

Adobe Contribute

Hyperlinks

Introduction

A hyperlink is a quick link from one location of a site to another location, page, image or document. In this self-help document, you will learn how to create hyperlinks to outside web pages, other pages on the Towson University server, documents (such as Word, PPT or PDF) and email addresses.

Adding a Hyperlink

There are four types of hyperlinks used in Contribute. Hyperlinks to an outside web page, hyperlinks to another internal department page on the Towson University server, hyperlinks to documents and a hyperlink to email.

Process Summary

Introduction

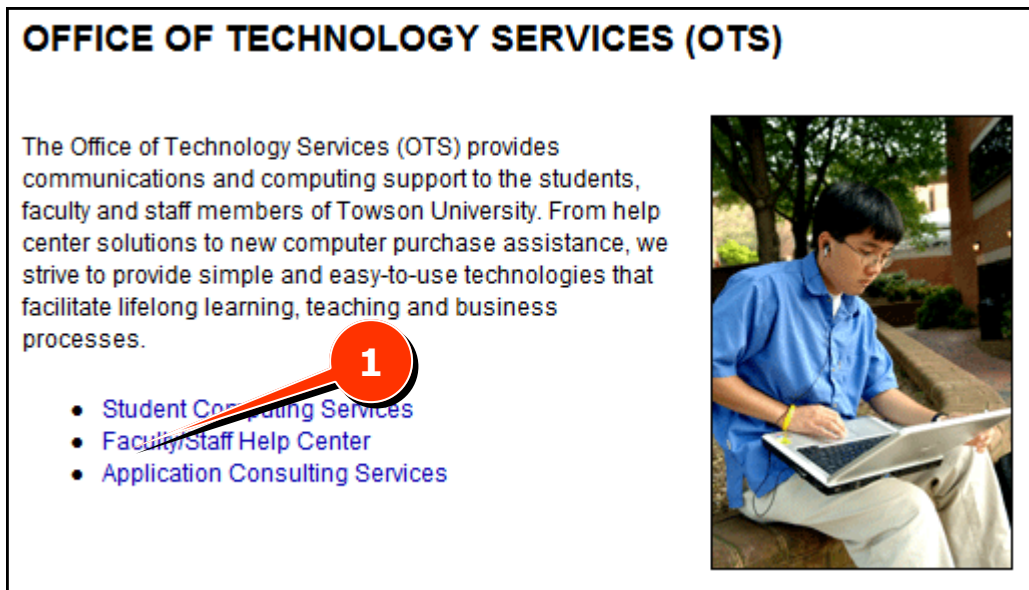
Adding a Hyperlink

1. Adding a hyperlink to an outside web page
2. Adding a hyperlink to an internal page
3. Adding a hyperlink to a document
4. Adding a hyperlink to an email address.

Adding a hyperlink to an outside web page

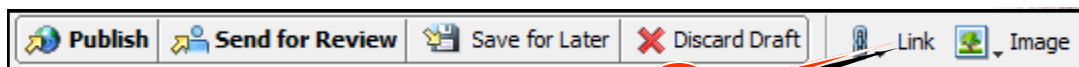
1. Once in edit mode, find a location on the page where you want to add the hyperlink (Fig 1, 1).

Figure 1



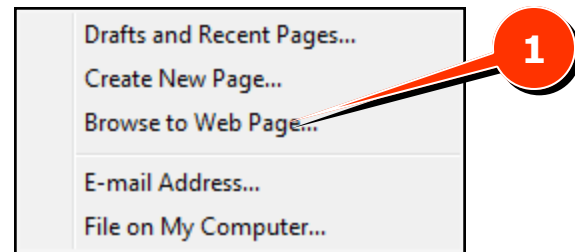
2. Select the **Link** icon from the toolbar (Fig 2, 1).

