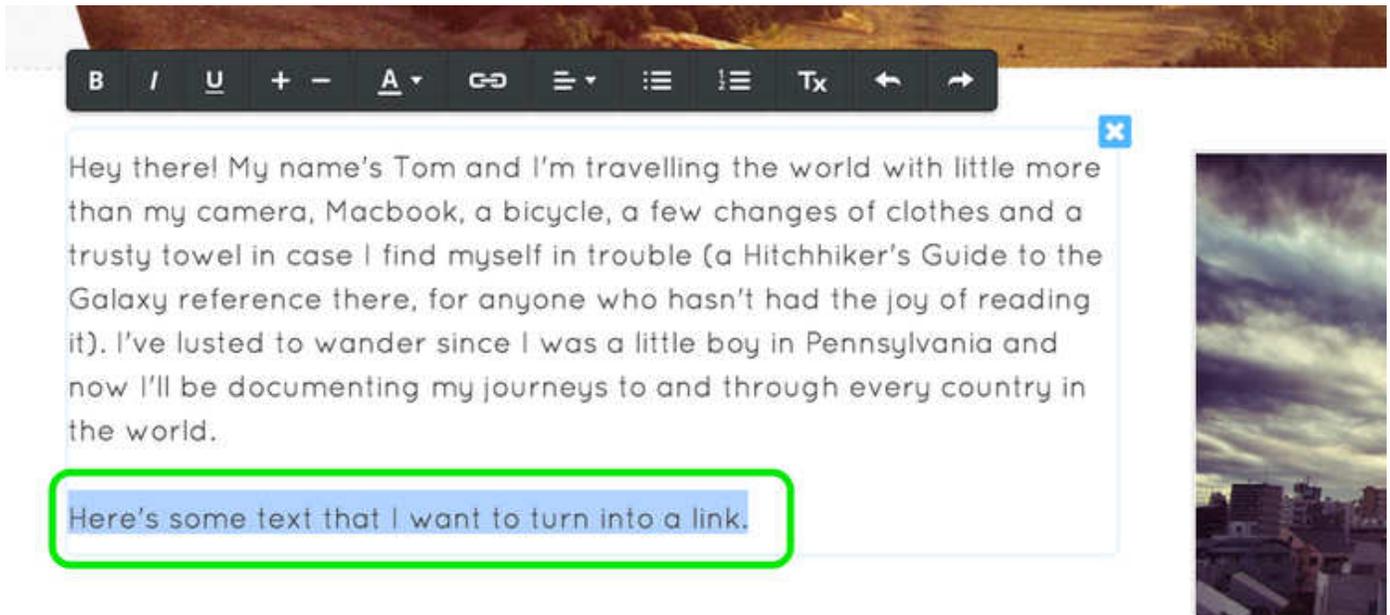


## How to Create Links / Hyperlinks

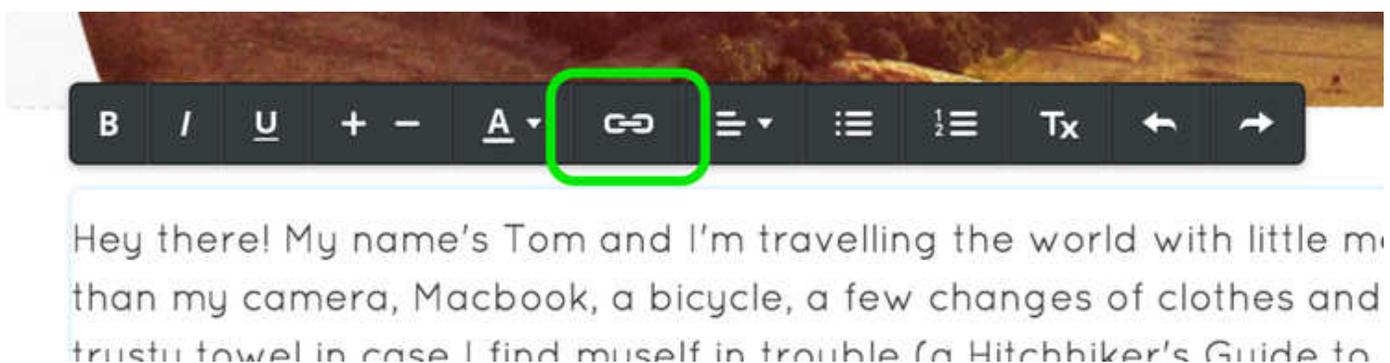
Links allow you to use text or images to link a site visitor to another page or file either on your site or on another site.

