



Put Links in Your Articles


You can add links, within your articles, to other articles, media items, other pages, or other websites.

1. Point to **Site** and click **Article Manager**.
2. Click the article to which you want to add links.
3. Click **View/Edit Properties**.
4. Select the text you want to make a link.
5. Click .
6. In the **Link Type** drop-down list, select **URL**.
7. Click **Link Manager**.
8. Click the appropriate tab based on the type of content you're linking to.



9. Select the item you want to link to.
10. Optionally, select a **Link Description** and **Link Target** (see descriptions below).
11. Click **Submit**.

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5. Click .
6. In the **Link Type** drop-down list, select **URL**.
7. Make a selection in the Protocol drop-down list. **http://** is typical. See the field descriptions at the bottom of this page for more.
8. Click **OK**.

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6. In the **Link Type** drop-down list, select **E-Mail**.
7. Complete the fields on the **Link Info** tab. When users click the link, their default email programs will open and a new email will be created with the to-address, subject, and body already entered. They will only need to send the email.

1. Point to **Site** and click **Article Manager**.
2. Click the article to which you want to add links.
3. Click **View/Edit Properties**.
4. Right click on the blue, linked text.
5. Select **Remove Link** to delete the link but leave the text in the article. Select **Edit Link** to change the link destination.
6. Save.

Additional Field Information

Link Description

Optional. This text displays when a cursor hovers over the link.



Link Target

This selection determines how the link will open. Frames are rarely used anymore, so most people only ever need **New Window** and **Same Window**.

- **New Window (_blank)**. Opens the link in a new browser window.
- **Same Window (_self)**. Opens the link in the same browser window, replacing the page currently being viewed.
- **Topmost Window (_top)**. For pages that use frames, this opens the link within the inner frame.
- **Parent Window (_parent)**. For pages that use frames, this opens the link using the entire window, not within a frame.

Protocol

The characters at the beginning of most website addresses. The majority of URLs begin with **http://**. **https://** denotes a secure, encrypted website. **ftp://** sites are used to transfer files between computers.