Figure 2



3. A drop-down menu will appear. Select **Browse to Web Page** to add a hyperlink to another page (Fig 3, 1).

Figure 3



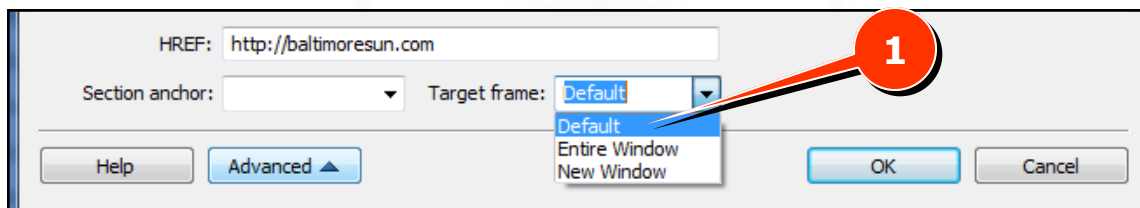
4. The **Insert Link** window will appear (Fig 4). Under **Link text:** type the name of the site you are linking to (Fig 4, 1).
5. Type the address of the site in the **Web address (URL)** box (Fig 4, 2). A preview of the page will appear in the **Preview** window (Fig 4, 3).

6. Click the **Advanced** toggle button and select **New Window** from the drop-down window (Fig 5, 1). This ensures that the hyperlink will launch the new page from a new window, keeping it separate from the original site.

Figure 4



Figure 5

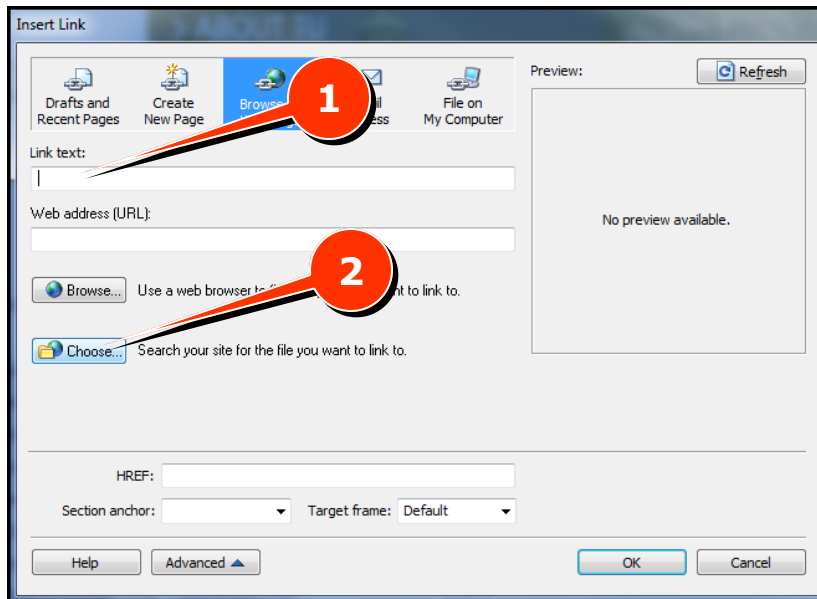


7. Click **OK** to complete the hyperlink (Fig 4, 4). The hyperlink will now appear on the site.

Adding a hyperlink to an internal page

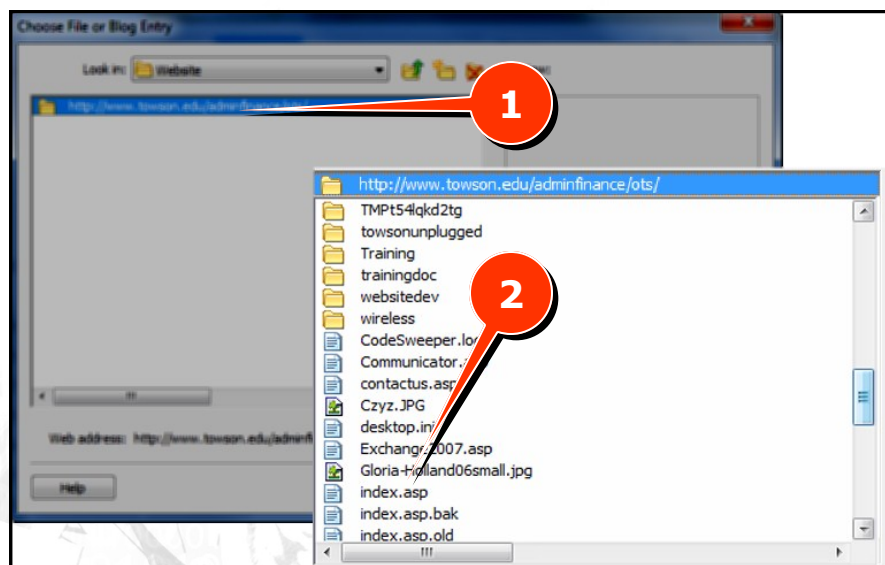
1. Once in edit mode, find a location on the page where you want to add the hyperlink (Fig 1, 1).
2. Select the **Link** icon from the toolbar (Fig 2, 1).
3. A drop-down menu will appear. Select **Browse to Web Page** to add a hyperlink to an existing page (Fig 3, 1).
4. The **Insert Link** window will appear (Fig 6). Under **Link text:** type the name of the site you are linking to (Fig 6, 1).

