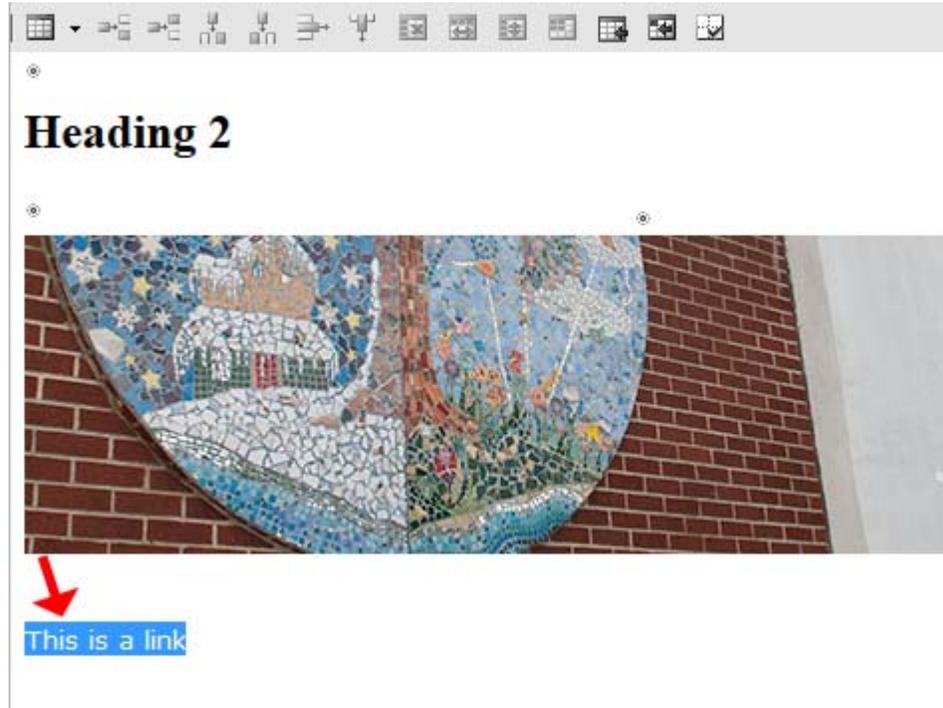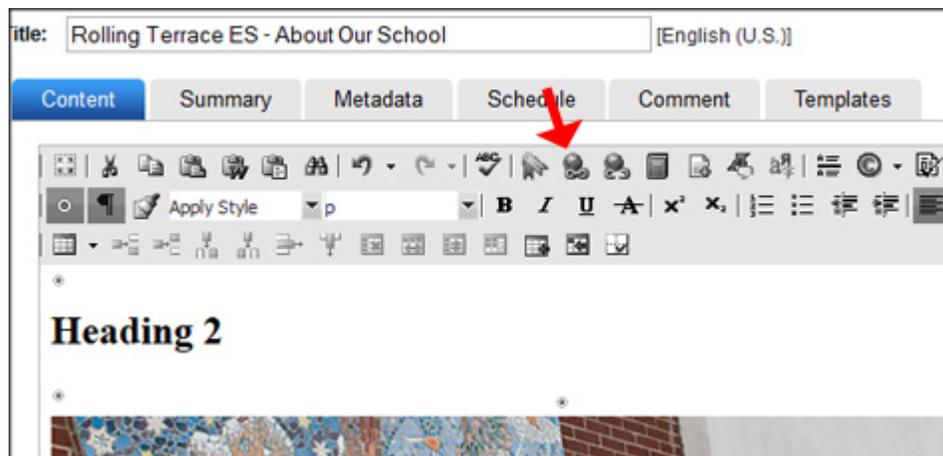# *Creating Hyperlinks*

In this document: How to create hyperlinks to pages on your site and on other sites.

