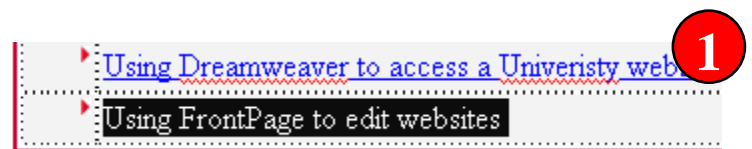


Help Document Series: Adding hyperlinks to your webpage using FrontPage

Hyperlinks are the method used to link web pages together. You can use hyperlinks to link pages within your site to each other and pages on your site to pages found on the internet. Depending on what location or content a hyperlink is opening, there are slightly different procedures to follow.

Step 1

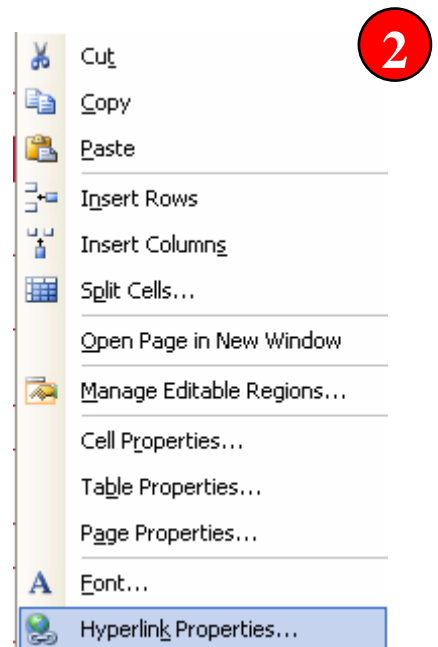
With the web page you wish to edit opened within FrontPage, select the text (or image) you wish to make a hyperlink.



Step 2

Right-click on the highlighted text (or image) and select **Hyperlink Properties...** from the drop-down menu.

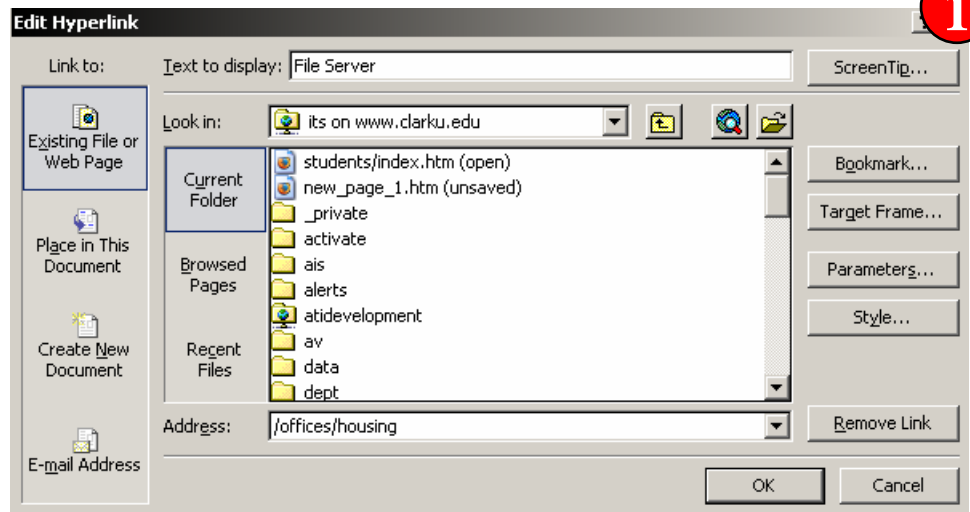
This will bring up the **Insert Hyperlink** window. From here you can select what you wish to link to, and the properties that will govern how the link is opened.



Links within the Clark web site

Step 1

Links within the Clark web site should always be 'root relative.' This means you should enter in the path of the linked page as it appears on the Clark web site. Anything after "www.clarku.edu/" should be listed. For example, the RLH main page would be "/offices/housing".



Step 2

After you have put the path to the new page in the **Address:** text field, you should click on the **Target Frame...** button. This will tell the users' web browser where to open this new page.