Figure 6



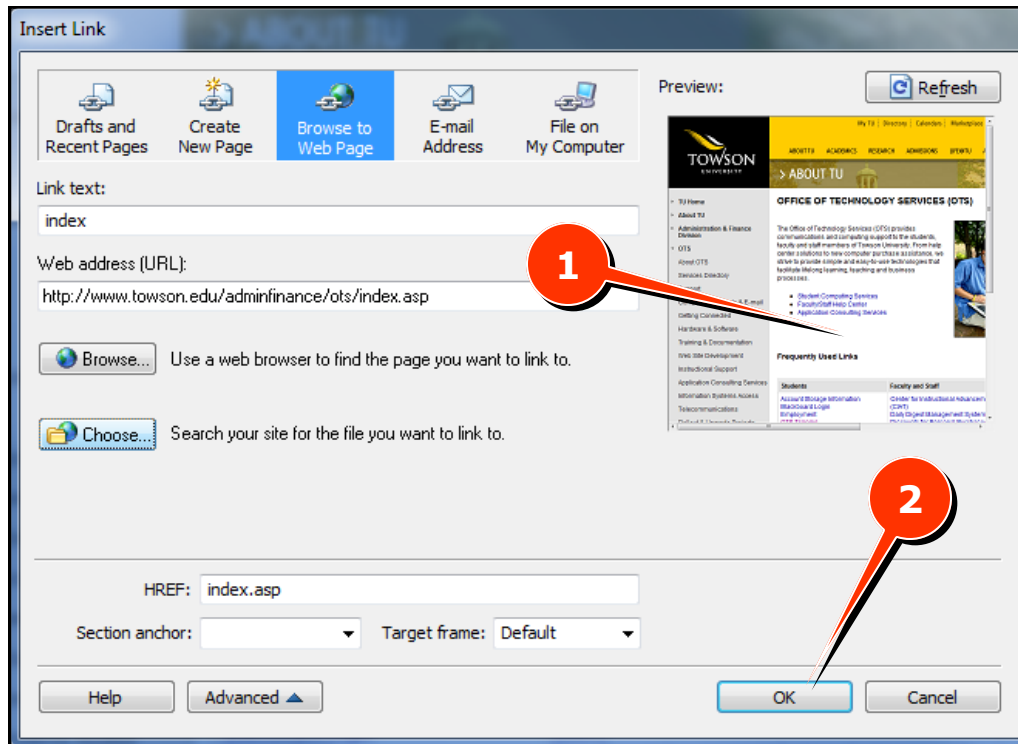
5. Click the **Choose** button to search the site for a page you want to link to (Fig 6, 2).
6. **Double-click** the **root** folder (Fig 7, 1) to expand the site folder and file structure.
7. Select a file (ending with .asp) as the page you want to link to (Fig 7, 2).
8. Click **OK** to back to the **Insert Link** page (Fig 6).

Figure 7



9. The page will appear in the **Preview** section of the **Insert Link** dialog window (Fig 8, 1).
10. Click **OK** to create the hyperlink (Fig 8, 2).