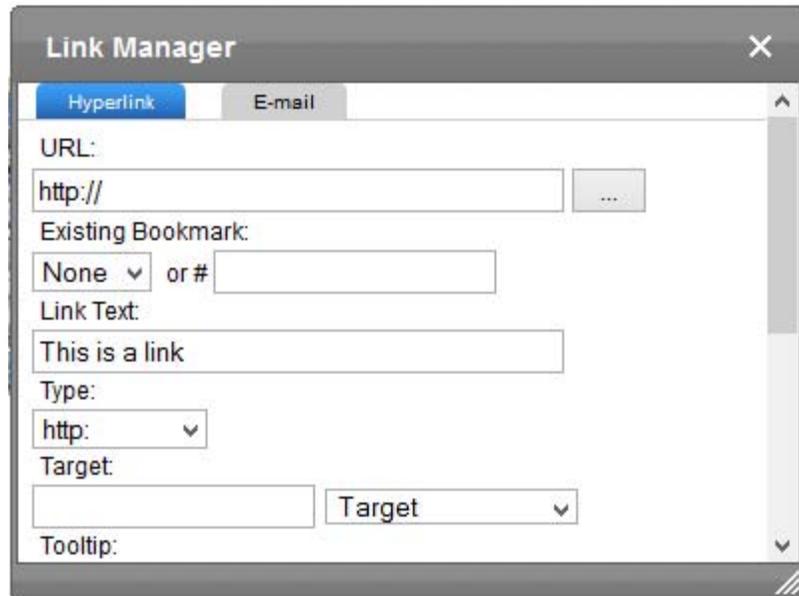1. Select the text you want to be the link.

2. With the text still selected, click on the hyperlink icon.

3. The Hyperlink pop-up window will appear. Type (or cut and paste) the web address (URL) of the page you are linking to in the *URL* box.
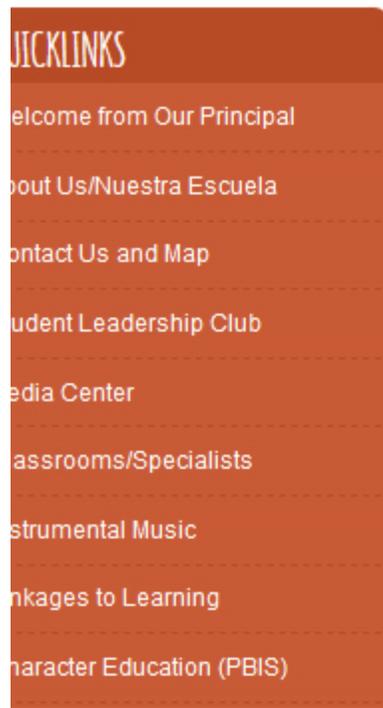
   Click OK.

4. In the work area, the text will now appear in blue.
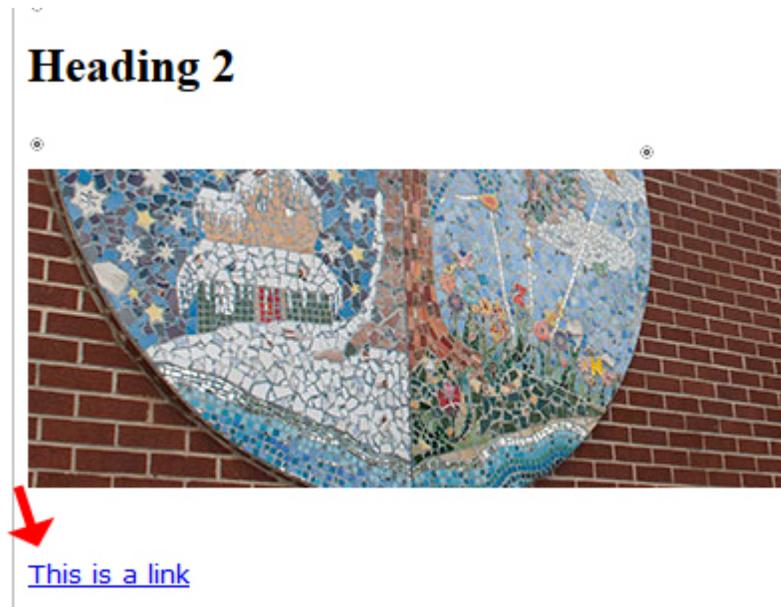
5. To save your change and publish it to your web page, click the publish icon as described in *How to Edit a Web Page*.

6. The text should now be linked on your web page.

QUICKLINKS

Welcome from Our Principal

About Us/Nuestra Escuela

Contact Us and Map

Student Leadership Club

Media Center

Classrooms/Specialists

Instrumental Music

Linkages to Learning

Character Education (PBIS)

HEADING 2

This is a link