### Text Links

To create a text link, first highlight the text you want to use for the link.



Then click the "chain link" icon in the text toolbar.



This will open the link dialog box, where you can select the kind of link you'd like to create. You can:

Link to a page on another site. You can even choose to have the link open in a new window (so that the visitor is not redirected from your own site when they click it) by checking the provided box.

**Link to:**

**Website URL**  Open link in new window

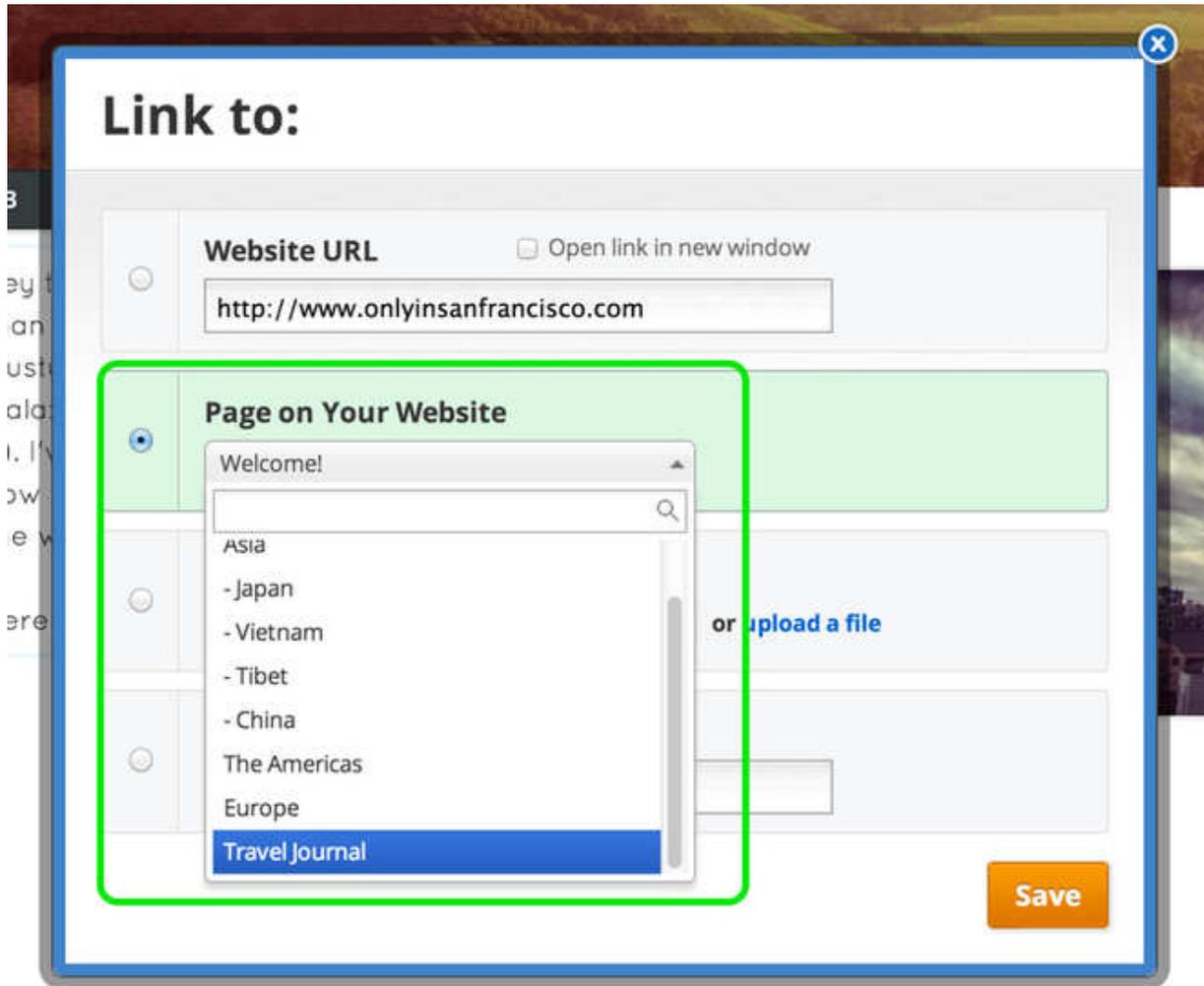
**Page on Your Website**

**File on Your Website**

or [upload a file](#)

**Email Address**

Link to another page on your own site. Just select the page you want from the drop-down menu.



Link to a file so it can be downloaded. You can select a file from the drop-down menu or upload a new one using the blue "upload a file" link.