For pages within the Clark web site, it is a good practice to select the **Page Default** option so the link will open in the same browser window. Click the **OK** button to proceed.

Next, click the **OK** button in the **Edit Hyperlink** window to finish creating the hyperlink.

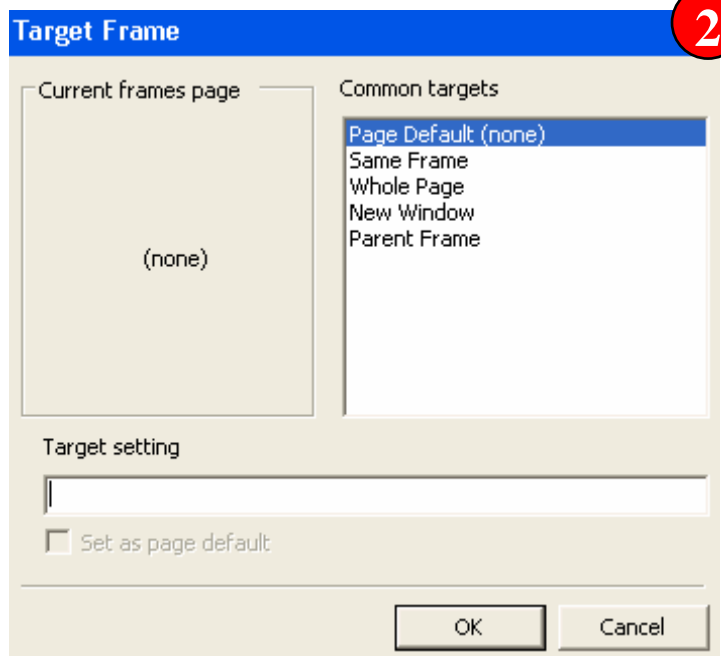
Within FrontPage, hyperlinked text will appear blue and underlined, while on the web, it will appear gray and underlined. It is a good idea to test a new hyperlink with a browser as soon as it is saved.

FrontPage:

[Using FrontPage to edit websites](#)

Web Browser:

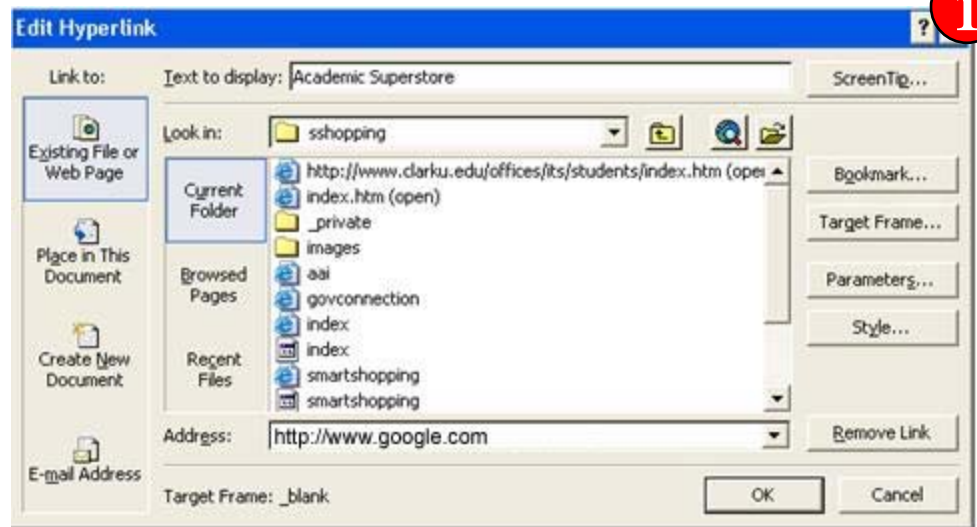
[Using FrontPage to edit websites](#)



Links to outside sites

Step 1

Enter in the full web address of the site you wish to link to. For example, google.com would be "http://www.google.com".

