

Figure 8.

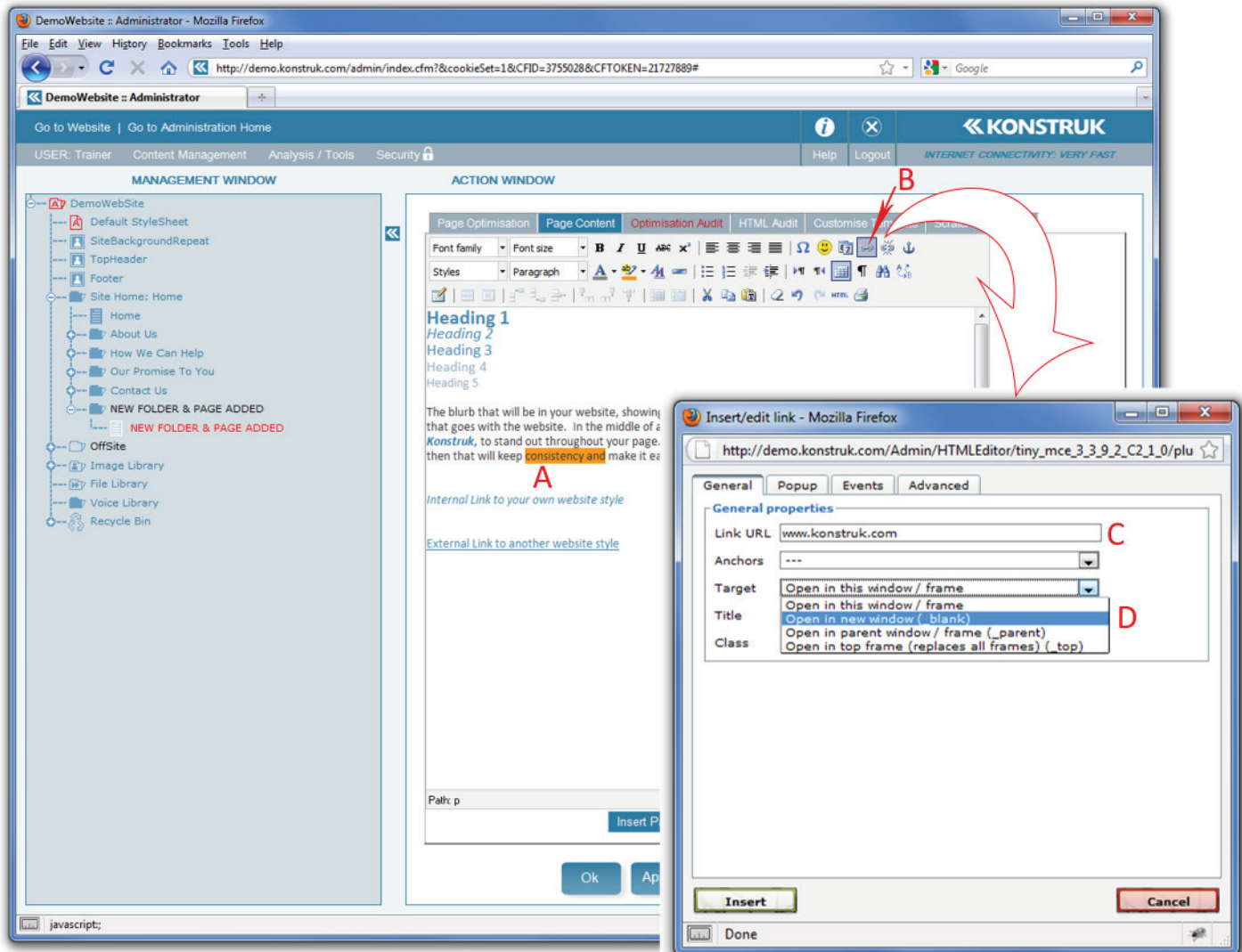


Figure 9.

## Creating Links

- *Links within your own website*
- *Links to an external website*
- *Breaking links*

## Internal Links

(refer to figure 9)

As with everything to do with the administration tree you will Right Click to create link within your website.

- In the page that you are linking FROM, highlight the words you will be linking
- In the administration tree, find the folder or page you wish to link TO and right click
- Select "Insert Link Into Page"

The words you highlighted will change to the pre-designed format of internal link.

- **ADVANTAGES/** Even if you shift either page the link will not break. The system will cleverly track all links created within the administration tree

## External Links

(refer to figure 10)

External links are managed via the 'chain' link button on the top right line of the editor tool bar.

- In the page that you are linking FROM, highlight the words you will be linking
- Click the button that looks like a chain link, "insert/edit link".
- In the pop up box, type your external link. You do not need type in the HTTP:// as it will do it automatically once you insert and say OK to second pop up box.

## Breaking Links

Simply place your cursor anywhere in the middle of any links (internal or external) and select the broken 'chain' link on the editor tool bar.