

Hyperlinks

Choose the appropriate target window when creating a hyperlink on a page.

- For Internal links leave target is as the default of “None”
- For Documents (e.g. pdf & word documents) set target to “New window”
- For External links set target to “New window”

Insert/edit link

Link Source Internal External

Link [Choose File, Page, or Link](#)

Anchor

Text to display Linking pages

Title

Target **None**







Class **None**
New window

Ok Cancel

Linking to a document or page

Content

Edit Format Insert Table View Tools

B *I* Formats      

Albert Einstein **Insert/edit link**

Highlight the text to be linked then click on the "Insert/edit" link icon.

Internal Link

Insert/edit link ✕

Link Source Internal External

Link [Choose File, Page, or Link](#)

Anchor

Text to display

Title

Target ▼

Class ▼

External Link

Insert/edit link ✕

Link Source Internal External

Link

Anchor

Text to display

Title

Target ▼

Class ▼