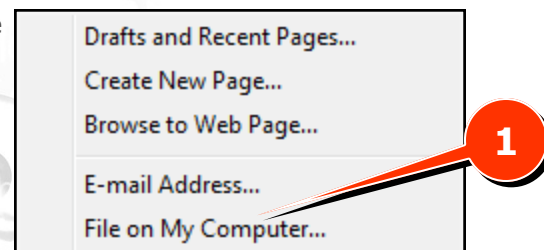
Figure 8



Adding a hyperlink to a document

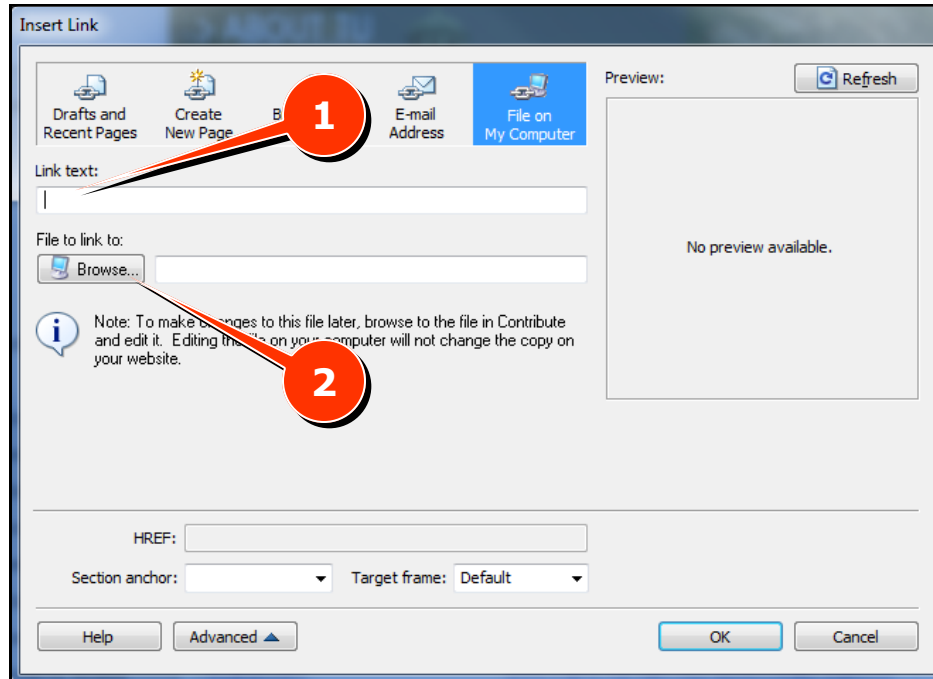
1. Once in edit mode, find a location on the page where you want to add the hyperlink (Fig 1, 1).
2. Select the **Link** icon from the toolbar (Fig 2, 1).
3. A drop-down menu will appear. Select **File on My Computer...** (Fig 9, 1) to add a hyperlink to a file. Note that the file must reside on either the **H:** drive or **O:** drive if you are accessing Contribute via Virtual Workspace.
4. The **Insert Link** window will appear (Fig 10).
5. Under **Link text:** (Fig 10, 1) type the name of the document you are linking to. Place the document prefix in parenthesis after the document name to indicate what type of document this is.
6. Click the **Browse** button (Fig 10, 2) under the **File to link to** section to search for your file.
7. The **Select File** dialog window will appear (Fig 11).

Figure 9



8. Select the file from your file directory. (Fig 11, 1). Make sure the filename has no special characters as Contribute will reject it.

