "Production" environment selected in the top right pulldown menu. The left pane displays a list of files and folders under the path "Sites > www > _training". The right pane shows a large yellow folder icon. The bottom right of the dialog displays the following information:

- Name:** _training
- Path:** /_training
- Last Modified:** 3/15/19 3:14 PM

Buttons at the bottom include "Cancel" and "Insert".