

Inserting and Editing Links in Schoolwires

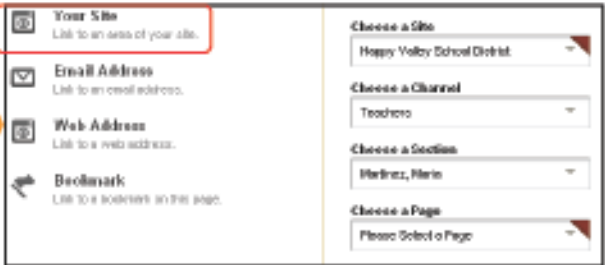
The *Schoolwires* Editor

How Do I Insert a Link?

- Step 1.** Highlight the text (or click on the image) that you would like to make into a hyperlink.
- Step 2.** Click on the *Insert Link* icon. 
- Step 3.** Select one of the following options from the *Insert Link* wizard and follow the instructions:

- **Your Site**

- Select the Site the dropdown.
- Select a Channel, Section, and Page.
- Click **Insert Link**.
- Hint: To link to a homepage, just select a Site and a Page.



- **Email Address**

- Enter the desired email address and click **Insert Link**.



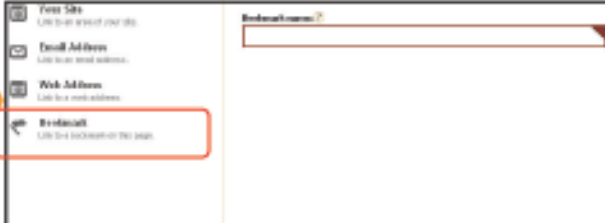
- **Web Address**

- Enter the web address into the URL field. Note that "http://" has already been added. Do not duplicate.
- The Target field defaults to 'Open in New Window', which is a good choice for links to external websites.
- Click **Insert Link**.



- **Bookmark**

- Type in the name of the bookmark.
- Click **Insert Link**.
- For more information about bookmarks, see "How Do I Insert a Bookmark" later in this workbook.



The Schoolwires Editor

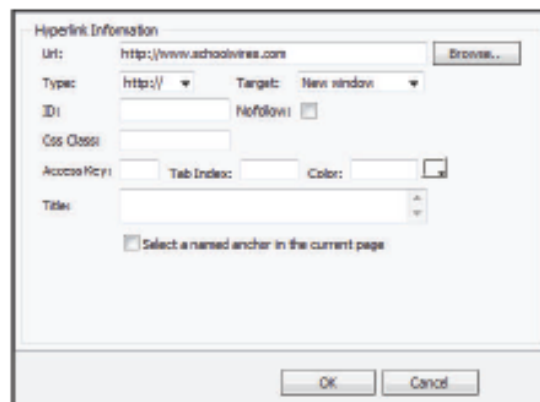
How Do I Edit a Link?

To edit a link that you have created, highlight the link and:

- Click on the *Edit link properties* icon. 
- OR, click on the <a> Element Tag under the Content Area, then select 'Properties'.

The Hyperlink Information pop-up will allow you to edit the URL and Target of the link.

- The URL, or Uniform Resource Locator, is the web address of the site or file that you wish to display.
- The Target field allows you to specify where the link will open. If you're linking to another website, selecting 'New Window' will display the link in a new browser window. That will allow your visitors to explore the other website, then simply close out that browser to return to your site.



The Hyperlink Information dialog box contains the following fields and options:

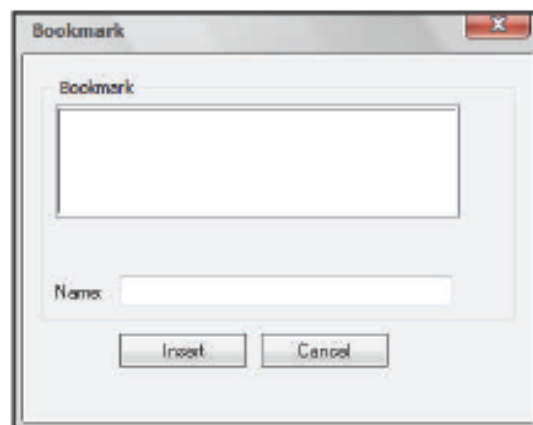
- URL:
- Type: Target:
- ID: ☐ NoFollow
- Class:
- Access Key: Tab Index: Color:
- Title:
- ☐ Select a named anchor in the current page
-

How Do I Insert a Bookmark?

To insert a Bookmark (sometimes referred to as an anchor):

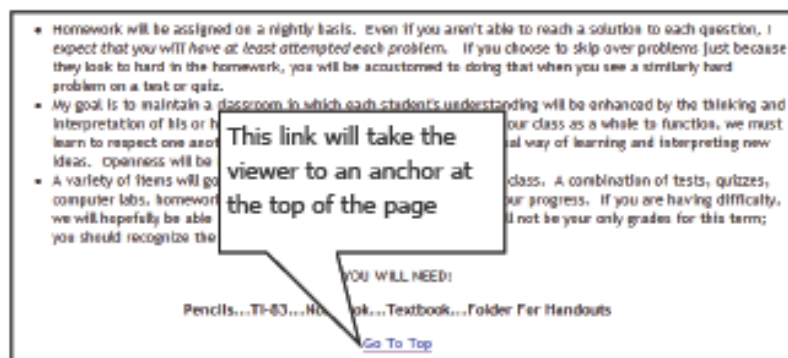
- Step 1** Place the cursor where you would like to place the bookmark. 
- Step 2.** Click on the Bookmark icon.
- Step 3.** On the Insert Bookmark pop-up, enter the name of the Bookmark in the *Name* field. The Name identifies the Bookmark so you can link to it later.
- Step 4.** Click **Insert**.

Now that you've inserted the bookmark, insert a link to it as discussed earlier in this chapter. Bookmarks can be used to return your visitors to the top of a webpage, or jump them down the page to quickly find the information they're looking for.



The Bookmark dialog box contains the following fields and buttons:

-
- Name:
-



The screenshot shows a webpage with a callout box pointing to a link. The callout box contains the text: "This link will take the viewer to an anchor at the top of the page". The link in the webpage is "Go To Top".

YOU WILL NEED:

Pencils...TI-83...H...Textbook...Folder For Handouts

[Go To Top](#)



Tip

Use bookmarks to take viewers to specific locations on a page and minimize scrolling. The example to the left shows a link that will take the viewer to a bookmark that has been placed at the top of the page.

For example, bookmarks will allow you to set up a linked Table of Contents that will jump a visitor from the title of the topic they are interested in at the top of the page to content below describing it.