

Creating Links in the Body of your FirstClass Web Page

Open the web page you want to work in.

There are several ways to create a link on FirstClass web pages.

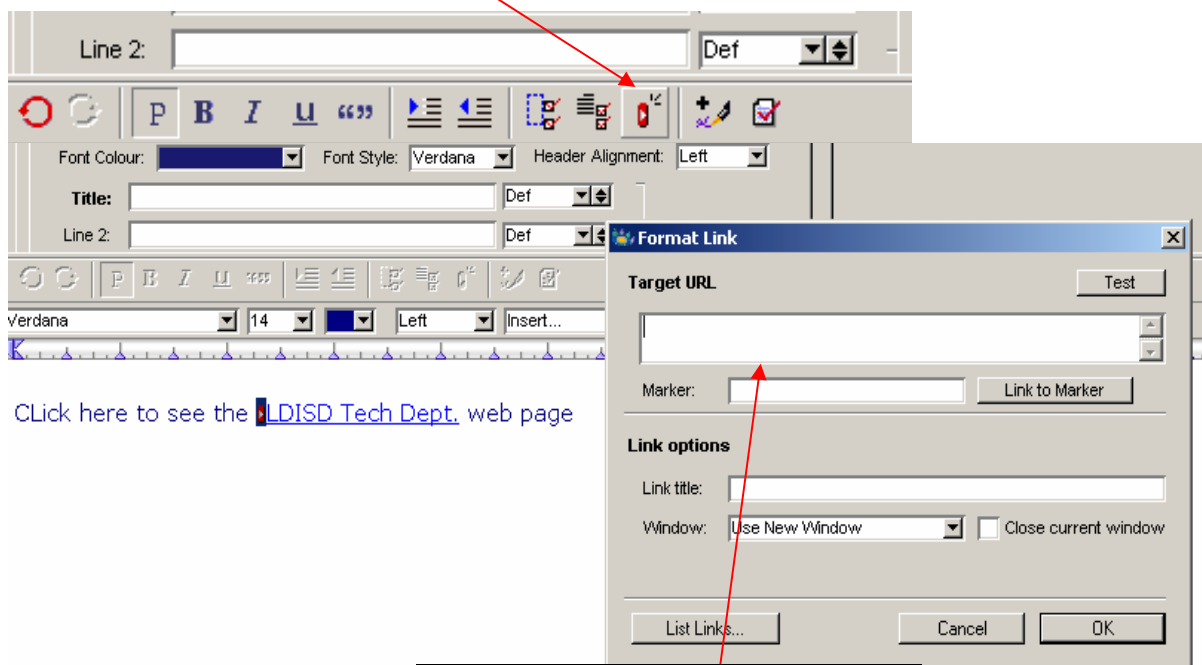
The **easiest way** is to simply type the web link directly onto the FirstClass web page. It will not appear to be an active link, but when you X out to save and view your web page on the Internet – the link will be active.

If you want to add a link to your web page using the name of the web site:

Type the name of the web site (ex: Click here to see the LDSID Tech. Dept. web site)

Highlight the portion of the text that you would like to use for the web link (ex: highlight LDSID Tech. Dept.)

Click on the **red** "Make Link" icon (see below)

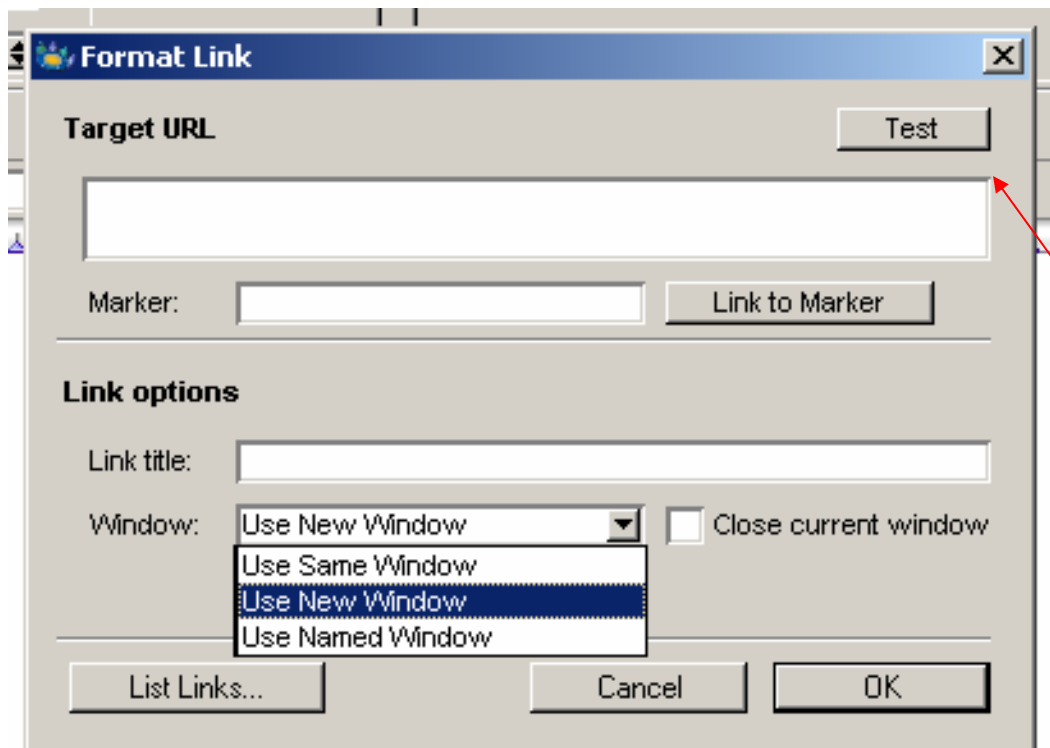


Type the link in the text box provided

You can also right-click on the highlighted text & select "Make Link" to get the "Make Link" text box or you can use the EDIT menu & select "Make Link" to do the same thing.

Type the link in the text box provided. **Please note:**

- if you are linking to a web page OUTSIDE of your Home Page folder – you must type the entire link path i.e. <http://www.ldisd.net/tech>
- if you are linking to a web page INSIDE of your home page folder – you simply type the name of that web page EXACTLY as it appears when you view files in your home page folder (i.e. tech or spelling or agenda ...)



Use the pull-down menu to format whether or not the new link will open up in the same window or in a new window – I usually select "Use Same Window" – otherwise your users end up with A LOT of Windows open on their screen.

You can then click the **TEST** button to see if your link is formatted correctly. Then click OK