

Adding a web link on a webpage

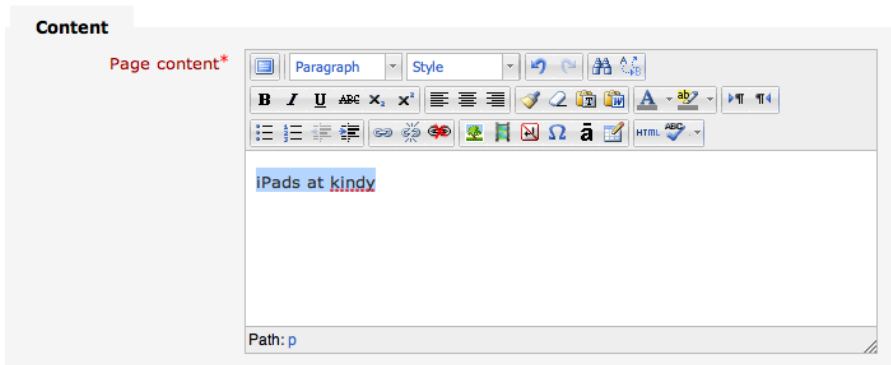
1. Turn editing on



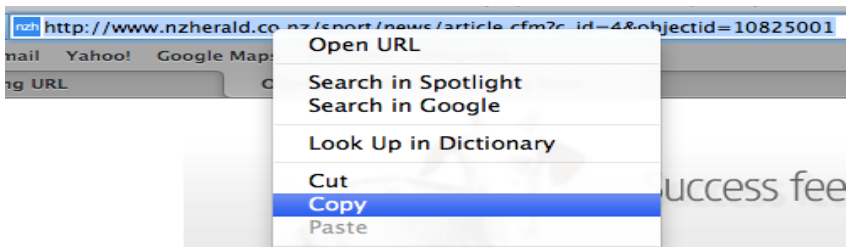
2. Click the editing tool next to the webpage you wish to add a weblink to



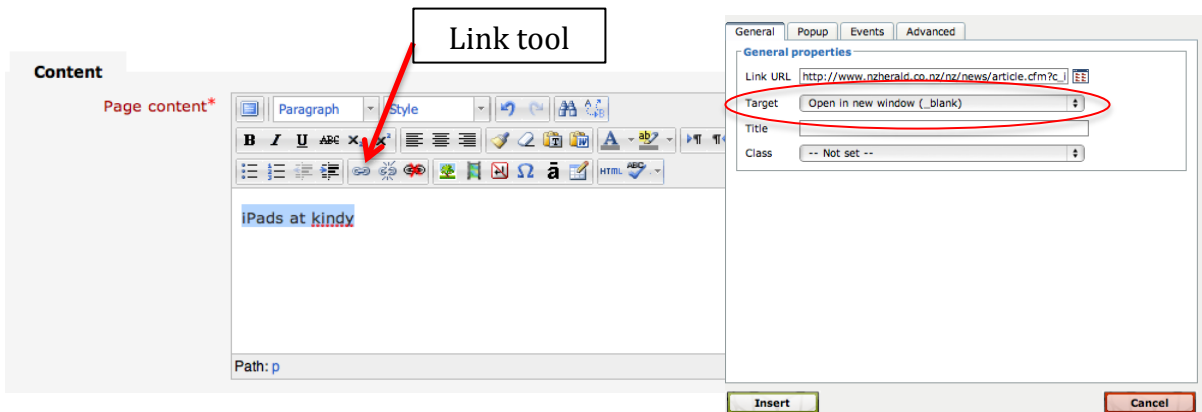
3. Scroll down to **Content** and type in title



4. Go to the site you want to link to and copy the URL (ctrl+C on a PC, Command+C on a MAC)



5. After you've copied the URL click on the link tool and paste the URL in the Link URL box. Set the Target to Open in new window (blank) and then click Insert.



6. When you have finished scroll down and click

