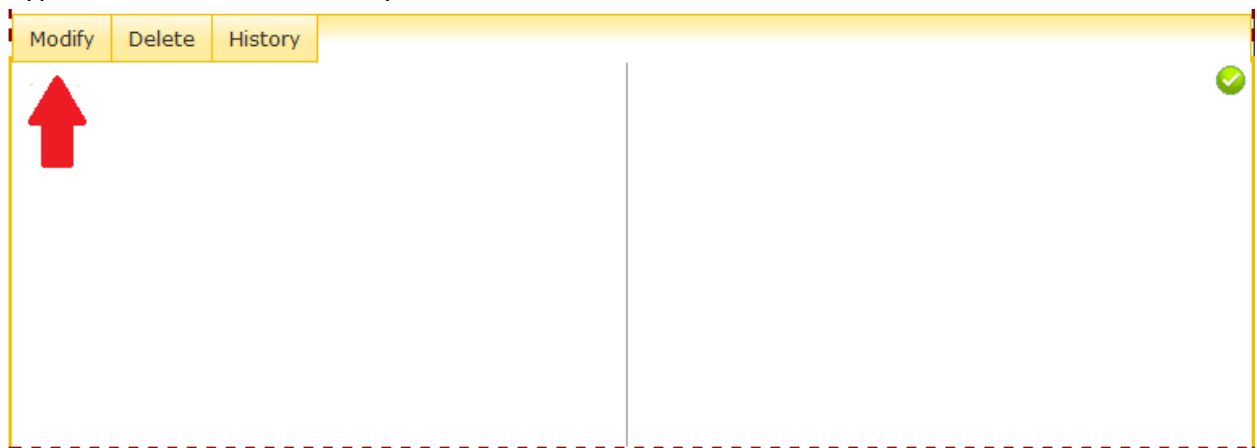


## Hyperlinks/Email Links

Before we show you how to insert a hyperlink, you should first be aware that there are three basic types of hyperlinks generally used on web pages.

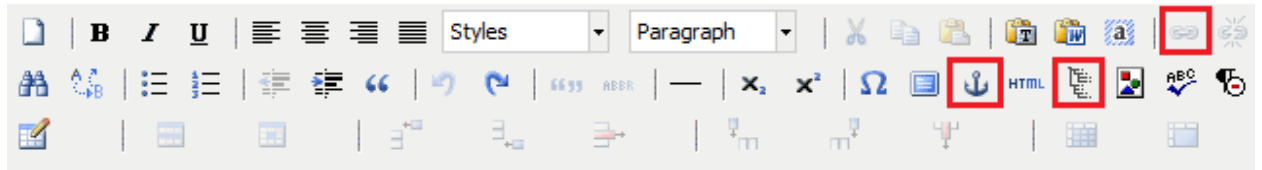
- **External Hyperlink** – An external hyperlink is used to link to any page that is not within your department. These types of links should be used for linking to other departments and to other sites.
- **Internal Hyperlink** – Internal hyperlinks are used to link to pages within your department. The internal linking tool allows the system to keep track of the links and will help prevent broken links.
- **Anchor Hyperlink** – An anchor hyperlink, in terms of Terminal Four, allows you to link from one location on a web page directly to another location on that same web page. This allows you to create web pages with a lot of content that users can access quickly. A great example of this is an FAQ page. The questions might have anchor links to their answers and when clicked, the web page will automatically move down to that section of the webpage.

1. To insert a hyperlink to a site, first login to Terminal Four's direct edit view on the site on which you would like to add a hyperlink/Email link.
2. Once logged in, hover your mouse over the body content to which you wish to add a hyperlink to and click "Modify".