**Link to:**

**Website URL**  Open link in new window  
http://www.onlyinsanfrancisco.com

**Page on Your Website**  
Welcome!

**File on Your Website**  
ggparkmap.pdf (197kb) or [upload a file](#)

**Email Address**  
you@youremail.com

**Save**

Link to an email address. This makes will cause the visitor's mail program (like Outlook or Apple Mail) to open so they can write you directly. Note that if the visitor is not using one of these programs, the link won't work and they'll just need to copy your address or use a **Contact Form** if you have one on the site.

**Link to:**

**Website URL**  Open link in new window

**Page on Your Website**

**File on Your Website**  
 or [upload a file](#)

**Email Address**

When you've created your link, click Save and then Publish the site to test it. You can also click on any link in the editor to see where it leads and to change / remove it if needed.

Here's some text that I want to turn into a link.

Go to link: <http://www.onlyinsanfrancisco.com/> - [Change](#) - [Remove](#)

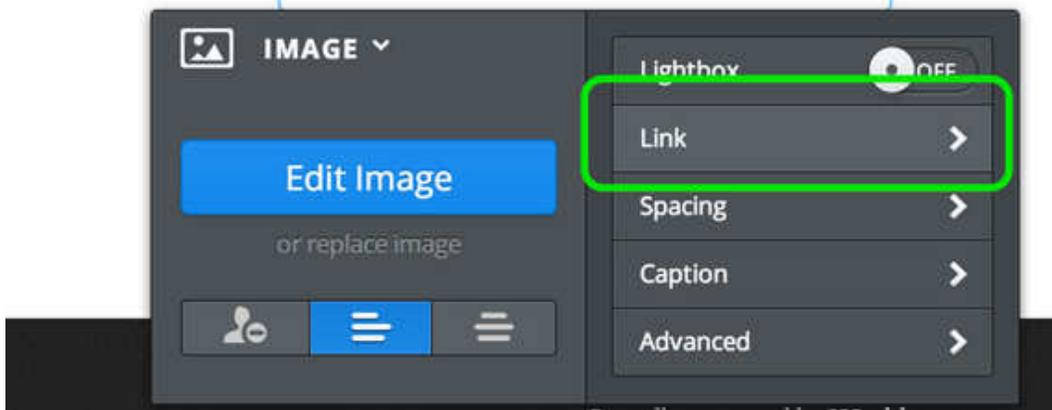
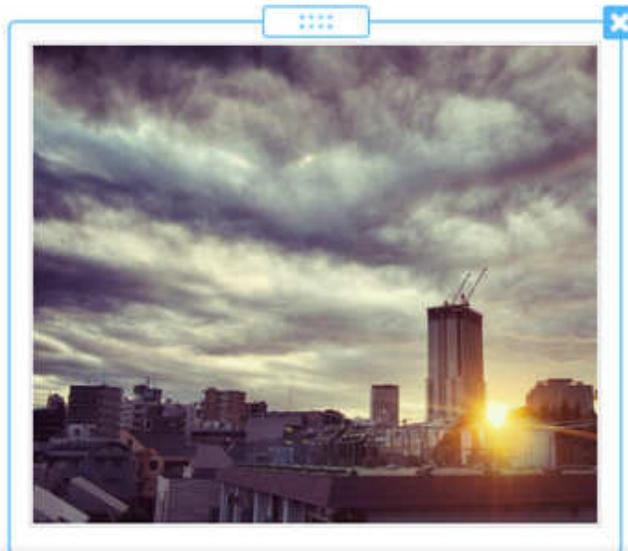
## Picture Links

To create a picture link, first click the image you want to use for the link.



Then click the Link option in the upper-right-corner of the image.

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This will open the link dialog box, where you can select the kind of link you'd like to create. You can:  
Link to a page on another site. You can even choose to have the link open in a new window (so that the visitor is not redirected from your own site when they click it) by checking the provided box.

