

Quick Tips

for

Creating Hyperlinks in Dreamweaver

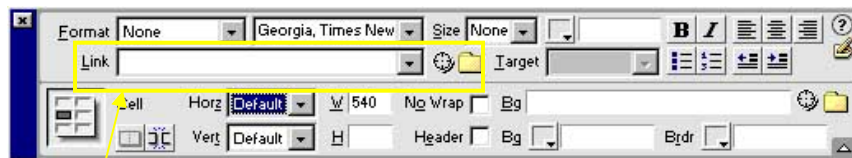
Getting Started

There are a few common types of hyperlinks that you may want to use in your document. For example, you can create a hyperlink that will take you to another *section* of the web page that you are creating, such as a link that returns you to the top of the page. Another kind of hyperlink that you may want to create is one that takes you to another page on the Internet. This Quick Tip will explain how to create 4 types of hyperlinks.

Creating Hyperlinks

Link to a Page in your Web Site

- Select the text or graphic that you want to link.
- You will now want to find the pallet that looks like the image below. If you cannot see it on your screen, select **Window** and **Properties** from the menu bar.



- In the box labeled "Link" type in the name of the page to which you want to link. You can also click on the yellow folder next to the box to browse for the file.

Caution: do not include hard drives on your system as part of the file names! (i.e. Your link should say bacteria.htm instead of A:///file/bacteria.htm) **Names of files and folders cannot contain spaces.** After creating the link, you may want to verify that it is correct. To do so, move your mouse over the link, right click, and select **Hyperlink Properties**. Check to make sure that the URL is simply the name of the file and its extension (i.e. bacteria.htm).

Create an Anchor on the Same Page (another place on the page you are creating. Also known as anchors, bookmarks, or targets.) First you will want to create an *Anchor* (the location to which the user will return.)

- Click on the location that you want to link to (for example, click at the top of the page.)
- On the Menu Bar, select **Insert** and **Invisible Tags** and **Named Anchor**.
- Type the name of the anchor (i.e. top). You should now see a little yellow anchor.
- Now, go to the location that the user will click on to return to the anchor. Highlight the word or graphic that you want to hyperlink. In the Link text box (located on the dialogue box pictured above) type `#NameofAnchor`. (i.e. #top)

Hyperlink to a page on the Web

- Highlight the word or graphic that you want to hyperlink.
- In the Link text box (located on the dialogue box pictured above) type the web address that you are linking to (i.e. `http://www.wclsc.edu`.)

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Hyperlink to your Email

- Highlight the word or graphic that you want to hyperlink.
- Click on **Insert** on the menu bar, and then **Email Link**.
- A dialogue box will appear. If you want to change the text that you highlighted, type in the desired text in the box labeled **Text**.
- Type in the E-mail address labeled **Mailto**.
- Click **OK**.

Conclusion

Congratulations! You have just created hyperlinks on your web page. Remember that they will not work as hyperlinks unless you preview them in a browser. To do so, click F12 on your keyboard.

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