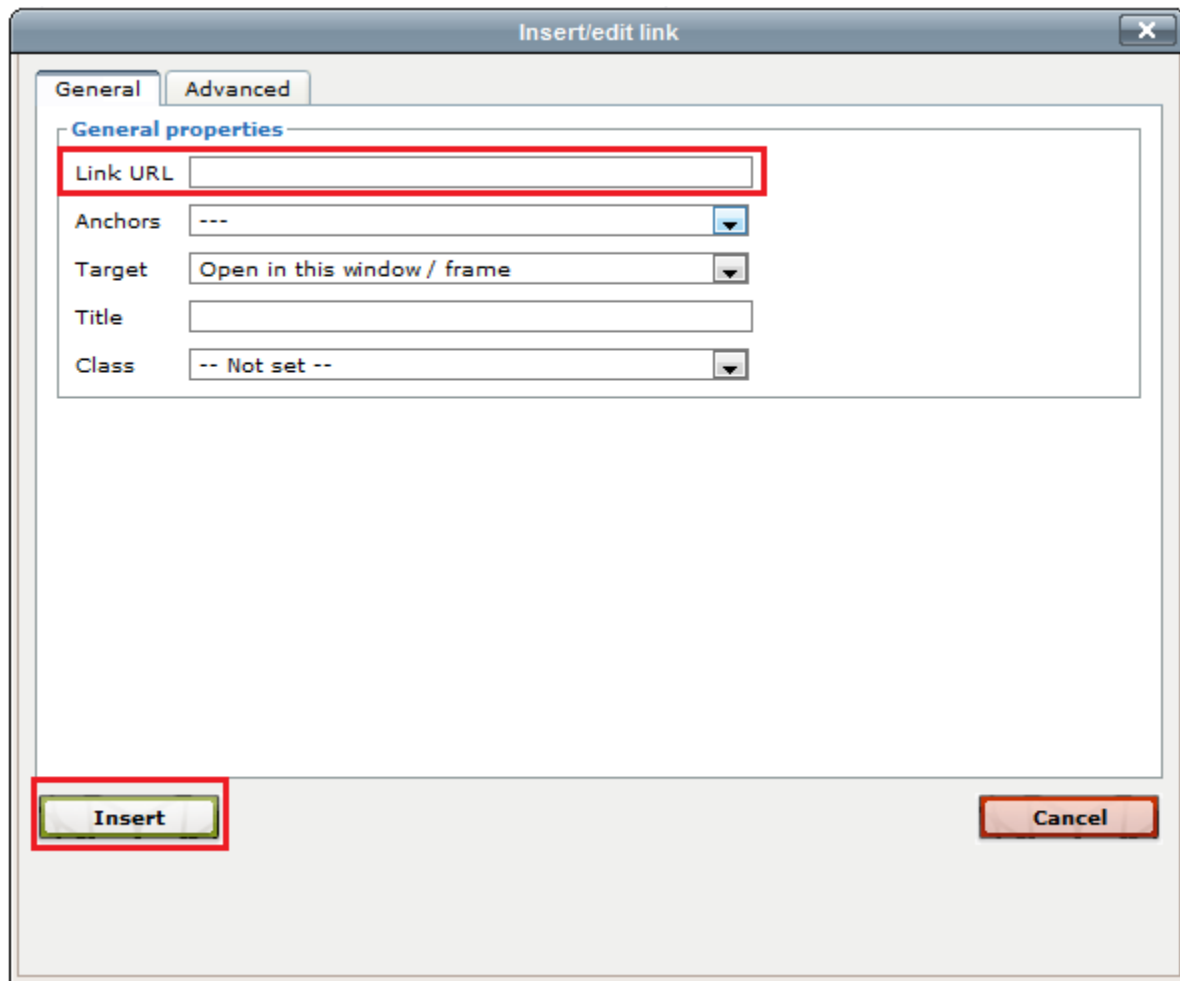


3. Now, within the body content, highlight the text which you wish to make into a hyperlink, and click on either the "Insert/edit Link" option, or the "Insert section

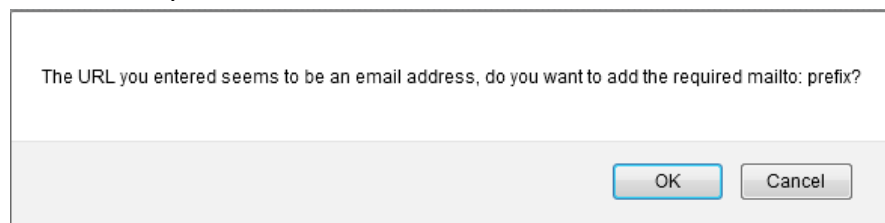
link” option, or the “Insert/edit Anchor link” option.