Figure 10



9. Click **Select** (Fig 11, 2).

Figure 11

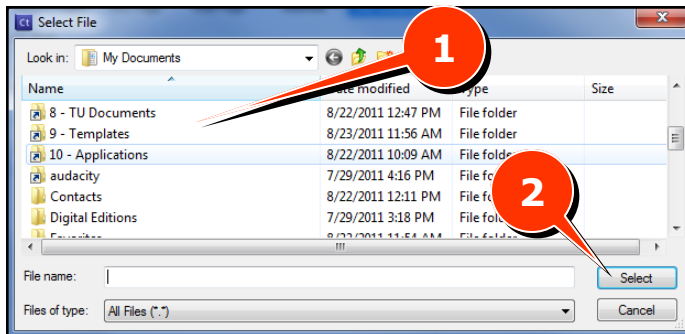
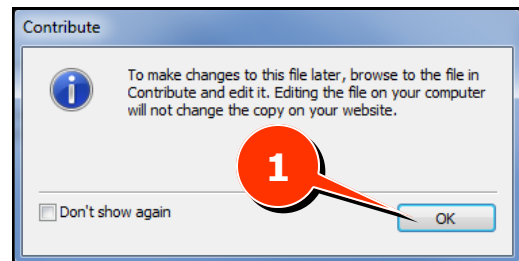


Figure 12



10. A warning message will appear (Fig 12) indicating that a copy will be placed on the server and any future edits will need to be made and uploaded accordingly. Click **OK** (Fig 12, 1). The hyperlink will be created.

- ★ The file will not be uploaded to the server until you click the **Publish** button.

Adding a hyperlink to an email address

1. Once in edit mode, find a location on the page where you want to add the hyperlink (Fig 1, 1).
2. Select the **Link** icon from the toolbar (Fig 2, 1).
3. A drop-down menu will appear. Select **E-mail Address** to add a hyperlink to a email (Fig 13, 1).
4. The **Insert Link** window will appear (Fig 13). Under **Link text:** type the email address you want to link to (Fig 13, 1)
5. Under **E-Mail address** type the email address again (Fig 13, 2).

! Don't use the term "click [here](#)" or use your full name i.e.. [Rodney Urand](#). Email hyperlinks open automatically using Outlook and students on campus do not use Outlook as their email client.

Figure 13

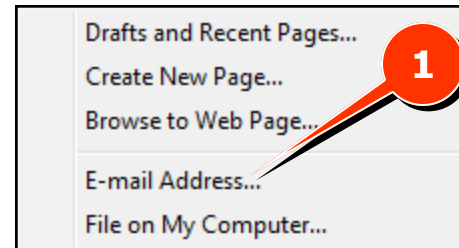
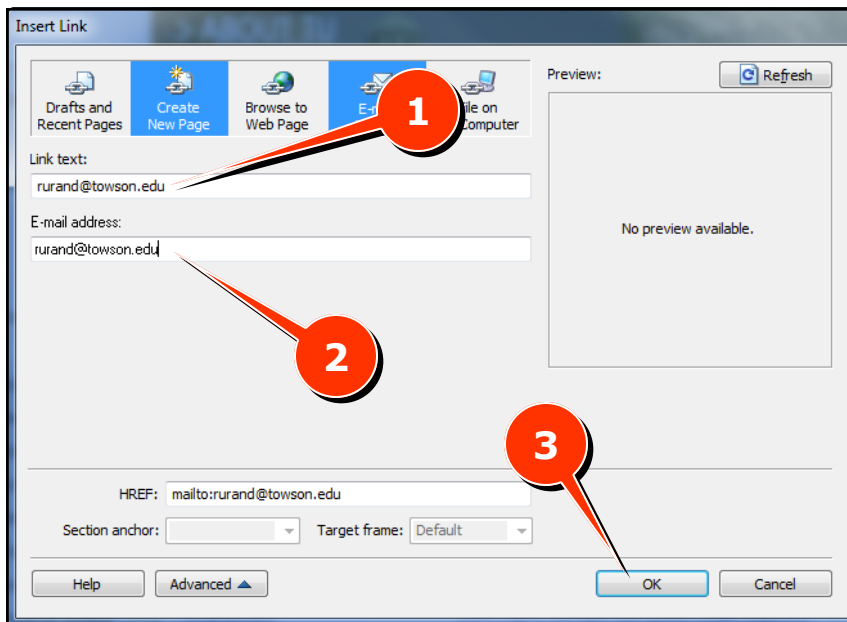


Figure 13



6. Click **OK**. (Fig 13, 3). The email address will now be a hyperlink.

! If you need to make a change to an email hyperlink, right-click on the name and select **Edit Hyperlink** rather than changing the name. If the name is changed without the accompanying hyperlink, the original person's email address will still be the location of where the email is sent.