

Creating Links on a Web Page

There are two types of links that you can create on a web page.

1. Link to a web address
2. Link to a file

Type 1: Linking to a web address.

Step 1:

1. Log in to the website (either your website or the school website)
2. Open the page where you want to place the link
3. Click Edit Page
4. Type the name of the link....(Example: Book Adventure)

Step 2:

1. Open another tab or browser window
2. Navigate to the website you want to link
3. Click once in the address bar to highlight
- 4.
5. Ctrl+C to copy or Right click the highlighted area and select Copy

Step 3

1. Switch back to the webpage in step 1
2. Highlight the text
3. Click the link button
4. Click web address
5. Ctrl+V to paste or right click and choose paste
6. If you want the link to open a new window, check the box.
7. Click OK
8. Click Save to publish the changes on the webpage.
9. Test the link

Type 2: Linking to a file

If you want to link to a file on your computer, you first have to get the file on “your” website. If you plan to do this often, the easiest strategy is to create a new page called Download or Files. When you create the page, choose the File Cabinet template. This will enable you to keep all your “uploads” in one place. You can organize files using folders.

Once the file is on the website, then you can create a web link anywhere on your site by:

1. Copy the url from the file cabinet page. To do this,
 - a. right click on the file name and choose "Copy Link Location"
2. Navigate to the page where you want to add the link
3. Follow the same procedure as described in Linking to a Web Address
 - a. Click Edit Page
 - b. Type the text for the link
 - c. Follow the rest of the directions in Step 3

ADDING LINKS TO THE SCHOOL WEBSITE

If you are adding a file link to the Student Resources on the LINKS page, go to the bottom of the page and Upload your file as an ATTACHMENT. This puts the file on your website.

To make it easier for students to find:

1. Copy the LINK LOCATION described above
2. Click Edit Page
3. Navigate to the Student Resources Section
4. Add the link text
5. Highlight the text
6. Click Link
7. Paste the link location as a web address
8. Click OK or Save
9. Click Save to publish the webpage.

How to Add the ATTACHMENT FEATURE ON ANY PAGE

1. Navigate to the web page
2. Click the More Actions Button in the upper right hand corner
3. Select Page Settings
4. Check "Attachments"
5. Make sure "Comments" are deleted.
6. Click SAVE
7. Now the Attachments capability will be available at the bottom of the page.

Now the Attachments capability will be available at the bottom of the page. You can upload files related to your page at any time using this tool.