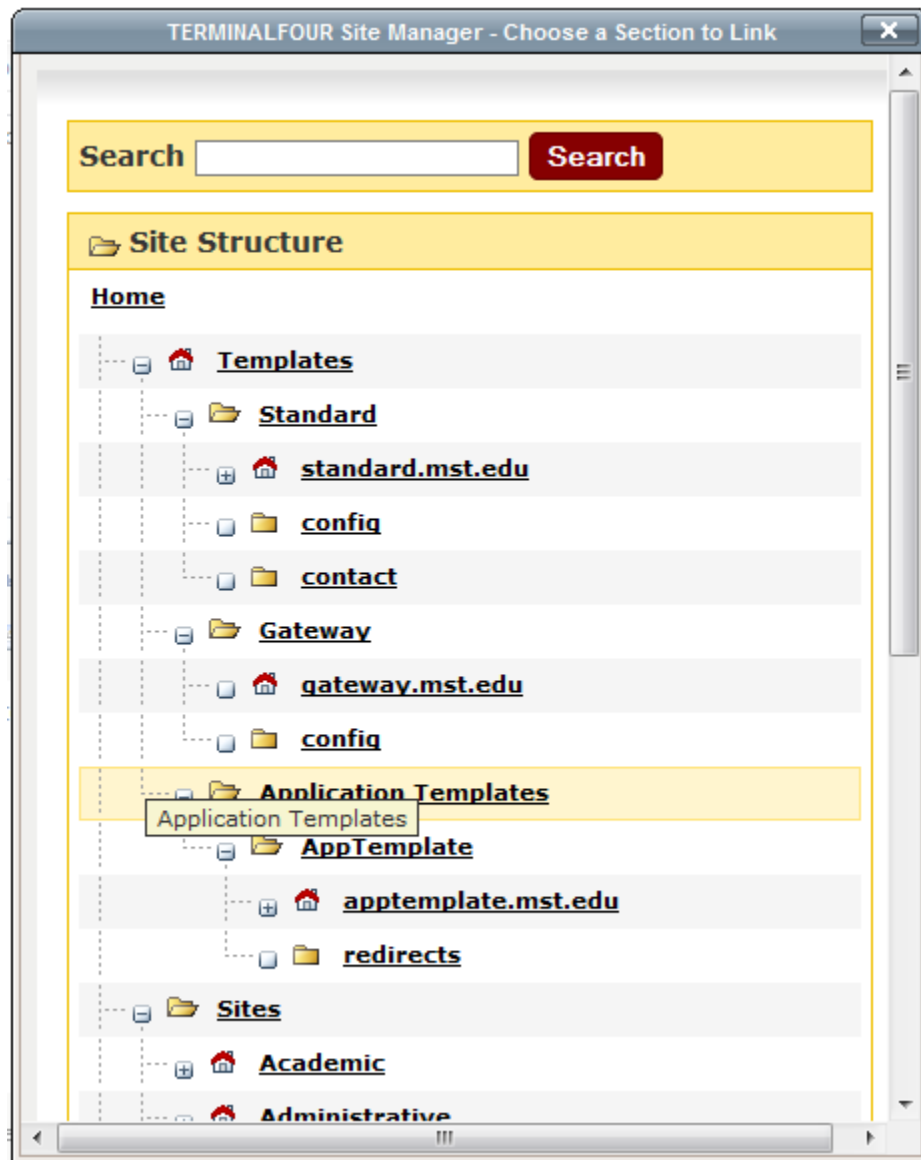
- a. Insert/Edit Link option (furthest to the right) – when you click the insert/edit link button you will be greeted by this window. Enter the URL (web address) for the link you want to create and click “Insert”.



- i. **For an Email/Mailto link**, enter an email address in the “Link URL” section and you will receive a box like this. Click “OK”



- b. Inserting a Section Link (center most link) – When you click the insert section link button you will see this window. Select the site that is already created within terminal 4 and it will create a link to that site.



- c. Insert/edit Anchor Link (furthest to the right) - when you click the insert/edit Anchor link button you will see this window. Give a meaningful name to the Anchor and click insert. You will notice a little Anchor symbol next to the phrase you linked.



Now we will create the text that users will click in order to jump to the “anchor” that we have created. Highlight the text you wish to transform into a link and click the “insert/edit link” button, instead of entering a URL simply click the drop down arrow under the “Anchors” section and select the anchor you wish to use and click insert.

