Hyperlink Manager

Click on the Hyperlink Manger Button (Ctrl + K). The hyperlink tab is pre-selected for you.

Linking Any Type of Link

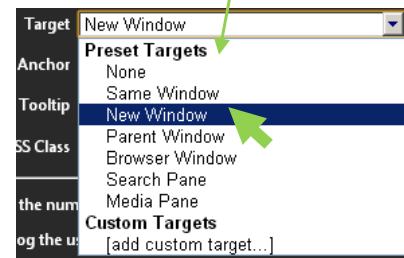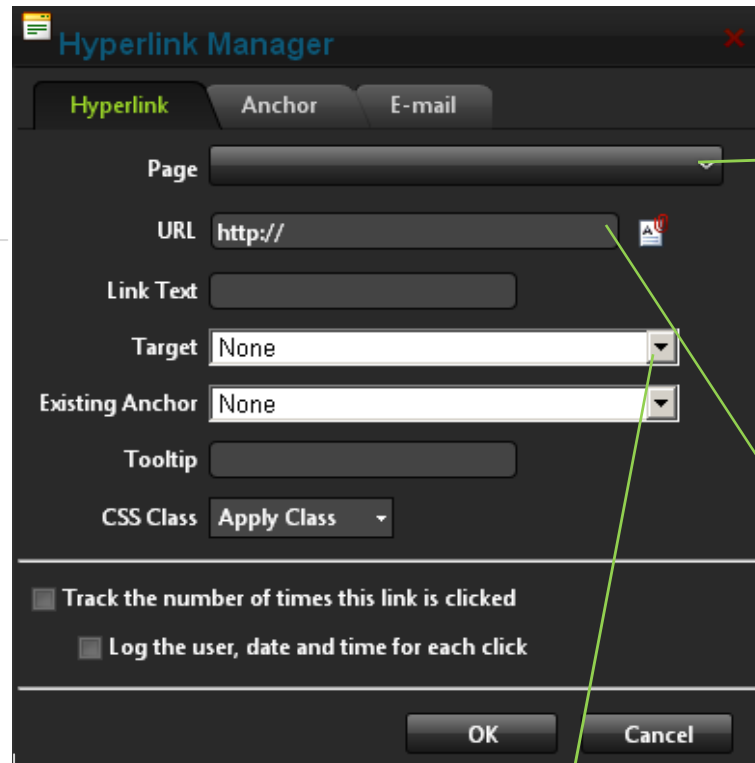Highlight the text/object for the link - OR - Place you cursor where you want to insert the link. See example above.

Deleting a Link

Option One:

1. Select the linked text or object.
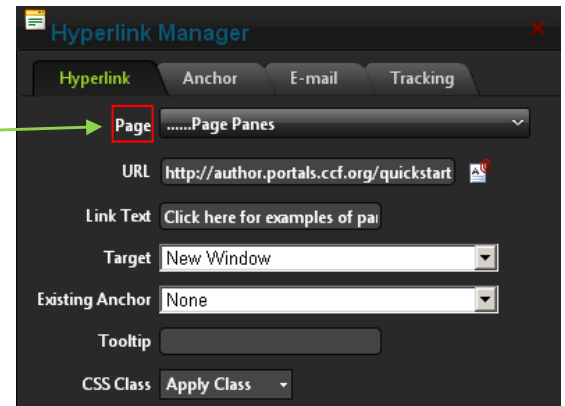
2. Click the Remove Link button.

Option Two:

1. Right-click on the linked text or object.

2. Select Remove Link from the drop down list. This opens the Hyperlink Manager.

Page Link

Select the page for this link from the drop down list. This displays the URL of the selected page in the URL field below. Note: Disabled pages appear in the list, however they cannot be selected.

URL Link

Make a URL link on your page in the URL text box, and enter the URL address for the link.

Whether you are creating a page link or just a simple URL link set your "target" to open in a new window.