**Link to:**

**Website URL**  Open link in new window  
http://www.onlyinsanfrancisco.com

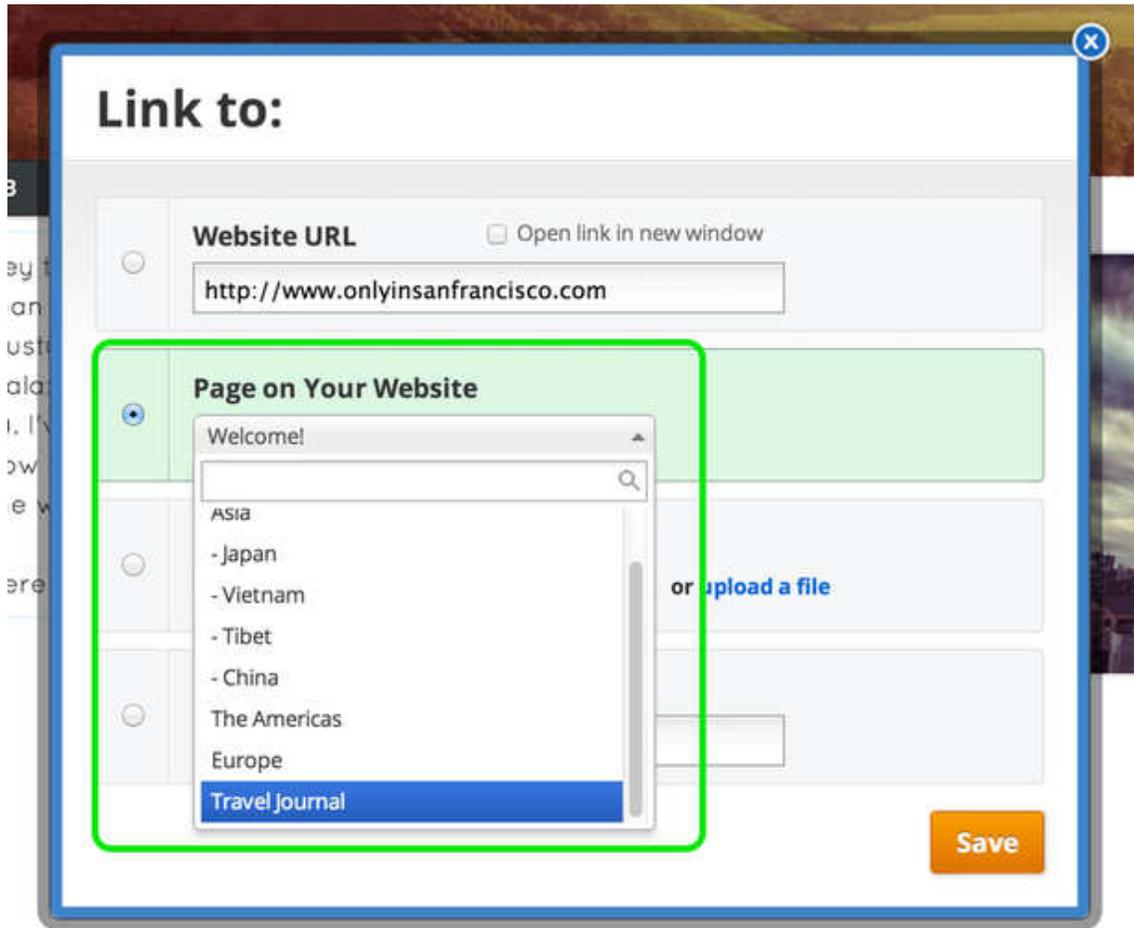
**Page on Your Website**  
Welcome!

**File on Your Website**  
build-it-for-me-title.jpg (57kb) or [upload a file](#)

**Email Address**  
you@youremail.com

**Save**

Link to another page on your own site. Just select the page you want from the drop-down menu.



Link to a file so it can be downloaded. You can select a file from the drop-down menu or upload a new one.

The image shows a 'Link to:' dialog box with a blue border and a close button in the top right corner. It contains four radio button options:

- Website URL**: Includes a checkbox for 'Open link in new window' and a text input field containing 'http://www.onlyinsanfrancisco.com'.
- Page on Your Website**: Includes a dropdown menu with 'Welcome!' selected.
- File on Your Website**: This option is selected and highlighted with a green border. It includes a dropdown menu with 'ggparkmap.pdf (197kb)' selected and a link that says 'or upload a file'.
- Email Address**: Includes a text input field containing 'you@youremail.com'.

An orange 'Save' button is located at the bottom right of the dialog box.

Link to an email address. This makes will cause the visitor's mail program (like Outlook or Apple Mail) to open so they can write you directly. Note that if the visitor is not using one of these programs, the link won't work and they'll just need to copy your address or use a **Contact Form** if you have one on the site.

**Link to:**

**Website URL**  Open link in new window  
http://www.onlyinsanfrancisco.com

**Page on Your Website**  
Welcome!

**File on Your Website**  
ggparkmap.pdf (197kb) or [upload a file](#)

**Email Address**  
youraddress@yourdomain.com

**Save**

When you've selected the link you want, just Save and you're all set. Just keep in mind that the link won't do anything in the editor; it'll only work on the Published site.