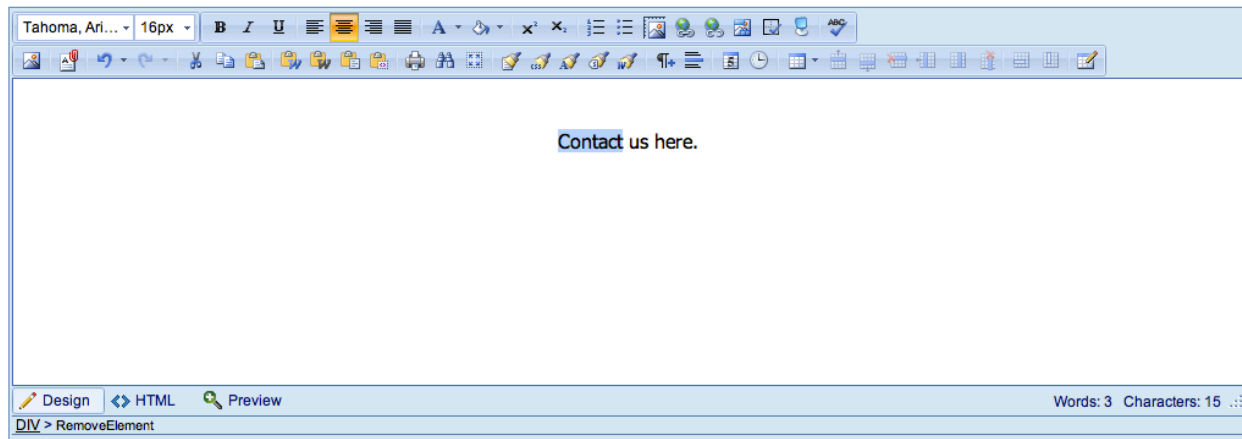
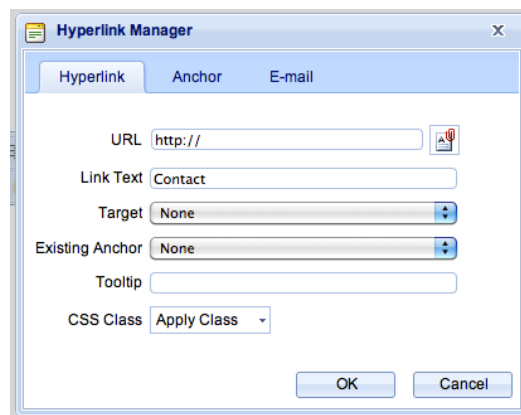


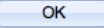
Hyperlinking TEXT

1. While in the “edit page” view, select the text you wish to hyperlink



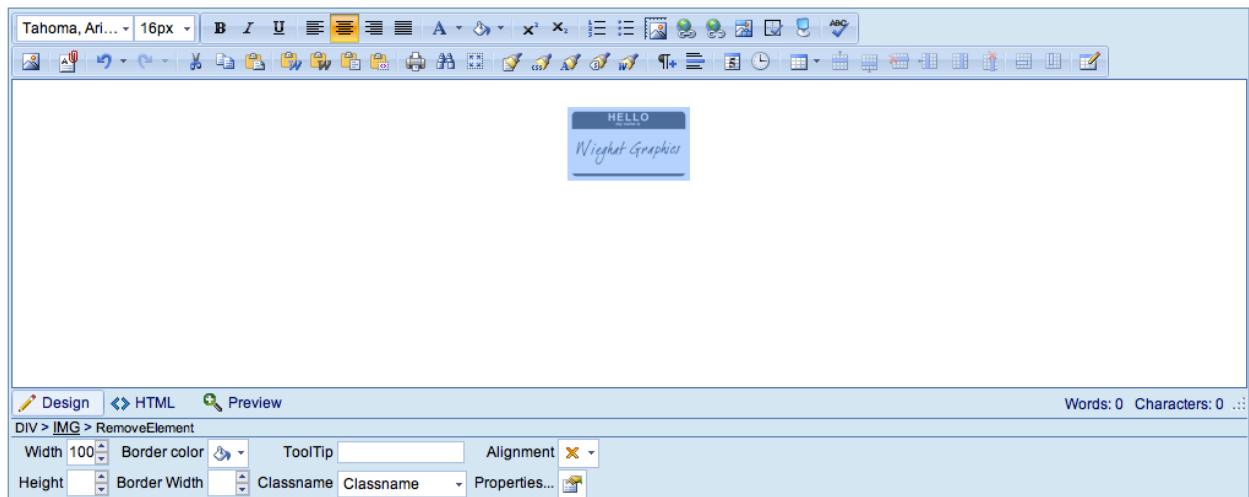
2. Click , located in the top menu bar. The “Hyperlink Manager” window will appear.




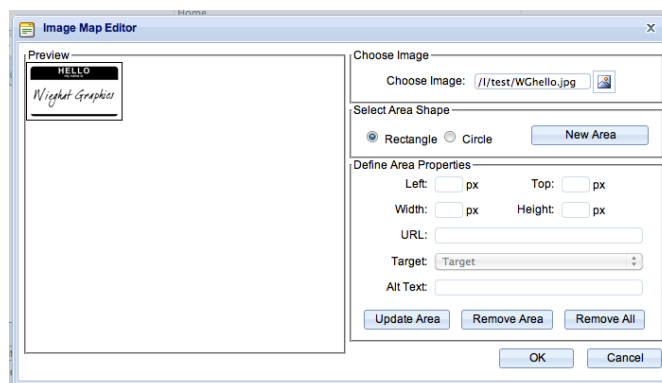
3. Fill out the credentials on the “Hyperlink” tab.
 - URL: Where you wish to link to.
 - Link Text: Web page text that will serve as the hyperlink
 - Target: Where your hyperlink will open. ie: same window, etc.
 - Existing Anchor: Keep on “None.”
 - Tooltip: Short description of where you will be linking to. ie: Contact WG
 - CSS Class: (Cascading Style Sheets Class) Keep on “Apply Class.”
4. If you want your hyperlink to link to an email instead, click “E-mail” in the Hyperlink Manager. Then, fill out the credentials.
 - Address: E-mail address goes here
 - Link Text: Web page text that will serve as the hyperlink
 - Subject: Subject of e-mail
 - CSS Class: (Cascading Style Sheets Class) Keep on “Apply Class.”
5. Click 
6. Click [Save Changes](#)

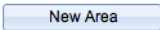
Hyperlinking PICTURES

1. While in the “edit page” view, select the photo you wish to hyperlink.



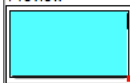
2. Click , located in the top menu bar. The “Image Map Editor” window will appear.

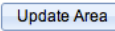
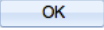


3. Under “Select Area Shape,” select either Rectangle or Circle, depending on the shape of your image in the “Preview.” Then, click .
4. A small blue shape will appear over your image.



5. Click the red dot to resize the shape, covering your entire image.



6. Enter URL, Target, and ALT Text information. Click .
7. Click .
8. Click [Save Changes](#)