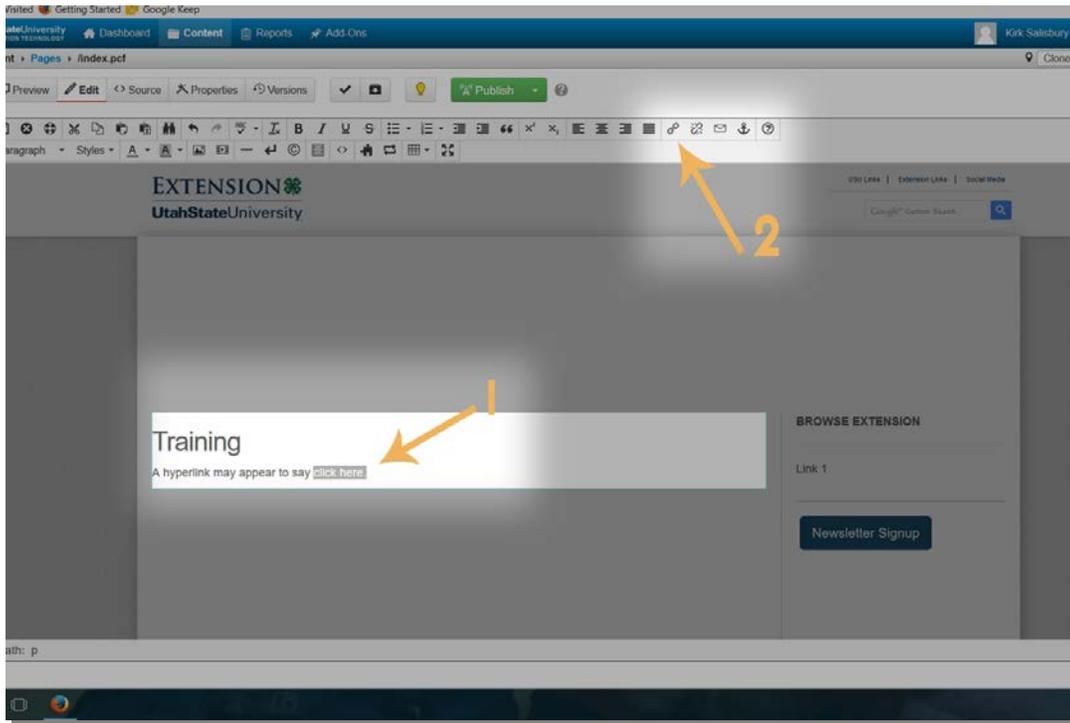


Please note: This guide assumes you have already completed step 1 and 2 of logging in, and have entered the WYSIWYG, or edit mode.

## Step 3

1. Select the text which should become the hyperlink.
2. With the text highlighted, click the icon of the chain link in the toolbar.



**Pro Tip!** You can make either to *or an image* a hyperlink. To do this, instead of highlighting text, simply highlight the picture instead.

When making an image a hyperlink, make sure the image has:

- A clear Call to Action, ie. *Learn More* or *Click Here*
- Is not a supporting picture to a story

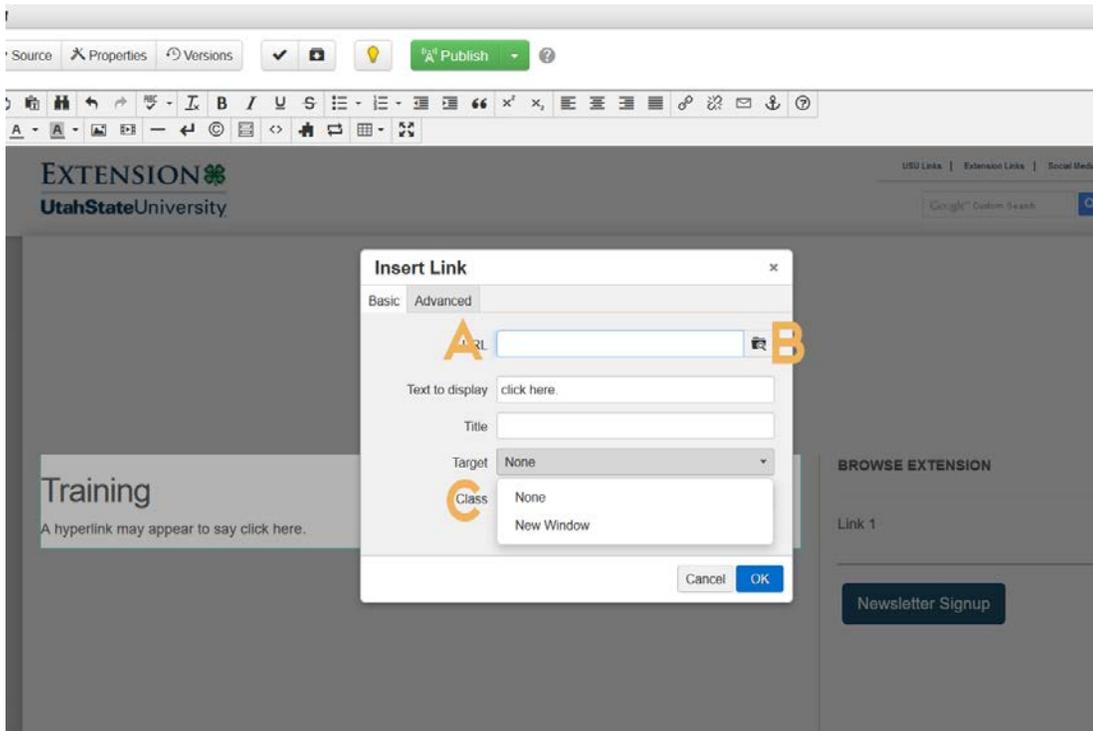
# Step 4

Complete all of the necessary and suggested fields for the "Insert Link" dialogue box.

A - The URL is the web address

B - When linking to a file or webpage on the website, ALWAYS use the icon of the folder with the magnifying glass (see tip below).

C - Determine if the link should open in the current tab, or open a new tab in your browser.



## Extra Info!

A) A hyperlink can be any URL which is published on the web. For example, you can link to a PDF document, an image, or (most commonly) to another webpage or website.

B) Using the icon of the folder with the magnifying glass will create a "dependency tag." Dependency tags are used in OU Campus to ensure links stay connected, even when a file is moved or renamed.

C) Only use the default

setting of "None" when linking to a page within the site. However, when opening a document or a link to a different site, use the "New Window" option.

## Extra Extra Info!

Title Field) This field is not required, but it is helpful for accessibility issues. For example, if a link which says "click here" may not tell the user much about the link, however the title tag will tell you more upon hovering over the link.

# Step 5

1. Click the disc icon to save.

2. Click "Publish." A publish dialogue box will appear. Run the spell checker, and any other appropriate/relevant checks. Again, click the green "Publish" button.