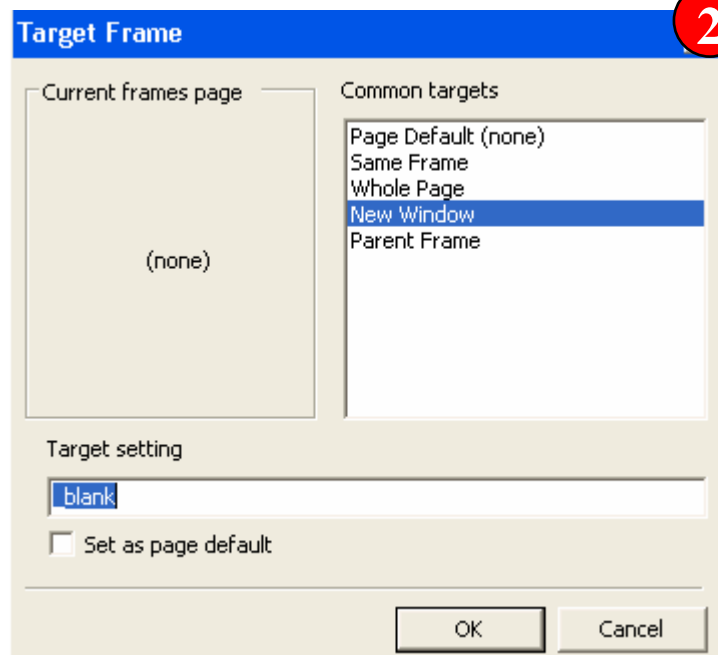


Step 2

After you have put the path to the new page in the **Address:** text field, you should click on the **Target Frame...** button. This will tell the users' web browser where to open this new page.

For pages external to the Clark web site, it is a good practice to select the **New Window** option so the link will open in a new web browser window. Click the **OK** button to proceed.

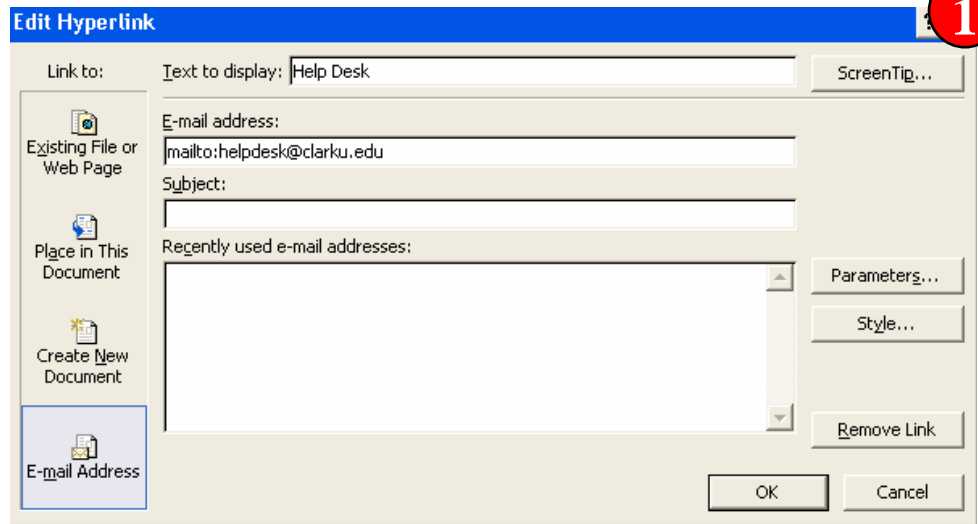
Next, click the **OK** button in the **Edit Hyperlink** window to finish creating the hyperlink.



E-mail address links

Step 1

Select the **E-mail Address** option from the **Link to:** options on the left-hand side of the window. In the **E-mail address:** text field, type the address you wish to link to. FrontPage will automatically fill in the “mailto:” prefix; all you need to do is type in the e-mail address.



Edit Hyperlink

Link to: Existing File or Web Page
Place in This Document
Create New Document
E-mail Address

Text to display: Help Desk ScreenTip...

E-mail address: mailto:helpdesk@clarku.edu

Subject:

Recently used e-mail addresses:

Parameters...
Style...
Remove Link

OK Cancel